

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, September 20, 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
<b>Call to Order</b>		R. Selvig	
<b>Standing Items</b> <ol style="list-style-type: none"> <li>Approval of agenda</li> <li>Approval of consent agenda               <ol style="list-style-type: none"> <li>August 16 Board Meeting minutes</li> <li>Resolution 2024-010: Policy 3-6-4</li> <li>Resolution 2024-011: Policy 5-3</li> </ol> </li> <li>Public comment</li> <li>Correspondence</li> <li>Annexation petition review: Darin &amp; Judi Fowler, Philip Murray &amp; Caroline Brown, Hannah Sauchyn, and Christina Wright</li> </ol>	          	R. Selvig	5 min
<b>Staff Reports</b> <ol style="list-style-type: none"> <li>Library director's report</li> <li>Financial report</li> <li>Grants administration report</li> </ol>	 Report Report Report	 K. Lasky K. Lasky T. Stover	 5 min 5 min 5 min
<b>Action Items</b> <ol style="list-style-type: none"> <li>Resolution 2024-012 Williams Library Lease</li> <li>Resolution 2024-013 New Williams Library</li> <li>First reading: Volunteers Policy 5-5</li> <li>First reading: Operations Policy 3-4-12</li> </ol>	 Motion Motion Discussion Discussion	 K. Lasky K. Lasky K. Lasky K. Lasky	 5 min 5 min 5 min 5 min
<b>Board Member Reports</b> <ol style="list-style-type: none"> <li>Library Foundation liaison report</li> <li>Facilities Oversight Task Force report</li> </ol>	 Report Report	 R. Stoltz Samson/Fahey	 5 min 5 min
<b>Announcements</b> <ol style="list-style-type: none"> <li>Comments from board members</li> <li>Date and agenda items for next meeting</li> </ol>		 All R. Selvig	 5 min
<b>Adjourn</b>		R. Selvig	

Date and Time	Upcoming Meetings and Events
September 24, 9:00am	Joint-Board Strategic Planning Session, Grants Pass branch
October 18, 5:30pm	JCLD Regular Board Meeting, Grants Pass branch

**Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, August 16, 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, Youth Service Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Adult Services Coordinator Kayla Rau

**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. Agosta called the meeting to order at 5:34 pm.

**STANDING ITEMS**

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

**Approval of consent agenda.** Consent agenda items included:

- July 19 Board Meeting minutes
- Resolution 2024-008: Policy 3-2-1
- Resolution 2024-009: Policy 5-1

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

**Public comment.** No public comment was offered.

**Correspondence.** No correspondence was offered.

**Annexation petition review.** The board of directors reviewed annexation petitions from Casey Doolaege and Christopher Sabionski

**MOTION:** Mr. Fahey moved to endorse annexation petitions from Casey Doolaege and Christopher Sabionski. Ms. Samson seconded. The motion passed unanimously.

## STAFF REPORTS

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated August 16, 2023, highlighting the following items:

- Ms. Lasky let board members know that there will be a joint board session on September 23 and/or 24 facilitated by Michael Kosmala of Twin Goats, LLC to discuss the big picture of the new Grants Pass branch before going out to community meetings.
- The new strategic plan, work plan, and staff monthly status report for 2024–2027 were presented to board members. Mr. Fahey suggested assigning a board member to help with library outreach. The communications & partnership manager will follow up with the board to set that up.
- September 30 will be the grand opening of the new Williams branch.
- The current Williams branch is being donated to the Three Rivers School District to be turned into a Head Start facility.
- Extensive changes have been made to the Suggest a Purchase process including feedback both when items are purchased and when they are not, no matter what the format.
- The Summer Reading Program had 331,000 minutes read by 813 participants.
- Even with the additional Bugs-R-Us program that was added at the Grants Pass branch to accommodate all of the interest, about 30 people were still turned away due to limited space in the program room.
- Two positions are currently open: fiscal coordinator and circulation coordinator.
- Board members discussed what parameters should be considered to determine “competitive pay and benefits.” Retail trading and fast food in Josephine County, and other library districts in Oregon of a similar size should be considered.
- Ms. Lasky asked to begin using contingency funds if needed for personnel. She reminded board members that two grant funded positions are going to expire in November.

**MOTION:** Mr. Fahey moved to approve the library director to use contingency funds to support two grant funded library positions that are about to expire including the early literacy outreach coordinator and the Spanish outreach assistant. Ms. Agosta seconded. The motion passed unanimously.

**Financial report.** Ms. Lasky reviewed the August 2023 Financial Statement memo dated August 16, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through August 16, 2023, the P&L statement for Enhanced Library Services (grants) through July 2023, the P&L statement for Special Funds as of July 2023, and the Balance Sheet as of July 31, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated August 16, 2023.

**Annual Report.** Ms. Lasky presented the FY22–23 library district annual report highlighting library services, partnerships, facilities, building projects, collection, and more.

## **ACTION ITEMS**

**First reading: 5-3 Volunteer Selection.** The board of directors reviewed changes made to Policy 5-3 stating that the volunteer policies should be used as a handbook instead of a supplemental handbook that does not match the policies.

**First reading: Policy 3-6-4 Operations Loan Periods and Renewals revised.** Library of Things item limit was adjusted to three items at a time

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Richardson shared that a library foundation board member and major donor has passed away, Bob Brookes.

Unexpected expenses totaling \$73,000 for the Williams building project have been incurred.

**Facilities Oversight Task Force.** Ms. Samson shared that everything is moving along fairly smooth with the Williams and Illinois Valley building projects.

There is some pushback in the Williams community about trees that must come down to complete construction. They will be addressed at the monthly Williams Community Listening Session.

The bid opening for the Illinois Valley renovation project was last week and the lowest bid was determined.

## **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, September 20.

## **ADJOURNMENT**

The meeting adjourned at 7:15 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BR' followed by a stylized flourish.

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: September 20, 2023  
SUBJECT: Policy review and revision, consent agenda second reading

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**Second 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.

**Second 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 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

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

In the Matter of Adopting Policy 3-6-4,	)	
Loan Periods and Renewals, for	)	Resolution No. 2024-010
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-6-4, Loan Periods and Renewals, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Pat Fahey, Board Member

\_\_\_\_\_  
Gina Marie Agosta, Board Member

\_\_\_\_\_  
Tina Gotchall, Board Member

\_\_\_\_\_  
Rachele Selvig, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

## 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.



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

In the Matter of Adopting Policy 5-3,	)	
Volunteer Selection, for	)	Resolution No. 2024-011
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 5-3, Volunteer Selection, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Pat Fahey, Board Member

\_\_\_\_\_  
Gina Marie Agosta, Board Member

\_\_\_\_\_  
Tina Gotchall, Board Member

\_\_\_\_\_  
Rachele Selvig, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

## Annexation Petitions

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

	Property Owner	Address
1	FOWLER, DARIN J. & JUDI R.	4315 LOWER RIVER RD
2	MURRAY, PHILIP BRUCE, & BROWN CAROLINE	1995 DEMARAY DR
3	WRIGHT, CHRISTINA	578 ILLINOIS VALLEY RD
4	SAUCHYN, HANNAH	5601 HOLLAND LOOP RD

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: September 20, 2023  
SUBJECT: Library director's report

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### General Updates

- Board members to participate in a library district, foundation, capital campaign steering committee joint-board session on September 24 to finalize key decisions in planning for a new Grants Pass building with Micheal Kosmala, Twin Goats Consulting.
- In partnership with the library foundation, implemented the Great Book Grab and planned Williams Grand Opening on October 7 at 10am with promotion, flyers, and postcard design.
- Library director writing monthly column for the Grants Pass Daily Courier called Between the Pages: Insights and stories from our public library. The August column explained the importance of usage and demand in collection development.
- For more information about library programs and events, read the July Latest News and the Youth Library Newsletter online.
- Received public records request for electrical bills for Grants Pass branch facility. Grants Pass branch is owned by Josephine County which disseminates paper bills to residents on the "C" Street block with allocations determined by Josephine County Finance Department. Research, scanning records, and refiling required 1.5 hours of staff time.

### Stories

- **In Grants Pass**, a successful 2023 Summer Reading Program wrapped up after drawing raffle prize winners. Participants earned a raffle ticket for each hour they read. They were able to enter tickets for \$25 gift cards to either Oregon Books and Games or Iguana Comics. Over a thousand tickets were entered and 18 winners were drawn across all branches.
- **In Illinois Valley**, the collection development team and the branch manager have been reviewing the materials in as many areas as possible before closing for the renovation. Items that are being removed are offered to patrons in an effort to rehome discarded materials. Families have been happy to fill up bags of children's books to take home and share. Volunteers have heard families heading out the door saying, "This book is a perfect gift for \_\_\_\_\_."
- **In Williams**, many Williams patrons and members of the community have expressed excitement over the new Williams library, with many more people offering to volunteer with the move than the branch manager can include.
- **In Wolf Creek**, a new library cardholder asked the branch manager to help her find resources to document addiction and recovery stories and encourage community members to overcome addictions they may have. The branch manager pointed her to online resources. The patron expressed appreciation for the support.

### Successes

- The Great Escape garnered excellent engagement in the Williams area with about 20 percent of the branch materials checked out prior to moving to the new location. Patrons

are excited to help move the books by checking them out and returning them to the new branch after the Grand Opening on October 7.

- K9 Reading Buddies weekly storytime continues to be a huge success reporting more than 85–100 participants each month.

### Challenges

- The Affordable Connectivity Program (ACP) partnership with Josephine County is delayed waiting for County IT Department to approve its contract with the library per the grant agreement due to a change in leadership.

ACP is a federally funded grant program by the Federal Communications Commission to offer Internet service discounts to qualifying households for broadband access for work, school, healthcare, and everyday needs. Josephine County and the library partnered to apply for the competitive grant in January 2023.

The grant was awarded in March and the county signed its contract with the FCC on June 20. The county is the main recipient of the grant with the library listed as the subrecipient. The award amount is \$209,780 with \$16,280 allocated for Josephine County administrative costs and \$193,500 allocated to Josephine Community Library District for outreach activities and reporting, including the employment of a fulltime ACP Outreach Specialist to implement the grant project.

The library hired for the grant-funded position on July 19 and has incurred approximately \$4,500 in expenses as of August 31.

The budget period date of the grant is from June 15, 2023, to June 14, 2025.

The contract is still pending approval by the County IT Department.

### 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.**

- Reviewed the collection for both Illinois Valley and Williams branches. Both collections were overcrowded and required additional review due to capital improvement projects and the new shelving due to Illinois Valley renovation and Williams moving to a new location. Materials are evaluated for condition, publication date, historical significance, and demand. Discarded items were offered to the community per the Collection Development Policy.
- Cow Creek Band of Umpqua Tribe donated early literacy board books featuring the Takilma language. The new collection was catalogued and already checked out by excited patrons.

**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.**

- Construction on the New Williams Library started July 14 and is about 75 percent complete. Construction is expected to be substantially complete by late September. Furniture and equipment will be assembled and installed between the last week of September and the first week of October. The move from the existing to the new library will take place October 2-6. The grand opening is scheduled for Saturday, October 7.

- Due diligence on the low-bid contractor for the Illinois Valley Library Renovation has been completed, and value engineering options to reduce costs are being explored. The draft contract between the City of Cave Junction and Ausland Group has been reviewed and approved by City of Cave Junction legal and Business Oregon. The contract will be finalized when value engineering decisions are completed. Representatives of HUD, NOAA, and National Marine Fisheries have reviewed the project's stormwater information for the endangered species section of the project's environmental assessment, and they have asked for additional stormwater retention that requires new civil engineering and review periods that will delay construction by about eight weeks. Construction is now anticipated to run from December to August.

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

- Submitted the Ready to Read grant application to the State Library of Oregon which could fund \$6,364 toward the 2023 Summer Reading Program and early literacy programs. Additional grant funding from private foundations is also being sought to supplement the Summer Reading Program budget.
- Shared resources at the Head Start preservice training for educators through tabling and outreach.
- Completed the late summer session of Kindergarten Toolbox. The 6-session program was full and had a waiting list.

**Lifelong Learning: Provide adult programs that encourage lifelong learning.**

- Partnered with Oregon Humanities to offer a program November 6 titled Consider This: Getting Older and Staying Connected. See attached flier.
- Participation in the adult book club, crafting circle, and all-ages story hour was low compared to other programs with as few as one attendee. Programs are under evaluation by staff.
- [Technology Month](#) subject guide updated, including recommended reading carousel. Displays for the monthly theme circulated at a rate of 52 percent.

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

- Northstar Digital was added to the online learning resources page of the library website and the communications team has promoted it on social media, in presentations to community groups, and in the monthly newsletter as a resource to strengthen knowledge of basic computer skills, software skills, and technology in daily life such as social media. This resource is funded by the State Library of Oregon

## **2024–2027 Strategic Plan Update**

**Reimagine Library Services**

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

- A communications booth has been installed and is now available to patrons in the Grants Pass library, thanks to a \$13,685 grant from AllCare Health. This soundproof virtual meeting booth accommodates up to two in-person attendees and includes a smart screen, computer access, healthy ventilation, and a clear door. About 500 individuals are projected to use the booth per year.

- ACP outreach specialist attended Rogue Community College Student Fair, Senior Resource Fair, and EQUUS Workforce Solutions to support Internet access as part of the FCC ACP program grant partnership with Josephine County.
- A partnership was established with the Illinois Valley News to run a weekly ad for the next year beginning in September to communicate updates about the Illinois Valley Renovation Project to community members.

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

- Updated new program proposal form for all staff to clarify roles and responsibilities of department and alignment with strategic plan. See attached.
- Trained staff on new program implementation order of operations.

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

- Tabled at the Senior Resource Fair and Rogue Community College and provided a library services presentation to EQUUS Workforce solutions – a partnering agency to Worksource Oregon. During these outreach events, it was learned that many community members are unaware of library card sponsorship and saw the cost of a library card as a barrier, senior community members are interested in computer basics classes, and there is a need to continue offering ELL classes in person.

**Invest in People and Culture**

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

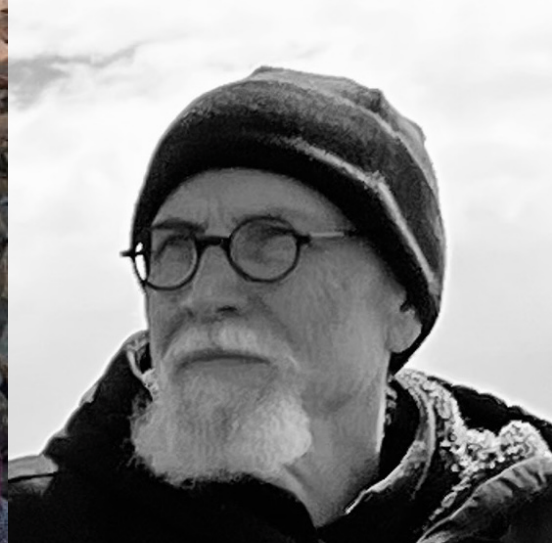
- Finalizing recruitment and hiring for a circulation coordinator at the Grants Pass branch.
- Development of a criteria for compensation and benefits philosophy is delayed due to competing priorities and time constraints.

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

- Volunteers are encouraged to sign up for outreach opportunities and have participated in events at both Rogue Community College and the Senior Resource Fair this past month. Upcoming outreach includes Art Along the Rogue and the Josephine County Recovery Fair.
- The library director presented the State of the Library for volunteers on September 9, with about 20 attendees not including staff. State of the Library reviewed annual reports on statistics and plans for capital improvement projects in the coming year.

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

- Volunteer coordinator attended Chamber of Commerce Greeters and KAJO Spotlight on the Library to promote volunteer program.
- Eight new volunteer applications were received in August with two volunteers resigning for personal reasons. Two former volunteers returned after some time off.



**NOVEMBER 6**

# Consider This: Getting Older and Staying Connected

Aging is a life-long experience that is both universal and different for everyone. Some people join new communities and friendships in old age, while others experience profound isolation. Generational divides, both real and perceived, can add to a sense of not belonging.

Join us for a conversation with three people who work at the intersection of aging and community: pastors **Andrea Cano** and **Fred Grewe** and gerontologist **Jenny Sasser**. What are our fears around aging? How can we collaborate across generational divides? What can we do to ensure people are fully included in our communities as they age?

**Monday, November 6, 5:00 to 6:30 p.m.**

AllCare Health Community Room  
1701 NE 7th St., Grants Pass

This free event will also be streamed live at  
[oregonhumanities.org](http://oregonhumanities.org)

Presented by

Oregon  
Humanities

 Josephine  
Community Library

## Sponsors

The National Endowment for  
the Humanities United We  
Stand Initiative  
Oregon Cultural Trust  
Susan Hammer Fund of the  
Oregon Community Foundation



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

**UNITED**  
★WE STAND★

# Program/Event Proposal

☐ Recurring ☐ One-time ☐ Renewal ☐ Change request

Please submit to your direct supervisor, associate director, and communications/partnership manager for initial review. To make changes to program overview, partners, date/time, or budget after staff program approval, please check **change request** at the top of the form, highlight any changed or additional information, and save as a new document with current date. Changes will be sent out to staff for approval.

Name of program/event:

Location: ☐ GP ☐ IV ☐ WM ☐ WC

Date of program (60–90 day lead time required):

Age group: ☐ Children ☐ Teen ☐ Adult

Program overview	
Potential partners	
Goal/Objective (desired outcome of program)	
How does this program fulfill strategic objectives and/or initiatives?	

Aligns with core services [check all that apply]:

- |  |   |
|--|---|
| <input type="checkbox"/> Maintain and circulate a curated and balanced collection of catalogued materials for a wide range of interests and age groups | <input type="checkbox"/> Promote childhood literacy                       |
| <input type="checkbox"/> Provide space for library users with trained volunteers/staff/partners  | <input type="checkbox"/> Provide digital skills training                  |
|  | <input type="checkbox"/> Encourage lifelong learning for teens and adults |

Does the presenter meet the following criteria? [check all that apply]:

- |  |   |
|--|---|
| <input type="checkbox"/> Do they represent a library partner organization? | <input type="checkbox"/> Do they have a business website or YouTube?    |
| <input type="checkbox"/> Are they associated with a known organization?    | <input type="checkbox"/> Have they received training or certifications? |
| <input type="checkbox"/> Have they presented in this manner before?        | <input type="checkbox"/> Can they provide references?                   |

Provide explanation for presenter criteria:

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Support needed (please describe):

\*Detailed maintenance/volunteer request forms are required if proposal is approved.

Department	Task	Completed	Responsible	Support	Accepted/Denied   Notes
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<b>Business office</b>	Assess grants		Library director	Grant administrator	
	Confirm budget availability		Library director	Associate director	
<b>Communications</b>					
	Design print collateral		Comm coord	Comm manager	
	Press release		Comm manager	Library director	
	Website		Comm coord	Comm manager	
	Social media		Comm coord	Comm manager	
	eNewsletters		Comm coord	Comm manager	
	Post to editorial calendar		Program/event manager	Comm team	
<b>Partnership</b>					
	Determine partners (if any)		Partnership manager	Library director	
	Partner agreement		Partnership manager	Program/event manager	
<b>Public Services</b>					
	Confirm partner/presenter availability		Program/event manager	Partnership manager	
	Reserve space/ set Zoom		Program/event manager	Adult Svcs coord	
	Set up meeting space		Adult svcs coord/ branch managers	volunteers	
	Set up displays		Adult svcs coord/ branch managers	volunteers	
<b>Tech Services</b>					
	Review and order materials		Tech Svcs team	Associate director	
	Catalog and send to branches		Tech Svcs team	Associate director	
	Send carousel info to Comm		Tech Svcs team	Associate director	
<b>Volunteers</b>					
	Comm log entry		Volunteer coordinator	Comm team	
	Schedule hospitality volunteer		Volunteer coordinator	Public services director	

**Proposed budget:** Please detail the projected budget of this program, including proposed funding source.

Detail	Cost	Vendor/Donor/Grant funding	Notes/summary of grant requirements (or attach grant request with relevant details highlighted)
	\$		
	\$		
Total	\$		

**Milestones:** List major milestones needed to ensure successful project completion.

Date	Milestone description


**Risks and constraints:** List the possible risks and constraints that could derail the new program or event, such as unforeseen costs, additional staff time needed, marketing challenges or anything else that might affect new program performance to meet outcomes.

**Target audience:** Define the specific target audience of the program to help. This information is important to help determine who and how to market a program. Be as specific as possible. (EX: seniors, homeschool families, people with middle school age children)

Submitted by:                      Date:                      Reviewed by program committee:

Director approval:              Date:

Reason, if denied: \_\_\_\_\_  
\_\_\_\_\_

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: September 20, 2023**  
**SUBJECT: August 2023 Financial Statement**

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## **Accounting**

- The net income for the general fund on the P&L of \$ 1,164,715 does not equal the Balance Sheet net income of \$2,009,890. 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 \$840 for 14 household sponsorships for the month of August.

## **Statement of Financial Activities** (general fund P&L)

### **Revenue**

- Current year tax levies are expected to be collected in November; the total prior year's tax levy income is \$15,844.
- Fees for August equaled \$5,072, 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. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- A forecast column has been removed as there are no forecasted changes at this time.

### **Special Contracts**

- Special contracts for the month of August were \$10,672, which includes technical writing services, information technology, web development, and finance.

## **Statement of Financial Position** (balance sheet)

- The district assets include \$150,722 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 \$1,012,585 and a reserve fund of \$813,358. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$1,990,837.

Josephine Community Library District  
**Profit & Loss Budget vs. Actual**  
July through August 2023

	Jul - Aug 23	Budget
Ordinary Income/Expense		
Income		
4000 · Current Year Tax Receipts		
4001 · Current Tax Levy	0	1,545,000
Total 4000 · Current Year Tax Receipts	0	1,545,000
4005 · Prior Year Taxes	15,844	30,000
4100 · Fees	9,158	39,000
4200 · Interest Income	8,221	15,000
4300 · Other Revenues	0	1,000
4310 · Donations	1,000	
4999 · Beginning Cash	1,384,152	1,400,000
Total Income	1,418,375	3,030,000
Gross Profit	1,418,375	3,030,000
Expense		
5000 · Personal Services	130,747	1,058,650
6 · Materials and Services		
6.1 · Library Services		
5200 · Collection Development	31,267	175,000
5300 · Technical Services	8,527	50,000
6650 · Patron Services and Supplies	2,079	5,000
6660 · Volunteer Support	965	5,000
6670 · Events at Library	626	15,000
6680 · Communication & Outreach	8,718	40,000
6690 · Special Contracts	23,228	115,000
6.1 · Library Services - Other	0	
Total 6.1 · Library Services	75,410	405,000
6.2 · Maintenance and repairs		
5400 · Building Improvements	230	10,000
5500 · Facilities & Equipment	8,695	82,000
5600 · Computer Maintenance	1,818	39,000
6.2 · Maintenance and repairs - Other	0	
Total 6.2 · Maintenance and repairs	10,743	131,000
6.3 · Administration		
5700 · Insurance	0	15,000
5800 · Travel & Training	1,821	40,000
6630 · Election	20,732	20,000
6640 · Auditor	0	20,000
6699 · Legal Administration	315	2,000
6700 · Administrative Support	5,570	18,000
6800 · Telecommunications	2,792	25,000
6850 · Utilities	5,530	50,000
6.3 · Administration - Other	0	
Total 6.3 · Administration	36,760	190,000
Total 6 · Materials and Services	122,913	726,000
8.1 · Transfers	0	156,000
8010 · Contingencies	0	324,000
Total Expense	253,660	2,264,650
Net Ordinary Income	1,164,715	765,350
Net Income	1,164,715	765,350

Josephine Community Library District  
**Balance Sheet**  
As of August 31, 2023

Aug 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · People's Bank of Commerce	150,722
1010 · People's Bank-Savings	13,782
1100 · General Pool 6000	1,012,585
1110 · LGIP - Reserve Fund	813,358
1150 · Cash Drawers	390

**Total Checking/Savings** 1,990,837

**Other Current Assets**

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

**Total Current Assets** 2,009,889

**TOTAL ASSETS** 2,009,889

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2400 · Deferred Revenues(audit)	19,052
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**Total Other Current Liabilities** 19,052

**Total Current Liabilities** 19,052

**Total Liabilities** 19,052

**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	1,990,837

**Total Equity** 1,990,838

**TOTAL LIABILITIES & EQUITY** 2,009,890

**TO:** JCLD Board of Directors  
**FROM:** Teresa Stover, grants administrator  
**SUBJECT:** Grants update  
**DATE:** September 20, 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 \$13,685 grant from AllCare Health has purchased a two-person communications booth for the Grants Pass library. The booth has been installed and is now in use by patrons.
- A Greater Applegate awarded a grant for \$7,935 for a communications booth for New Williams Library. The booth has been ordered and is scheduled for delivery by September 29.

## 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 August 15, 2023, there were \$19,406 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 August 15, 2023, there were \$12,828 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.

LEASE AGREEMENT  
Williams Branch Library

This lease Agreement is entered into by and between JOSEPHINE COMMUNITY LIBRARY FOUNDATION, INC., Lessor, hereinafter "Foundation," and JOSEPHINE COMMUNITY LIBRARY DISTRICT, (JCLD), Lessee, hereinafter "JCLD".

WHEREAS Foundation and JCLD are entering into an agreement for JCLD to operate library services at the Williams Branch Library building owned by Foundation, with certain furniture and equipment, and books and materials contained therein; and

WHEREAS Foundation and JCLD have jointly inspected the Williams branch of the Josephine Community Library and its inventory, and both parties are aware of the physical condition of the Library and the general extent of the inventory; and

NOW, THEREFORE, in consideration of the terms and conditions set forth below, the parties agree as follows:

1. **TERM:** This Agreement shall commence on the \_\_\_\_\_, 2023, and shall terminate at 11:59 p.m. on \_\_\_\_\_, 2053, unless otherwise terminated or amended as provided herein. So long as JCLD is not in default of this Agreement, JCLD may renew the lease for two additional 30-year terms, by providing written notice of its intent to renew, no fewer than 60 days before the end of the then-current term.
2. **RIGHT OF FIRST REFUSAL:** JCLD shall have a right of first refusal in the event the Foundation receives a bona fide third-party offer ("Third-Party Offer" to purchase the Premises, which the Foundation desires to accept. In such case, the Foundation shall present JCLD with such offer in writing, and JCLD shall have 15 days in which to elect to match the Third-Party Offer in writing. In the event JCLD elects to match the Third-Party Offer, then the Foundation shall sell the Premises to JCLD on the same price and terms as contained in the Third-Party Offer, except that closing shall be no later than 60 days of JCLD's election to match the Third-Party Offer. In the event JCLD declines to match the Third-Party Offer or does not respond to the Third-Party Offer, then the Foundation shall be free to sell to the third-party offeror on the price and terms contained within the Third-Party Offer. JCLD's rejection or silence with regard to a Third-Party Offer that does not thereafter close shall not relieve the Foundation of its obligations to present any future Third-Party Offers to JCLD. Any sale of the Premises to a third party shall be subject to this Lease.
3. **PREMISES:** Foundation rents to JCLD the real property and building thereon, commonly known as the Williams Branch of the Josephine Community Library District, located at 158 Tetherow Road, Williams, Oregon with adjacent parking areas, hereinafter "the Premises."
4. **MATERIALS, FURNITURE AND EQUIPMENT:** Foundation rents to JCLI all contents including furniture and equipment in the building. JCLI shall take reasonable action that would be expected of a reasonably prudent custodian of personal property to prevent loss or damage to Foundation's property, shall notify Foundation of any such loss or damage, and shall compensate Foundation for any such loss or damage.
5. **GENERAL PURPOSE:** The parties to this Agreement expressly understand that the demised Premises shall be used for the following purposes, and no other, without the prior written

consent of Foundation: For the administration, operation, and maintenance of JCLD which may include outside use of the meeting room.

**5.1 Parking Areas:** JCLD shall use the parking areas as public parking for library patrons and employees.

6. **RENTAL:** The base rent for the Premises and any renewal term is \$1 per year, which sum is payable to the foundation on or before the \_\_\_\_ day of \_\_\_\_\_, 2023, and on the anniversary of the \_\_\_\_ day of \_\_\_\_\_, 2023, during the lease term.
7. **TAXES:** Foundation shall timely pay all applicable real property taxes and personal property taxes.
8. **UTILITIES:** JCLD shall timely pay all utilities, including but not limited to water, sewer, heat, light, electricity, telecommunications, gas, garbage, and security systems, including any deposits or service payments.
9. **MAINTENANCE:**
  - 9.1 **Building Exterior, HVAC:** Foundation shall provide, at Foundation's expense, all routine maintenance, repairs, and renovation of the exterior portions of the Premises, including landscaping, grounds upkeep, parking lots, HVAC and environmental systems. Foundation shall continue to provide quarterly water monitoring.
  - 9.2 **Building Interior – Routine Maintenance:** JCLD shall provide, at JCLD's expense, all routine maintenance to the interior portions of the library building, including janitorial services, due to usual and customary use of the building, and shall maintain the interior of the building in a manner acceptable to the Foundation. JCLD shall perform routine maintenance of the water system.
  - 9.3 **Building Interior – Repairs and Renovations:** In addition to routine maintenance, JCLD shall be responsible for repairs and renovations to the interior portions of the library building due to damage caused by JCLD or library patrons, including but not limited to painting and carpet replacement. JCLD shall maintain the interior of the building in a condition which is acceptable to the Foundation and which meets all applicable fire, life, safety, and health codes.
    - a. **Consent of Foundation:** JCLD shall obtain the written consent of Foundation before undertaking any repairs or renovations, or before making any alterations to the building or to any fixture that alter the appearance of the building or that result in any structural change, regardless how small or inexpensive.
  - 9.4 **Hazards:** JCLD shall immediately notify Foundation of any physical conditions of the Premises located on the exterior portions of the Premises which could cause physical injury to patrons or staff. JCLD shall remedy, as soon as practicable, any physical conditions of the interior portions of the Premises which could cause physical injury to patrons or staff. Both parties shall take immediate action, upon discovery, to prevent any hazards from causing damage to persons, and such action shall be appropriate for the hazards involved, up to and including the evacuation and closure of the library until the hazards are corrected.
  - 9.5 **Failure to Perform:** Failure by JCLD to perform required maintenance, repairs, or renovations shall be considered a violation of this Agreement warranting termination by Foundation.
  - 9.6 **Failure to Provide Routine Maintenance:** JCLD shall be solely responsible for the cost of any repairs and renovations made necessary by JCLD's failure to provide adequate ongoing routine maintenance, as determined by Foundation.



- 10. ALTERATIONS AND FIXTURES:** JCLD shall not make any additions, alterations of a structural nature, or improvements in or to the Premises without Foundation's prior written consent. All additions, alterations and improvements made in and to the Premises shall become the property of Foundation and shall be surrendered with the Premises upon the termination of this Agreement. All fixtures shall become the property of Foundation unless otherwise required by applicable grants.
- 11. ACCESS BY FOUNDATION:** Foundation, its officers, agents, and employees shall have free access to the Premises at all reasonable times for the purpose of examining the same or for other purposes such as meetings. Foundation shall provide JCLD with reasonable advance notice.
- 12. QUIET ENJOYMENT:** JCLD upon performing the covenants and observing the conditions of this Agreement, at all times during the term of this Agreement, shall have the peaceable enjoyment of the Premises without hinderance or disturbance by Foundation.
- 13. INDEMNIFICATION:**
- 12.1** JCLD shall defend, indemnify, reimburse, and hold harmless Foundation, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of JCLD in connection with this Agreement.
  - 12.2** Foundation shall defend, indemnify, reimburse, and hold harmless JCLD, its officers, agents and employees from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of Foundation in connection with this Agreement.
  - 12.3** JCLD shall not be deemed an agent of Foundation under the Oregon Tort Claims Act.
- 13. INSURANCE:**
- 13.1** JCLD shall maintain, at its own expense, premises insurance coverage for its property, including collections, materials, equipment, and furnishings for the duration of this Agreement. JCLD shall immediately notify Foundation of any loss or damage to Foundation's property after such loss. JCLD shall use its best efforts to monitor and protect Foundation's property during the term of this Agreement.
  - 13.2** Foundation shall maintain property and liability insurance for the building.
  - 13.3** Each party shall cooperate with and provide claim-related information requested by the other party's insurance company after any loss.
- 14. TERMINATION:** This Agreement may be terminated by either party upon thirty (30) days' written notice or upon mutual consent of both parties.
- 15. HOLDING OVER:** Any holding over by JCLD after the expiration of the term of this Agreement, or the term of any extension thereof, shall be a tenancy from month to month.
- 16. WARRANTY:** Foundation covenants and warrants that it has good title to the Premises.
- 17. COMPLIANCE WITH LAW:** JCLD agrees that it shall at its own expense, promptly observe and comply with all present and future laws, orders, regulations, rules, ordinances, and requirements of federal, state, county, and city governments with respect to the use, care, and control of the premises.
- 18. GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
- 19. VENUE:** Any claim, suit, action or other proceeding that arises from or relates to this contract shall be brought and conducted exclusively in the Circuit Court of the State of Oregon for Josephine County; provided, however, that if any such claim must be brought in a federal forum, it shall be brought and conducted exclusively in the United States District Court for the District of Oregon.

- 20. FORCE MAJEURE:** Neither Foundation nor JCLD shall be held responsible for delay or default caused by fire, riot, civil disobedience, acts of God, or war where such cause was beyond the control of either party. Both parties shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause diligently pursue performance of its obligations under this Agreement.
- 21. WAIVER:** No waiver of any provision of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the Foundation to enforce any provision of this Agreement shall not constitute a waiver by the Foundation of that or any other provision.
- 22. SEVERABILITY:** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- 23. FURTHER ASSURANCES:** The parties Agree to promptly execute and deliver any such further instruments and to perform any such further acts as may be required to carry out the intent and purpose of this Agreement.
- 24. NOTICES:** Any communications or notices required under this Agreement shall be given in writing by personal delivery, or by certified mail, return receipt requested, the address set forth below. Any communication or notice so addressed and mailed shall be deemed to be given three (3) days after mailing. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

JCLD:

Josephine Community Library District  
200 NW C Street  
Grants Pass, OR 97526

Foundation:

Josephine Community Library Foundation, Inc.  
PO Box 1684  
Grants Pass, OR 97528

- 25. ASSIGNMENT OR SUBLEASE:** JCLD shall not assign or transfer any interest in this Agreement without Foundation's prior written consent. No portion of the Premises shall be sublet by JCLD without the prior written consent of Foundation.
- 26. NO THIRD-PARTY BENEFICIARY:** Foundation and JCLD are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- 27. AMENDMENT:** This Agreement may be amended or modified at any time upon the written Agreement of both parties, signed and secured in the same form and manner as below.
- 28. ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between the parties with respect to the rental of the Premises, and supersedes any previous promises, representations, agreements, conditions or understandings between the parties. There are no other promises, representations, agreements, conditions or understandings, either oral or written, between the parties other than those set forth or expressly referred to in this Agreement.

IN WITNESS THEREOF, the Parties have executed this lease to be effective as of  
\_\_\_\_\_, 2023.

LESSOR:

LESSEE:

Josephine Community Library District

Josephine Community Library Foundation, Inc.

\_\_\_\_\_  
Kate Lasky, Library Director

\_\_\_\_\_  
Sue Cohen, President

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

In the Matter of Adopting a Lease	)	
Agreement between Josephine	)	Resolution No. 2024-012
Community Library Foundation and	)	
Josephine Community Library District	)	
for the Williams Branch	)	

WHEREAS, the Josephine Community Library Foundation owns the property and building at 158 Tetherow Road, Williams, Oregon; and

WHEREAS, the Josephine Community Library District operates a library at 158 Tetherow Road, Williams, Oregon; and

WHEREAS, the Josephine Community Library Foundation and the Josephine Community Library District wish to execute a 30-year lease agreement for the Williams library branch for the term of October 1, 2023 through December 31, 2053 for one dollar per year; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

To approve the lease between the Library District and the Library Foundation hereto attached.

DONE AND DATED this 20<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Pat Fahey, Board Member

\_\_\_\_\_  
Gina Marie Agosta, Board Member

\_\_\_\_\_  
Tina Gotchall, Board Member

\_\_\_\_\_  
Rachele Selvig, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

September 5, 2023

RE: Request of up to \$100,000 for New Williams Library

Dear Josephine Community Library District Board of Directors,

The library foundation and library district are steadfast in their commitment to foster a strong relationship with the local community. Improvements such as the preservation of trees, expansion of parking facilities and implementation of drainage enhancements adding nearly \$50,000, have been directly informed by community feedback and in response to the safety & security concerns and have added to the project's cost. In addition, construction expenditures have risen due to unprecedented inflation at this time in the construction market.

The project construction budget is now \$457,437 and was \$285,371, in addition to the \$550,000 to purchase the property. The foundation has secured \$359,435 in funding for this project through donations from individuals and businesses and local grant funders.

The New Williams Library project currently faces a deficit of \$100,000.

To address these overages, the library foundation will continue to submit grant applications seeking financial support for this project. However, it still faces a \$100,000 shortage and the timeline for the project's completion is fast approaching. Contractors have helped identify areas to cut costs; however, avenues for further reductions have been exhausted. Because of the community's substantial contributions, and in light of the project's short timeline, individual or foundation donations are not readily available.

Given this, the foundation is requesting that the library district support this project with a contribution of up to \$100,000 to offset the additional expenses. Due to the fast-approaching completion of this project, the foundation is requesting the district's decision at its September board meeting.

Sincerely,



Rebecca Stoltz  
Executive Director  
Josephine Community Library Foundation

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

In the Matter of Authorizing )	
Contingency Fund Use to Support )	Resolution No. 2024-013
Construction of New Williams Branch of )	
Josephine Community Library District )	

WHEREAS, Josephine Community Library Foundation raised \$550,000 to purchase property for a new Williams branch library at 158 Tetherow Road in Williams; and

WHEREAS, Josephine Community Library Foundation raised \$359,435 for construction costs and is building the new Williams branch with a scheduled completion date of September 29, 2023; and

WHEREAS, construction costs have increased to \$457,437 due to inflation and the addition of improvements including the preservation of trees, parking expansion, drainage enhancements, and safety and security concerns, leaving a shortfall of approximately \$100,000; and

WHEREAS, Josephine Community Library Foundation is allowing Josephine Community Library District to use the facility and operate the Williams library for \$1 per year with an initial 30-year lease agreement; and

WHEREAS, the Josephine Community Library District FY24 budget shows \$324,000 in Operating Contingency and \$10,000 in Maintenance and Repairs: Building Improvements; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

To authorize moving \$100,000 of its budgeted Operating Contingency to the Maintenance and Repairs: Building Improvements line item to support the construction of the new Williams library branch; the amounts shown in the following table show the affected budget line items in the General Fund:

	<b>Original Budget</b>	<b>Change</b>	<b>Revised Budget</b>
Operating Contingency	\$324,000		
Library Operations			
Maintenance & Repairs			
Building Improvements	\$10,000	+\$100,000	\$110,000
Facilities & Equipment	\$82,000		\$82,000
Computer Maintenance	\$39,000		\$39,000
<b>Total Maintenance and Repairs</b>	<b>\$131,000</b>	<b>+\$100,000</b>	<b>\$231,000</b>

And, to distribute up to \$100,000 from the Maintenance and Repairs: Building Improvements line item to Josephine Community Library Foundation upon completion of the construction project.

DONE AND DATED this 20<sup>th</sup> day of September 2023.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: September 20, 2023  
SUBJECT: Policy review and revision

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**First Reading Volunteer Policy 5-5 Volunteer Attendance and Recording Hours revised**

Policy 5-5 was updated to include utilization of emergency contact in the case of a late or absent teen volunteer. The policy also clarifies the importance of regular attendance and corrective action.

**First Reading Operations Policy 3-4-12 Landscaping**

A new policy was drafted regarding the library district's policy for landscaping, particularly to include the parameters of procuring and maintaining drought-resistant plants and trees and the conservation of limited water in our rural branches due to low level wells and cisterns.



## Policy 5-5. Attendance and Recording Hours

Adopted 1/25/2018

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify their volunteer manager ~~or branch manager~~ as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise their volunteer manager as early as possible to allow sufficient time to find a replacement volunteer.

If a teen volunteer cannot make a scheduled shift their volunteer manager should be notified as soon as possible. If a teen volunteer is more than 15 minutes late their emergency contact may be notified.

Although JCLD acknowledges emergencies happen, volunteers are expected to be reliable in reporting for scheduled shifts. Absenteeism and tardiness can be disruptive and place a burden on other volunteers and on JCLD. Either may lead to corrective action, up to and including dismissal from volunteer service. If a volunteer fails to call in or show up for three (3) consecutive scheduled shifts or days, abandonment of volunteer service and voluntary resignation will be assumed.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.

### **Policy 3-4-12. Library Grounds**

*Adopted 9/20/2023*

JCLD recognizes the burden extreme weather conditions, ongoing droughts, and catastrophic fires place on local communities. These events negatively impact tourism, wildlife, and the personal safety of patrons and potential patrons of the library. As such, JCLD is committed to conserving water resources vital to preserving Southern Oregon's natural beauty and long-term economic prosperity, including conscientious decisions when choosing how to landscape library grounds.

The Water Resources Commission (WRC) recommends best practices for water management and conservation. JCLD is committed to following their directives (ORS 536.360). Oregon rules compel local governments to conserve water resources and follow the planning goals set forth by the WRC (OAR 690-005-0020). JCLD pledges to responsibly steward the lands occupied by library facilities.

The Integrated Water Resources Strategy (IWRS), published by the WRC states, in addition to conscientious use of water, "Land management techniques, such as xeriscaping, maintaining healthy soils, planting drought-tolerant or native plants, and watering landscapes and plants when temperatures are cooler are also actions that can help conserve and make the best use of water resources." (WRC Statement, p. 121)

The State Parks and Recreation Department has sole jurisdiction and authority over state parks (ORS 390.111) Per Josephine County Parks Ordinance, the Board of County Commissioners has the sole authority to regulate county parks and the activities conducted in those parks (Josephine County Ordinance 12.05.040). As such, JCLD does not have the authority to create or manage public parks and does not intend to establish any parks on JCLD property. The purpose of this policy is to state JCLD's commitment to water conservation and support of the IWRS.

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: September 11, 2023  
SUBJECT: FOTF Memo

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## **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*.

Foundation director presented and discussed a request to the library district board of directors for funding for the New Williams Library project.

Improvements such as the preservation of trees, expansion of parking facilities and implementation of drainage enhancements adding nearly \$50,000, have been directly informed by community feedback and in response to the safety & security concerns and have added to the project's cost. In addition, construction expenditures have risen due to unprecedented inflation at this time in the construction market.

The New Williams Library project currently faces a deficit of \$98,000. To address these overages, the library foundation will continue to submit grant applications seeking financial support for this project. However, it still faces a \$98,000 shortage and the timeline for the project's completion is fast approaching. Contractors have helped identify areas to cut costs; however, avenues for further reductions have been exhausted. Because of the community's substantial contributions, and in light of the project's short timeline, individual or foundation donations are not readily available.

Given this, the foundation is requesting that the library district support this project with a contribution of up to \$100,000 to offset the additional expenses. Due to the fast-approaching completion of this project, the foundation is requesting the district's decision at its September board meeting.

### **FOTF recommendation**

The Facilities Oversight Task Force recommends the district provide up to \$100,000 to offset the additional expenses of the New Williams Library project caused by the changes in the project scope made by the district in response to the community's feedback on safety &

security concerns.

### **Grand Opening**

Construction is underway at the New Williams Library and is scheduled to be completed by the end of September. A grand opening celebration is scheduled for Saturday, October 7 from 10-12 with a historical photo taken at 11am.

The foundation director was contacted by a community member to discuss work on a parking lot at a neighboring property that could potentially impact the new parking lot. Foundation director has met with the general contract and ZCS to find ways to work together with our neighbor to prevent any potential water run off issues. Further conversations with the neighboring property are in the works.

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 September 21. 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:*** Foundation director will attend the district board meeting and present the request for funding to the library district board of directors.

***Action:*** Foundation and library directors will meet with the Sugarloaf Community Association board and the community member who is leading their parking lot project to discuss next steps.

***Action:*** In response to community feedback, the library director is developing a landscaping plan for the Williams library grounds as well as the three other library branches.

### **Illinois Valley branch**

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

After completing due diligence tasks, the Notice of Intent to Award Contract to Ausland Group was issued on September 1 which started the seven-day notice period. The contract will soon go to City of Cave Junction legal review and Business Oregon review. The construction timeline will be set after contract execution.

Plans are underway for the anticipated 8–10-month library closure during the construction of the library renovation. During this time, patrons will be able to pick up their holds at the IV Senior Center.

***Action:*** Foundation and library directors are working with the grant administrator to develop messaging for the upcoming library closure during construction.

**TO:** JCLF and JCLD boards

**FROM:** Rebecca Stoltz, New Williams project manager

**SUBJECT:** New Williams Library update

**DATE:** September 6, 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 in progress includes concrete work and installation of gutters and downspouts. Paving prep and paving will start the week of September 11.
- Building work completed includes drywall, HVAC rough-in, and heat pump installation. Interior paint will finish September 7 and door hardware will be installed September 8. During the week of September 11, plumbing and electrical trim and floor grinding will take place. Cabinets are being built offsite. After the cleanup from floor grinding is complete, IT can install equipment and hook up the fiber optic line for high-speed Internet.
- Library leaders, the architect, and the contractor meet 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 September 21. 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 and setup is scheduled for the week of October 2, with the grand opening scheduled for Saturday, October 7.
- The following table shows high-level project milestones.

✓ - Completed      • - In progress

	<b>Milestone</b>	<b>Duration</b>	<b>Start</b>	<b>Finish</b>
✓	<b>1 Groundbreaking</b>	<b>Monday</b>	<b>7/10/2023</b>	<b>7/10/2023</b>
✓	<b>2 Construction start</b>	<b>Friday</b>	<b>7/14/2023</b>	<b>7/14/2023</b>
•	3 Perform site work, including paving	5 weeks	7/14/2023	9/13/2023
•	4 Renovate building	5 weeks	7/14/2023	9/21/2023
	<b>5 Construction substantially complete</b>	<b>3 days</b>	<b>9/20/2023</b>	<b>9/22/2023</b>
	6 Furniture, fixtures, equipment, technology installed	2 weeks	9/22/2023	10/5/2023
	7 Moving "the first book"	Friday	9/29/2023	9/29/2023
	8 Move and set up library	5 days	10/2/2023	10/6/2023
	<b>9 New Williams Library Grand Opening and Ribbon Cutting</b>	<b>Saturday</b>	<b>10/7/2023</b>	<b>10/7/2023</b>

## 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.

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

<b>Expenses</b>	
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
<b>Total</b>	<b>\$457,437</b>

**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:** September 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 general contractor bid opening took place August 10 with three bids received. The apparent low bidder was Ausland Group. After completing due diligence tasks, the Notice of Intent to Award Contract to Ausland Group was issued on September 1 which started the seven-day notice period. The contract will soon go to City of Cave Junction legal review and Business Oregon review. The construction timeline will be set after contract execution.

- **Architectural design and engineering.**

- ZCS Engineering & Architecture expects building permit approval soon.
- Under review are two Additional Services proposals with ZCS for the third-party cost estimate, parking lot reconfiguration, environmental review support, and additional engineering activity.

- **Environmental Assessment.**

- In progress: Land Development, Socioeconomic, Community Facilities, and Natural Features. For the Endangered Species element, stormwater information was submitted to NOAA for review in May. A consultation meeting with HUD and NOAA is scheduled for September 13 and will be attended by ZCS civil engineers and City of Cave Junction officials.
- Completed: Air Quality, Airport Hazards, Coastal Barrier Resources, Coastal Zone Management, Explosive and Flammable Facilities, Farmlands Protection, Flood Insurance, Floodplain Management, Historic Preservation, Noise Abatement and Control, Site Contamination, Sole Source Aquifer, Wetlands Protection, and Wild and Scenic Rivers.
- The Environmental Review Record (ERR) will include determinations on all required elements and sections. When the ERR is complete, it will be available for public review. Then the request for release of funds will be submitted to Business Oregon.

- **Communication.** Public messaging about the renovation, library closure and services is under development. The library is publishing weekly ads in the IV News that highlight project progress.

### **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.