

Date and Time	Upcoming Meetings and Events
September 20, 5:30pm	District Board Meeting, Grants Pass branch

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

Members present: Gina Marie Agosta, Pat Fahey, Tina Gotchall, Rachele Selvig, Laurel Samson

Members absent:

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Branch Services Manager Roberta Lee, Youth Service Librarian Alyssa Donoho

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation liaison Shad Shriver, Josephine Community Library Foundation Executive Director Rebecca Stoltz,

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

STANDING ITEMS

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

Ms. Selvig asked to bring up a topic to board for discussion. She proposed that board members should not accept handouts or any items from people offering public comment because board members are not to engage or respond to public comment during the time given. She suggested that items go to the director first to be shared with board members rather than in the moment.

Approval of consent agenda. Consent agenda items included:

- 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

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

Public comment. No public comment was offered.

Correspondence. From Mike Pelfrey: a tweet about a library in Montana who is considering removing itself from the ALA. He also wants to know if the library carries Gender Queer and if so, why.

Annexation petition review. The board of directors reviewed annexation petitions from Helon A. Howard and Roady Trust Shirley Ann.

Motion: Mr. Fahey moved to endorse annexation petitions from Helon A. Howard and Roady Trust Shirley Ann. Ms. Aguilera seconded. The motion passed unanimously.

STAFF REPORTS

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

- Ms. Lasky shared the board member code of ethics and asked board members to sign to agree to adhere to them during their terms.
- Ms. Lasky introduced Branch Service Manager Roberta Lee. Ms. Lee shared that there has been a struggle finding a landscaping service who will maintain all of the rural branches. She was able to get a quote from The Ground Guys to do rural clean up. They are the only option who is willing and can offer a 10-hour cleanup four times a year.

Motion: Mr. Fahey moved to approve an expenditure to The Ground Guys for lawn maintenance at rural branches. Ms. Agosta seconded. The motion passed unanimously.

- The library foundation and district are hosting a community celebration at the location of the new Grants Pass branch on Saturday, July 22.
- Ms. Lasky shared that there is a request for reconsideration for the book Gender Queer. She shared the policy with the board, consulted with other libraries, and worked with a team to respond to the patron.
- A new Wolf Creek branch manager and a new volunteer coordinator started this week.
- The work plan to support the 2024-2027 Strategic Plan will be presented to the board next month.
- The Illinois Valley River Arts Council is doing 3D printing weekly at the Illinois Valley branch on Wednesdays during Summer Reading Program.

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

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

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

ANNUAL MEETING

FY24 election of President and Vice President. Ms. Selvig volunteered to be nominated as president, and Ms. Agosta volunteered to be nominated as vice president.

Motion: Mr. Fahey moved to pass Resolution 2024-002 to elect Ms. Selvig as President and to elect Ms. Agosta as Vice President. Ms. Gotchall seconded. The motion passed unanimously.

Bank signers. Since the board president and vice president remained the same, no new signers are needed.

FY24 meeting date and time. Board members agreed that the current board meeting date and time on the third Wednesday of each month at 5:30 pm continues to work for them.

Motion: Ms. Agosta moved to set the third Wednesday of each month at 5:30 as the regular board meeting date and time. Ms. Samson seconded. The motion passed unanimously.

ACTION ITEMS

First reading: Policy 3-2-1 Collection Development.

Board members review a change in language to include specific age ranges rather than descriptions like “elementary school age.”

First reading: Policy 5-1 Volunteer Program Overview.

Board members review changes made to this policy to better support volunteer recruitment and retention.

Library director annual evaluation process.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Shriver shared that the groundbreaking at the new Williams branch took place last week.

The Soroptimists are providing ice cream for the community celebration on July 22.

Facilities Oversight Task Force. Mr. Fahey shared that a team of library leadership, architects, and developers had their first meeting about the new Williams branch.

The Illinois Valley project is currently out to bid.

The next steps for the Grants Pass capital project is to start discussing what the community wants out of a new Grants Pass branch.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, August 16.

ADJOURNMENT

The meeting adjourned at 6:54 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 16, 2023
SUBJECT: Second Reading: 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 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*).

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

In the Matter of Adopting Policy 3-2-1, Collection Development, for Josephine Community Library District)))	Resolution No. 2024-008
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WHEREAS, the Board of Directors has reviewed the revised operations policy written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-2-1, Collection Development, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16th day of August 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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 managerUnder the supervision of the library director, all staff members support the JCLD volunteer program. -directs, develops, and administers the JCLD volunteer programby 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.

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

In the Matter of Adopting Policy 5-1,)	
Volunteer Program Overview, for)	Resolution No. 2024-009
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 5-1, Volunteer Program Overview, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16th day of August 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

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

	Property Owner	Address
1	DOOLAEGE, CASEY W	1587 LONE MOUNTAIN RD
2	SABIONSKI, CHRISTOPER	280 TURNER RD

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 16, 2023
SUBJECT: Library director's report

Action

- Board member to participate in a library district, foundation, capital campaign steering committee joint-board session on September 23-24 to finalize key decisions in planning for a new Grants Pass building with Micheal Kosmala, Twin Goats Consulting.

General Updates

- Completed the annual financial audit exit interview with Pauly Rogers & Co and received a clean opinion. The final report will be made available to the board by the September board meeting.
- In consultation with the executive team, library director updated the position of operations manager to circulation coordinator. The new job description for the position is attached as well as an updated organizational chart. The new position classification is within the FY24 budget for payroll and will not affect total expenses. This new position has been posted and is under recruitment.
The position of fiscal coordinator is open for recruitment as the former business manager applied for and was awarded the position of ACP outreach specialist. Fiscal coordinator is open until filled with Cynthia Harelson CPA and Gerald Burns CPA supporting the finance department on interim contract.
- Hosted "A Community Celebration" of the purchase of property for a new Grants Pass branch with 125 attendees posing for a historic photo on July 22 at the new site.



- The new reconstruction at the Williams new property continued on schedule and on budget through July. The Grand Opening is scheduled for September 30. Plans for moving the branch are underway.
- For more information about library programs and events, read the July [Latest News](#) and the [Youth Library Newsletter](#) online.

Stories

- **Offsite:** While at a storybook walk at Highland Elementary school, the Early Literacy Outreach Coordinator noticed many families playing together and enjoying their time outside. Right as the storybook signs were set up, one child rushed down the slide and ran straight to the signs excitedly. The young patron was not yet reading by herself, but her siblings and the staff member present helped her to enjoy and understand the story.
- **Online:** A senior patron commented about the library's online ebook app (Libby), "Libby is so fast — within 30 seconds, if the book is available! I tell all my friends about it, and some of them don't want it because they say they aren't tech-savvy. But I told one of my friends in California about it, and she looked into it through her library, and she thinks it's wonderful!"
- **In Grants Pass,** the new volunteer coordinator said, "I've witnessed our knowledgeable volunteers provide countless services to grateful patrons. A blind person was especially thankful after a volunteer helped the person on the computer purchase a bus ticket. Another patron, who was somewhat frantic, needed help printing an IRS form. One of our seasoned volunteers put the person's mind at ease by guiding him through the process. Our library is a vital community resource."
- **In Illinois Valley,** Summer Reading Program attracted the attention of a Korean family to the branch at the beginning of July. A language barrier made it difficult to communicate the district information for library card applications until the staff pulled out a translation app on a cell phone to explain the application and the fee. The mother of five was so excited to get library cards and information about programs that happen in the branch. All five children have been enthusiastic visitors to weekly storytime, summer reading events, and 3D printing programming.
- **In Williams,** two travelers visiting the old Buddhist retreat center in Williams, which is under new ownership, lost cellular service and were unable to communicate with the host. The travelers were directed to the library to reconnect via Wi-Fi access for direct call.

In anticipation of moving to the newly renovated library facility in Williams, the branch manager began cleaning the branch shed and organizing a list of items that will not be moved to the new building. A surprising find was a safe estimated to be from 1904.

Successes

- Nearly 150 people of all ages attended two sessions of Bugs-R-Us Reptiles and Amphibians program at the Grants Pass Branch. Unfortunately, even with two sessions planned, about 30 people were turned away due to space limitations.
- The Illinois Valley branch manager purchased colorful, funky kid-friendly lanyards as a summer reading addition to allow kids to keep their library cards close. Kids and parents both appreciated the empowering responsibility of self-checkout, self-serve holds and using their summer reading tote bags to carry their books home, keeping kids accountable for their library materials.
- Summer Reading attendance in Illinois Valley hit its all-time high number at 87 registrants. The bump up in numbers was most likely due to additional adult participation this year.

Challenges

- At least once a day, a child or multiple siblings are found alone in the Grants Pass children's library without a parent in sight. Parents and caregivers are not adhering to the "Safe Children" policy and often need reminding, which could be because they are not noticing the current signs we have out. Staff created new signage.
- Two teen Summer Reading Program events, Civics for Teens and the Teen Book Club, had no attendees.

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.

- Added Rogue Valley Times to newspaper collection for in-library patron use.
- Completed backlog of replacements for lost and missing items.
- Expanded the floating collections to include children and teen movies, allowing increased access for browsing at the rural branches.
- Several series from the non-fiction publisher Jump! have been added to the children's non-fiction collection across all four branches. Series include high-interest topics of dinosaurs, digital citizenship, planting and harvesting, and turning points in United States History.
- Added five mBots to youth Library of Things for checkout.
- Added additional Josephine County Parks Pass to Library of Things.

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.

- Posted job openings for circulation coordinator and fiscal coordinator. The circulation coordinator position replaces the position of operations manager and will coordinate the day-to-day activities at the Grants Pass branch, including supporting volunteers with check-in, checkout, holds, and shelving. This position will allow the volunteer coordinator to focus on recruitment, retention, and appreciation of volunteers and increase volunteer hours per month.
- Williams HVAC repaired with additional unforeseen expense of \$229 with a total repair for this calendar year at \$1,300.
- Finalizing MOUs with neighboring properties in Williams for board review and approval at September board meeting.
- Updating the Suggest A Purchase procedure with feedback from a patron. "Suggest a Purchase" description and communication has been unclear to patrons. Specifically, when an item is unable to be purchased. Procedures now include emailing a patron when the library has not purchased their suggested item so that the patron is aware we will not be able to add this item to our collection. Procedures also include emailing the patron when an electronic item has been purchased. Communication with patrons includes directions for how the patron can request an ebook. Also updating verbiage on the website to inform patrons of the procedure, time for fulfilling requests, and the reasons an item may not be purchased.

- Staff professional development included attending the Oregon Library Association (OLA) Support Staff Division conference in Ashland, networking with fellow library staff from across the state including staff at the State Library. The Youth Services Librarian presented a Lightning Talk on intellectual freedom as part of her work on the OLA Intellectual Freedom Committee.
- Contracted with The Grounds Guys from Grants Pass for landscaping clean up at all three rural branches. Williams' fire hazard overgrown culvert and lawn were cut, Wolf Creek's back acreage was mowed and parking lot weeds trimmed up, and Illinois Valley fence-line shrubs and ivy cleared out for improved security and visibility from the street.



Figure 1: Wolf Creek: Lawn and field mowed; large blackberry bramble carted away.



Figure 2: New Williams property culvert and lawn no longer a fire hazard



Figure 3: Illinois Valley branch fence line shrubs skirted and cleared of blackberries for better security visual from the street.

Early Literacy: Provide special programming to encourage children's literacy.

- Approximately 813 participants registered for [2023 Summer Reading Program](#). Participants have recorded 331,000 minutes of reading through the online engagement tool, exceeding last year's benchmarks. As part of the Summer Reading Program, 15 Storybook Walks were offered offsite at all four branch areas with over 200 participants. The Pop-Up Storybook Walk was particularly successful at Boys & Girls Club and Parkside Elementary School during the month of July. 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 supported 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. Sponsors included Affordable Truck & RV, Cynthia Harelson — CPA, Evergreen Federal Bank, Hill Dentistry, Institute of Museum and Library Services, Jim Sigel Chevrolet of Grants Pass, Josephine Community Library Foundation, Robinson Orthodontics, and the State Library of Oregon.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Hosted several programs for adults as part of the Summer Reading Program in July, including Adult Crafting Circle, Adult Book Club, All-Ages Story Hour, and the History of Grants Pass BearFest. The BearFest program had 42 participants, 38 of whom completed program evaluations. The audience was very engaged, and the presenter had everyone laughing within a few minutes of beginning through to the end. Evaluations contained a lot of positive feedback, including multiple comments about enjoying hearing how the community came together to make BearFest. Two participants registered for Summer Reading Program afterward.

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

- Installed virtual meeting booth in Grants Pass with grant from AllCare Health. Staff drafted a combined schedule and patron contract for use of the new technology.
- Library staff is focusing on Technology in Our World for August with displays and promotion of technology access at the four branches. Update the [Computer Basics](#) subject guide.

2024–2027 Strategic Plan Update

Developed a work plan and summary score cards to support implementation of the new 2024-2027 Strategic Plan. The following is the status of the strategic plan initiatives.

Reimagine Library Services

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

- Josephine County received the final grant award in June and signed as the main grant recipient for the project. The grant pays for outreach to help qualifying households throughout Josephine County apply for discounts of up to \$30 per month for Internet

services. JCLD finalized recruitment and hired a full-time position of ACP Outreach Specialist. This position is paid for by the grant and will implement the program in partnership with Josephine County for 24-months through outreach events, enrollment assistance for residents in Josephine County, and grant reporting. Development of a project plan is in progress. In partnership with the county, JCLD will receive \$187,800 over two years.

- The library foundation is overseeing construction of the new Williams library. Construction on the New Williams Library started July 14 and is about 30 percent complete. Construction is expected to be substantially complete by early September, furniture and equipment will be assembled and installed by mid-September, and then the move from the existing to the new library will take place. The grand opening is tentatively scheduled for Saturday, September 30.
- The City of Cave Junction is overseeing renovation of the Illinois Valley library. The general contractor bid period for the Illinois Valley Library Renovation took place July 7 through August 10. Three bids were received. After the low bid selection is made, the contract will be reviewed and executed. Construction is expected to run from September to July.

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

- Staff reviewing 2023 Patron Survey to inform program planning in new fiscal year.
- Participated in the Oregon Community Foundation GO Kids gathering and discussed ideas for children's programming with OCF staff and other child-oriented nonprofit organizations.

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

- Grants Pass community meeting room continues to be in high demand. Volunteers from UCAN Vita utilized the space several times per month to train new volunteers for their tax assistance program. The National Rural Letter Carriers' Association facilitator from Florence also returned to use the room for a two-day training. Kaleidoscope Preschool requested an extended use of the space for preschool service, which unfortunately was denied due to high demand – the preschool is allowed to book two weeks in advance along with all community members and partners.

Invest in People and Culture

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

- Developing criteria of compensation and benefits philosophy for analysis. Considerations for board review and discussion include:
 - Oregon Equal Pay Act: determined by job classification (assistant, coordinator, manager, director), experience, education, seniority
 - Oregon Public Library Standards
 - Comparable to libraries or businesses standards in region and state
 - Comparable by size, population, and number of staff
 - Staff-to-volunteer ratio
 - FY24-25 budget planning and budget impact

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

- Adult services coordinator developed monthly volunteer field trips to learn more about community resources that may support patron services.
In July, the team visited WorkSource Oregon, hosting two participating volunteers and two staff members to tour the facility and share knowledge.
- Reviewing and revising volunteer program policies and procedures to support volunteer engagement.

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

- Current statistics demonstrate that volunteers work 7.5 FTE to staff 15 FTE weekly. As part of the 2024-2027 Strategic Plan, the goal to increase volunteer hours by 30 percent annually.
- July statistics compared to FY24 averages:

	FY24 Average per month	July 2023
Number of volunteers	108	126
Volunteer hours	1,353	1,473

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Circulation Coordinator

SUPERVISOR: Associate Director

SUMMARY OF POSITION

The Circulation Coordinator supports the circulation desk, check-in and shelving volunteers, and coordinates the day-to-day operations of circulation at the Grants Pass branch. The position is a resource for the Department Heads to ensure that the circulation department runs smoothly. This position helps maintain a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

Circulation

- Coordinates the work of the Grants Pass branch check-out, check-in, shelving, holds, and docent volunteers.
- Facilitates volunteer training and procedure development for circulation volunteers, including shelving, check-in, check-out, issuing cards, renewing cards, pulling holds, and running the cash register.
- Collaborates with volunteer coordinator and department heads to promote consistency in circulation services.
- Maintains confidentiality of patron records including applications, patron records within the library database, and any other patron record documents.
- Makes effective independent decisions representing day-to-day circulation issues that do not require team discussion or management input.
- Responds to email requests from patrons regarding their accounts, requirements for renewals or new cards,
- Processes charges for missing parts and damaged items, including charging accounts and maintaining damage shelf.
- Assists associate director and director with processing of annexations, sponsorship forms, and community bulletin board submissions.
- Reconciles cash register.
- Supports janitorial services, including daily troubleshooting and maintenance.

Public service

- Assists on Grants Pass branch public service desks to fill-in scheduling gaps and ensure consistent patron interaction and excellent customer service.
- Assists associate director with statistical reporting and analysis.
- Adheres to all policies and procedures.
- Assists in developing and updating operational procedures.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY

Position oversees volunteers.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

The ideal candidate for this job is well-organized and works efficiently with minimal supervision and has the ability to work with a variety of personalities. Experience with public libraries is a bonus.

- Skills in learning software: ILS (Polaris preferred), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- Strong written and oral communication skills. Additional compensation for bilingual Spanish-English skills.
- Strong customer service skills.
- Familiarity with integrated library systems (ILS) or other database management software preferred.
- Close attention to detail and high degree of accuracy.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

MINIMUM QUALIFICATIONS: Education, Training, and Experience: Bachelor's degree in related field with one year of professional experience in customer service using software applications; OR, Associate's degree and two years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described. Experience with technology is a must.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS

Non-exempt status.

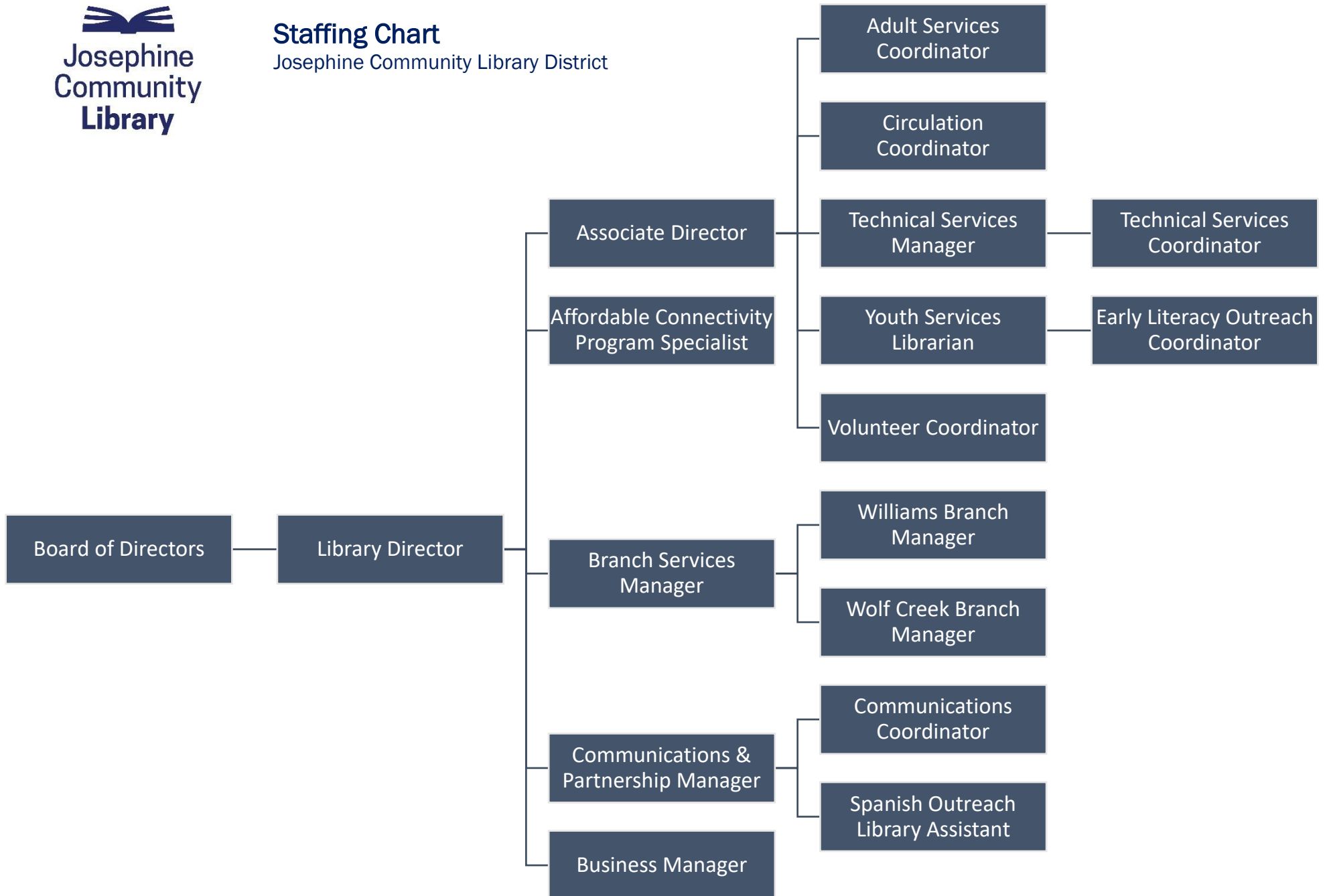
BACKGROUND CHECK and DRUG SCREENING:

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.



Staffing Chart

Josephine Community Library District



Josephine Community Library District

2024-2027 Strategic Direction

Vison

A strong and vibrant community connected to the world.

Mission

Serving our community through access to 21st Century library services.

Values

We are guided by:

- Intellectual freedom
- Acting with integrity and accountability
- Respect for each other
- Equitable engagement for all

Reputation

We are known for being:

- Dependable
- Essential
- Inclusive
- Innovative
- Responsive
- Trustworthy

Position

Our community values the library system as a lifelong source of inspiration and knowledge for everyone.



Core Services

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.

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.

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

EARLY LITERACY Provide special programming to encourage children’s literacy.

LIFELONG LEARNING Provide adult and teen programs that encourage lifelong learning.

Reimagine our library services ← Imperatives → Invest in our people and culture

Objective

- Increase library usage as measured by the number active library cards.
- Deepen programming impact as measured by overall participation and participation by target demographics.
- Increase utilization of technology resources as measured by overall usage and participation by target demographics.

Initiative

- Work with community partners to implement county county-wide building and technology projects.
- Develop a programming roadmap with community input that includes expanded offerings for children and underserved populations.
- Develop and implement a community engagement strategy that increases the number of active users and leverages visibility for building projects.

Objective

- Increase the ratio of volunteers to staff.
- Improve staff and volunteer retention as measured by voluntary turnover.

Initiative

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

Reinvent the roles staff and volunteers collectively play to shape a strong library culture.
- Execute a volunteer recruitment and retention strategy that closes the gap on the ratio of volunteers to staff required to deliver optimal service.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 16, 2023
SUBJECT: July 2023 Financial Statement

Action

- Management has updated the accounting system to reflect the FY24 annual budget which is represented in the P&L for July as Personnel, Materials & Services, and Administration. The subaccounts under these three budgeted items are not detailed in the budget, which is a change from last fiscal year. This was done to better reflect the requirements under Oregon Municipal Law. The board is asked to discuss the new format and direct management on the best reporting method for their monthly board meetings.

Accounting

- The financial audit for FY21-22 was completed by Pauly, Rodgers & Co., LLC. with a clean opinion. Finalized reports to be issued no later than October 2023.
- The net income for the general fund on the P&L of \$ 1,256,479 does not equal the Balance Sheet net income of \$2,094,795. 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 FY22-23.
- JCLD invoiced Josephine Community Library Foundation \$1,200 for 20 household sponsorships for the month of July.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$0 for the current year tax levy; the total prior year's tax levy income is \$9,971, for a total to date tax revenue of \$9,971. Current year tax levies are expected to be collected in November.
- Fees for July equaled \$4,086, this includes non-resident card fees, copies, and charges for lost/damaged items.

Expenses

- Library services budget equals \$405,000 which includes collection development, technical services, patron services and supplies, volunteer support, events at library, communication & outreach, and special contracts. See action item for presentation of budget. Subaccount budgets are no longer detailed in the P&L. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- The forecast column has been removed as there are no forecasted changes at this time.

Special Contracts

- Special contracts for the month of July were \$12,555, which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$48,553 in the district checking account. The Grants Pass maintenance fund totals \$13,782 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 \$1,202,699 and a reserve fund of \$810,318. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,075,742.

3:10 PM

08/16/23

Cash Basis

Josephine Community Library District

Profit & Loss Budget vs. Actual

July 2023

	Jul 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	0	1,545,000	-1,545,000
4005 · Prior Year Taxes	9,971	30,000	-20,029
4100 · Fees	4,086	39,000	-34,914
4200 · Interest Income	4,214	15,000	-10,786
4300 · Other Revenues	0	1,000	-1,000
4999 · Beginning Cash	1,384,152	1,400,000	-15,848
Total Income	1,402,423	3,030,000	-1,627,577
Gross Profit	1,402,423	3,030,000	-1,627,577
Expense			
5000 · Personal Services	68,967	1,058,650	-989,683
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	25,372	0	25,372
5300 · Technical Services	374	0	374
6650 · Patron Services and Supplies	1,363	0	1,363
6660 · Volunteer Support	594	0	594
6670 · Events at Library	255	0	255
6680 · Communication & Outreach	5,053	0	5,053
6690 · Special Contracts	12,556	0	12,556
6.1 · Library Services - Other	0	405,000	-405,000
Total 6.1 · Library Services	45,566	405,000	-359,434
6.2 · Maintenance and repairs			
5400 · Building Improvements	230	0	230
5500 · Facilities & Equipment	4,199	0	4,199
5600 · Computer Maintenance	19	0	19
6.2 · Maintenance and repairs - Other	0	131,000	-131,000
Total 6.2 · Maintenance and repairs	4,447	131,000	-126,553
6.3 · Administration			
5700 · Insurance	0	0	0
5800 · Travel & Training	733	0	733
6630 · Election	20,732	0	0
6640 · Auditor	0	0	0
6699 · Legal Administration	270	0	270
6700 · Administrative Support	1,394	0	1,394
6800 · Telecommunications	1,393	0	1,393
6850 · Utilities	2,441	0	2,441
6.3 · Administration - Other	0	190,000	-190,000
Total 6.3 · Administration	26,964	190,000	-163,036
Total 6 · Materials and Services	76,977	726,000	-649,023
8.1 · Transfers	0	156,000	-156,000
8010 · Contingencies	0	324,000	-324,000
Total Expense	145,944	2,264,650	-2,118,706
Net Ordinary Income	1,256,479	765,350	491,129
Net Income	1,256,479	765,350	491,129

Josephine Community Library District
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	48,553
1010 · People's Bank-Savings	13,782
1100 · General Pool 6000	1,202,699
1110 · LGIP - Reserve Fund	810,318
1150 · Cash Drawers	390
Total Checking/Savings	2,075,742
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	19,052
Total Other Current Assets	19,052
Total Current Assets	2,094,795
TOTAL ASSETS	2,094,795
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	992
Total 2100 · Payroll Liabilities	992
2400 · Deferred Revenues(audit)	19,052
Total Other Current Liabilities	20,044
Total Current Liabilities	20,044
Total Liabilities	20,044
Equity	
3909 · General Fund Balance	1,384,153
3909A · General Fund Appropriated	-1,384,152
3910 · GP Maint Fund Balance	13,781
3910A · GP Maint Fund Appropriated	-13,781
3911 · Reserve Fund Balance	807,503
3911A · Reserve Fund Bal Appropriated	-807,503
Net Income	2,074,750
Total Equity	2,074,751
TOTAL LIABILITIES & EQUITY	2,094,795

TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: August 16, 2023

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

Recent highlights

- The library has hired the Affordable Connectivity Program (ACP) Outreach Specialist in partnership with Josephine County. As a subrecipient of the ACP grant, 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 Jul 18, 2023, there were \$24,643 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 July 18, 2023, there were \$17,098 available in reimbursable grant funds from:
 - A Greater Applegate for the Virtual Meeting Booth for the New Williams Library, via JCLF.
 - Kiwanis club for Baby's First Book and Teen/Tween Book Boxes, via the library foundation.
 - State Library of Oregon/Oregon Digital Newspaper Project for digitizing the IV News.

In addition, the district is receiving \$45,335 in discounts for Internet services and equipment through the FCC E-Rate program.

Also, the City of Cave Junction is managing the \$1.5 million Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. Remaining in this grant is \$1,254,454.

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

The library foundation has received major gifts that are passed through to the library district for specific purposes, for example, the Dorothy Thompson Fund for the print collection and the Dorothy Juszczuk-gift for library programs.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 16, 2023
SUBJECT: Policy review and revision

First Reading Volunteer Policy 5-3 Volunteer Selection revised

Policy 5-3 Volunteer Selection was updated to include an emergency form for teen volunteers and remove the mention of a volunteer handbook. In the past JCLD curated a volunteer handbook, but currently references volunteer policies in lieu of an additional handbook.

First Reading Operations Policy 3-6-4 Operations Loan Periods and Renewals revised

Additional edits clarifying loan periods for Library of Things items is limited three to allow for more patrons to benefit from the collection.

Policy 5-3. Volunteer Selection

Adopted 1/25/2018 Revised 08/16/2023

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Volunteers must go through JCLD's procedure for approval and placement, as follows:

- Prospective volunteers complete a volunteer application and a background check form.
- [Parents or guardians of prospective](#) teen volunteers [complete the Emergency Medical Authorization form.](#)
- JCLD runs a criminal background check in compliance with the Fair Credit Reporting Act.
 - Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.
 - Most felony convictions will result in a negative determination. **Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination.** Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the program, some leeway may be provided, but only with ~~the concurrence approval~~ of the ~~branch manager~~[volunteer manager of the branch the volunteer intends to serve at and](#) library director.
 - Persons convicted of the following will be disqualified from any volunteer position:
 - A crime of violence or other serious crime against a person within the prior 10 years.
 - A theft-related crime, embezzlement, or fraud within the prior 10 years.
 - A crime against or otherwise involving a minor at any time in the past.
 - A sex offense at any time in the past.
 - Registered sex offenders will be disqualified.
- After the background check is satisfactorily completed, the volunteer manager conducts an interview with the prospective volunteer to determine the best placement and schedule.

All volunteer information will be kept confidential and protected for the minimum amount of time required by law and then responsibly disposed of. Sensitive information may be re-requested for periodic background check updates.

Upon acceptable completion of a criminal background check and interview, the new volunteer will be given a ~~handbook including policies, procedures, and confidentiality and partnership agreements~~orientation materials and a date and time for their first training shift.

Policy 3-6-4. Loan Periods and Renewals

Adopted 3/16/2022 Revised 08/16/2023

The loan period for all circulating materials, except DVDs and Library of Things items, is 21 days; the loan period for DVDs and Library of Things items is 10 days.

Reference materials and current issues of selected weekly periodicals do not circulate.

Patrons with full-service library cards may check out 100 ~~print material~~ items at a time. Within that limit, they may check out -and- a maximum of five DVDs, six Library2Go items, and three Library of Things items. ~~concurrently~~. Provisional cards may be issued for which non-standard borrowing privileges apply.

Eligible items are automatically renewed one time. Ineligible items include:

- ~~Library2Go materials~~

- Overdue items
- Items with holds from other users
- User accounts with fines/fees accrued to \$10 or more and/or any other blocks

Items may be renewed more than once by bringing the item to the library

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: August 11, 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*.

Construction is underway at the New Williams Library and is scheduled to be completed by mid-September. A grand opening celebration is tentatively scheduled for Saturday, September 30 from 10-12. A special sneak peak event for donors, grant funders, and volunteers will be held from 10-11, a ribbon cutting with the Grants Pass & Josephine County Chamber of Commerce at 11am will kick off the community event. More details soon.

The foundation director shared concerns from the previous property owner regarding two trees removed on the property and concerns about watering of the trees and grounds. The first tree was removed for the parking lot swale that diverts water away from the building. The second tree was removed to bring the Internet and power underground to the building from Tetherow. A native drought resistant tree will be planted where the second tree was removed. Foundation director recommended the previous property owner write a letter to the foundation board to share his concerns. The foundation recognizes the sensitivity in removing trees from the property. In both instances, the decision to remove a tree was not taken lightly and the foundation director and contractor are working together to avoid removing trees as much as possible.

Foundation director met with the interim board president for the Williams Grange to discuss the Grange's septic that is on the foundation's property. As a reminder an easement allowing the Grange to have their septic on the property was established prior to the foundation purchasing the property. The Williams Grange inspected their septic system and found that two trees on the foundation's property will cause damage to the Grange's septic. The Williams Grange has requested to remove these two trees. In addition, the Williams Grange would like to discuss removing the row of trees that separates the library grounds from the Grange's parking lot. In place of the trees the Grange would like to plant drought resistant shrubs.

Monthly Williams listening sessions take place from 5-6 pm the third Thursday of each month at the Williams Grange. The next session is scheduled for August 17. 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.

Action: *The team continues to hold weekly owner, architect, contractor meetings on site to review the work for the week, upcoming activities, schedule, and make decisions as needed.*

Action: *Foundation director will follow up with the Williams Grange and request that we continue the conversation once the new library construction is completed.*

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, held the bid opening for the general contractor on Thursday, August 10 at 2pm at Cave Junction City Hall. Three bids were received. ZCS will review the bids and FOTF will meet on Monday, August 14 to review the bids. At the time of the bid opening, it was announced that Ausland Group is the apparent lowest bidder. Once the lowest bidder is confirmed, a notice of intent to award will be posted. Once the 7-day contesting period passes, contract negotiations can begin.

Action: *Foundation and library directors are working with the grant administrator to develop messaging for the upcoming library closure during construction. During this time, patrons will be able to pick up their holds at the IV Senior Center.*

TO: JCLF and JCLD boards

FROM: Rebecca Stoltz, New Williams project manager

SUBJECT: New Williams Library update

DATE: August 9, 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.

- Vitus Construction started work July 14 and expects to finish by mid-September.
- Site work completed includes site stripping, surveying, gravel base for concrete, preparation for sidewalks, and excavation and structural fill for paving. Trenchwork has been completed for Hunter Communications to install the high-speed fiber-optic Internet lines. Over the next three weeks, the concrete work, paving prep, and paving will be done.
- Building work completed includes rough-in of plumbing and electrical rough-in, framing, and insulation. Over the next three weeks, the drywall, painting, doors, floors, and plumbing and electrical trim will be done.
- Library leaders, the architect, and the contractor meet at the job site every Wednesday to discuss progress and issues. The Williams branch manager is serving as the on-site project manager working with the contractor.
- 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 August 17. 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.
- The library move is anticipated for late September, with the grand opening tentatively scheduled for Saturday, September 30.
- The following table shows high-level project milestones.

✓ - Completed • - In progress

	Milestone	Duration	Start	Finish
✓	1 Groundbreaking	Monday	7/10/2023	7/10/2023
✓	2 Construction start	Friday	7/14/2023	7/14/2023
•	3 Perform site work, including paving	5 weeks	7/14/2023	8/25/2023
•	4 Renovate building	5 weeks	7/14/2023	9/7/2023
	5 Construction substantially complete	3 days	9/7/2023	9/11/2023
	6 Furniture, fixtures, equipment, technology installed	2 weeks	9/11/2023	9/25/2023
	7 Move library	3 days	9/26/2023	9/28/2023
	8 New Williams Library Grand Opening and Ribbon Cutting	Saturday	9/30/2023	9/30/2023

New Williams Library cost

The project budget is \$457,437, in addition to the \$550,000 to purchase the property. The following details the project budget of revenue and expenses.

Revenue	
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 secured	\$359,435
Additional funding to be raised	\$98,002
Total revenue	\$457,437

Expenses	
Design and engineering, including soft costs	\$38,451
Construction and renovation of building and parking lot	\$303,900
Furniture, fixtures, and equipment	\$70,086
Site maintenance, security	\$10,000
Moving expenses	\$10,000
Contingency	\$25,000
Total	\$457,437

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: August 9, 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 was fully executed on July 27.
 - The general contractor bid notice was published in the Daily Journal of Commerce on July 7 and the pre-bid site walkthrough took place on July 13. The bid opening was extended by one week to August 10. After contractor selection and contract execution, construction could start in September.
- **Architectural design and engineering.**
 - ZCS Engineering & Architecture revised the drawings to reflect the parking lot reconfiguration to meet the city's permitting requirements. The Site Plan Review and Zoning Clearance have been approved. The building permit application has been submitted to Josephine County for review.
 - Under review are two Additional Services proposals with ZCS for the third-party cost estimate, parking lot reconfiguration, and additional engineering activity.
- **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.
- **Communication.** The invitation to bid ads appears in the *Illinois Valley News* and the *Daily Courier* in early July. An article about the project and bidding appeared in the July 18 issue of the *Daily Courier*. Library and city leaders are working together on public messaging about the renovation project and the library closure and services during construction.

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.