

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, October 18, 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> 1. Approval of agenda 2. Approval of consent agenda <ul style="list-style-type: none"> <li>a. September 20 Board Meeting minutes</li> <li>b. September 24 Workshop minutes</li> <li>c. Resolution 2024-014: Policy 3-4-12</li> <li>d. Resolution 2024-015: Policy 5-5</li> </ul> 3. Public comment 4. Correspondence 5. Annexation petition review: Sharonann Watson, Joseph & Suzanne Lavine, Charles & Karen Rogers	Motion        Motion	R. Selvig	5 min
<b>Staff Reports</b> 1. Library director's report 2. Financial report 3. Grants administration report	Report Report Report	K. Lasky K. Lasky T. Stover	5 min 5 min 5 min
<b>Action Items</b> 1. First reading: Volunteers Policy 5-10 2. First reading: Volunteers Policy 5-11 3. First reading: Volunteers Policy 5-12 4. First reading: Volunteers Policy 5-13	Discussion Discussion Discussion Discussion	K. Lasky K. Lasky K. Lasky K. Lasky	5 min 5 min 5 min 5 min
<b>Board Member Reports</b> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	R. Stoltz Samson/Fahey	5 min 5 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All R. Selvig	5 min
<b>Adjourn</b>		R. Selvig	

Date and Time	Upcoming Meetings and Events
November 15, 5:30pm	JCLD Regular Board Meeting, Grants Pass branch

**Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, September 20, 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

**Contractors:** Grants Administrator Teresa Stover

**Partners:** Josephine Community Library Foundation Liaison Judy Christensen, 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:

- August 16 Board Meeting minutes
- Resolution 2024-010: Policy 3-6-4
- Resolution 2024-011: Policy 5-3

**MOTION:** Ms. Agosta moved to approve the consent agenda. Ms. Gotchall seconded. The motion passed unanimously.

## **Public comment.**

William Spann: Mr. Spann let the board of directors know that he had sold the property to the library foundation for the new Williams branch. He is concerned about the lawn and trees on the property not getting enough water. He is independently seeking grants to help remedy the problem he believes exists. Ms. Selvig let him know that he can contact the board directly with further concerns via email.

**Correspondence.** No correspondence was offered.

**Annexation petition review.** The board of directors reviewed annexation petitions from Darin & Judi Fowler, Philip Murray & Caroline Brown, Hannah Sauchyn, and Christina Wright.

**MOTION:** Ms. Agosta moved to endorse annexation petitions from Darin & Judi Fowler, Philip Murray & Caroline Brown, Hannah Sauchyn, and Christina Wright. Ms. Gotchall seconded. The motion passed unanimously.

## STAFF REPORTS

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated September 20, 2023, highlighting the following items:

- Ms. Lasky shared a video from the Williams branch manager of the progress of The Great Escape at the Williams branch in preparation for the move to the new branch.
- The grand opening of the new Williams branch is on Saturday, October 7 from 10 am–12 pm.
- The board discussed a challenge with the partnership with Josephine County for the Affordable Connectivity Program grant through the FCC. The FCC awarded Josephine County the grant as the main recipient and the library as the subrecipient. There was a change of leadership at the county in the summer and the new leadership would like to reevaluate the grant before issuing a contract with the library for reimbursement.
- The library is partnering with Oregon Humanities to host Consider This: Getting Older and Staying Connected at AllCare Health.

**Financial report.** Ms. Lasky reviewed the September 2023 Financial Statement memo dated September 20, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through September 20, 2023, the P&L statement for Enhanced Library Services (grants) through August 2023, the P&L statement for Special Funds as of August 2023, and the Balance Sheet as of August 31, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated September 20, 2023. Ms. Stover highlighted that AllCare Health and A Greater Applegate sponsored communication booths for the Grants Pass and Williams branches for community members to be able to use to do virtual meetings.

## ACTION ITEMS

**Resolution 2024-012 Williams Library Lease.** The library district is leasing the Williams branch from the library foundation who currently owns the property with a first rights of refusal clause added, which would allow the library district the opportunity to purchase the property should the library foundation list it for sale.

**MOTION:** Mr. Fahey moved to approve Resolution 2024-12 for the lease of the new Williams branch for \$1 per year for the next 30 years from the library foundation. Ms. Agosta seconded. The motion passed unanimously.

**Resolution 2024-013 New Williams Library.** The cost of the construction project at the new Williams branch has gone over budget with a short turnaround time. It is the recommendation of the facilities

oversight task force for the library district to cover those costs.

**MOTION:** Mr. Fahey moved to approve Resolution 2024-013 for the expenditure of \$100,000 from the library district's contingency fund to cover the overage in the budget for the new Williams branch. Ms. Samson seconded. The motion passed unanimously.

**First reading: 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: 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.

The board would like to develop a communication plan to implement this policy by partnering with community experts like the fire department and Herb Pharm.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Christensen shared that the moving of the first book to the new Williams branch is being moved by the Williams K9 Reading Buddy, Shadow, on Friday, September 29.

The grand opening of the new Williams branch is on Saturday, October 7 from 10 am–12 pm.

There is a joint planning session between the library district and library foundation boards on Sunday, September 24.

**Facilities Oversight Task Force.** Mr. Fahey shared that Ausland Construction has been selected as the contractor for the Illinois Valley Renovation Project.

An environmental assessment was done last week, and a concern was brought up about storm water affecting the Illinois River. The engineers are required to go back and redesign portions of the project at the Illinois Valley branch. This will delay the project by at least eight weeks and result in incurred unforeseen costs.

## **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, October 18.

## **ADJOURNMENT**

The meeting adjourned at 7:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "BRojo". The signature is written in a cursive, somewhat stylized font.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District**  
**Strategic Planning Workshop Minutes**  
Sunday, September 24, 2023 at 9:00 am  
Grants Pass Library, 200 NW C Street, Grants Pass

**Board members present:** Rachele Selvig, Laurel Samson, Tina Gotchall, Pat Fahey, Gina Marie Agosta, Sara Katz, Sue Cohen, Mary Walgrave, Steve Swearingen, Shad Shriver, Randy Richardson, Ken Behymer, Judy Christensen, Denise Kalic, Bill Kohn, Boyd Peters

**Board members absent:** Tina Gotchall, Dennis James

**Capital Campaign Committee members present:** Caroline Brooks, Mike Murphy

**Library staff present:** Foundation Executive Director Rebecca Stoltz, Library Director Kate Lasky

**Facilitator:** Michael Kosmala from Twin Goats, LLC

**CALL TO ORDER.** The workshop was called to order at 9:00 am.

#### **STRATEGIC PLANNING: VISION STATEMENT**

Michael Kosmala of Twin Goats, LLC facilitated the joint-board session workshop with library board members and staff. Participants discussed ideas surrounding the planning of a new Grants Pass library in the downtown area.

#### **ADJOURN**

The workshop adjourned at 12:40 pm.

Respectfully submitted,

Board Secretary Kate Lasky  
Josephine Community Library District

TO: **Josephine Community Library District Board of Directors**  
FROM: **Kate Lasky, Library Director**  
DATE: **October 18, 2023**  
SUBJECT: **Consent Agenda: Policy review and revision**

---

**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 Library Grounds**

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. With board input, the addition of the second paragraph described the development of individual branch landscaping plans will inform community engagement and ongoing maintenance per branch for each community.

## Policy 3-4-12. Library Grounds

*Adopted XX/XX/XXXX*

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.

JCLD serves a large geographic area, from small rural communities to urban centers. Four library branches span areas with various tributaries, watersheds, and unique microclimates. As such, each JCLD location will continuously develop individual landscape plans to suit the varied needs and available resources of each location.

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.



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

In the Matter of Adopting	)	
Policy 3-4-12, Library Grounds, for	)	Resolution No. 2024-014
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-4-12, Library Grounds, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18<sup>th</sup> day of October 2023.

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

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

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

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

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

## Policy 5-5. Attendance and Recording Hours

Revised XX/XX/XXXX

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.

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

In the Matter of Adopting	)	
Policy 5-5, Volunteer Attendance, for	)	Resolution No. 2024-015
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 5-5, Volunteer Attendance and Recording Hours, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18<sup>th</sup> day of October 2023.

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

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

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

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

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

## Annexation Petitions

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

	Property Owner	Address
1	Sharonann Watson	4467 LOWER RIVER RD
2	Joseph & Suzanne Lavine	1292 BOARD SHANTY CREEK RD
3	Charles & Karen Rogers	360 SAINT PARRIS DR

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: October 18, 2023  
SUBJECT: Library director's report

---

### General Updates

Construction on the New Williams Library started July 14 and was complete by October 6. The "Moving the First Book" event took place on September 29 and the district developed a video titled [Shadow Delivers First Book to New Williams Branch](#). The last day of service at the old Williams library was September 30. The move of furniture, books, computers, and equipment took place the week of October 2. High-speed fiber optic Internet, patron and staff computers, and phones were also installed and configured at this time. The occupancy permit was secured on October 5 and the grand opening took place on October 7, attended by approximately 150 people.

- The district and library foundation boards met in a joint board session with Micheal Kosmala, Twin Goats Consulting on September 24 to discuss the planning of a new downtown Grants Pass branch. A project criterion was established to inform future decisions and includes alignment with JCLD's mission, accessibility and safety for all patrons, volunteers, and staff, and efficient use of resources for long-term sustainability.
- Library director writing monthly column for the Grants Pass Daily Courier called Between the Pages: Insights and stories from our public library. The September column highlighted the many ways public libraries bridge the digital divide.
- For more information about library programs and events, read the September/October [Latest News](#) and the [Youth Library Newsletter](#) online.

### Stories

- **In Grants Pass**, a family who had not visited the library in person since before the pandemic stopped by the library table at Art Along the Rogue. They entered and won a raffle for a book bundle. When they came into the library to pick up their prize, they spoke with staff about upcoming programs for young children. The mom was excited to learn about the Kindergarten Toolbox program in Spanish and signed up both of her young children to attend. A family with two young children who had just received their library cards explored the children's library the same day. One of the kids exclaimed, "Wow, look at all these books!" The parents quieted them and apologized to a nearby volunteer for being loud. The volunteer replied, "Oh, that's okay – we're not a shushing library. It's an exciting place to be." Volunteers and staff enjoyed hearing from the family, especially the kids who were discovering the library for the first time.
- **In Illinois Valley**, the Cave Junction patrol deputy has been collaborating with the branch manager regarding misconduct on the library grounds. The deputy shared his cell number with the branch manager to connect with him on specific trespassers. His support has been welcomed in managing these challenges.
- **In Williams**, a Williams patron who is a retired florist and brings biweekly arrangements from her garden to the branch planned and arranged a stunning display and decorated the new building for the grand opening. Her floral arrangements were stunning and appreciated by everyone in attendance. She is a former florist for the French Laundry in Napa Valley. She came midweek to refresh the display so patrons could see it all week.
- **In Wolf Creek**, a local couple visit the branch every week. One of the patrons is searching for a better job and is consistently updating his resume. The branch manager helps the patron by making photocopies, proofreading, and encouraging his efforts.

## Successes

- The October astronomy program “Lunar and Solar Eclipses” in Grants Pass had 58 attendees: 40 adults and 18 youth. Ten more people were turned away due to lack of space but left happy with a pair of eclipse glasses. Three out of 16 books on display were checked out. Thirty-five attendees filled out program evaluations, 27 indicating it was their first library program in the past year, five of whom noted that there are no library cardholders in their household. One attendee who is a homeschool student was very interested in astronomy and connected with the presenter about joining the Grants Pass Astronomers Club. The presenter relayed that there is no age limit, so the student is very excited to join. Another attendee mentioned to staff this is the third library program they have attended this year, they really appreciate the variety of programs offered, and they are looking forward to more. The patron then signed up for a library card.
- The same astronomy program offered later in the day at the Wolf Creek branch had 22 attendees: 19 adults and three children. Thirteen attendees filled out program evaluations, 10 of whom indicated it was their first time at a library program in the last year.

## Challenges

- After feedback from the last board meeting, the decision was made to decline the contract with Josephine County to implement the Affordable Connectivity Program (ACP) grant. Our outreach will continue to focus on our new strategic plan, including reimagining library services and increasing library card holders.
- The Illinois Valley branch continued to attract local campers and unhoused loitering during closed hours. Neighbors issued complaints about noise and patrons reported they were reluctant to pull into the parking lot to return materials during off hours. An Illinois Valley library neighbor called the branch services manager at home on a Sunday to report camping and littering on library property during off hours. After confirming with camera footage that the parking lot was full of cars with doors open, trash on the ground, people loitering and smoking up against the walls near entrances and exits, the branch manager called Josephine County Sheriff’s department and requested a Trespass Letter of Consent to be emailed for signature — then signed, returned, and confirmed receipt with Sheriff’s office. It was decided to reduce Wi-Fi access hours to reflect operating hours at the branch to mitigate abuse of the property. Turning off the Wi-Fi during closed hours and collaborating with the Sheriff’s department has been incredibly successful. Neighbors and patrons responded positively almost immediately.

## 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.**

- Rehomed many materials that had been pulled from the Williams branch due to change in space to update the Grants Pass branch collection.
- Updated past due interlibrary loan requests and contacted the lending library with the status of the items.
- Cleaned 600 audiobooks from Illinois Valley branch in preparation for the Illinois Valley branch closure for construction and before storing materials. This required each item to be placed on hold for processing, brought to Grants Pass, and sent back to Illinois Valley.

**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.**

- Final week of operations at the old Williams branch location busy with patrons visiting to check out materials as part of the “The Great Escape.” Residents were encouraged to check out more

materials from the old branch to return them to the new branch after the grand opening on October 7. “The Great Escape” was unintentionally a good opportunity to audit the collection and several deleted and missing books were discovered.

- For the Illinois Valley Library Renovation, representatives of HUD, NOAA, and National Marine Fisheries have reviewed and approved the project’s design stormwater retention and treatment for the endangered species section of the environmental assessment. This stormwater system is expected to add about \$100,000 to the project cost. The contract will be finalized when value engineering decisions are completed and executed after public review of the environmental review record is completed. Construction is expected to take six to eight months.
- While checking evidence of roof leaks from the recent rains, one of the Josephine County workers fell through the ceiling from the attic in the technical services area when he misstepped. County workers repaired the damage within three days.

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

- Developed a Spanish-language version of the popular Kindergarten Toolbox program sponsored by Ford Family Foundation. The 3-part Spanish series takes place on October 20, October 27, and November 3 at the Grants Pass branch. A Spanish-language teacher from partner organization Head Start will be a guest speaker at the October 27 session.

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

- In honor of Veterans Day, the library will feature the history of World War I during the month of November with a Gilder Lehrman Institute of American History panel display accompanied by a 3-part program series with local teach and past Oregon Teacher of the Year Lois MacMillan. Topics include Art of WWI on Thursday, November 2, Jazz and the 369th Infantry on Thursday, November 9, and Women in WWI on Thursday, November 16.
- Partnering with Oregon Books & Games for an author talk with local author Jennifer Roberts. The library will host the author on Saturday, November 18 at 12:30pm for a reading and Q&A session, then she will head over to Oregon Books & Games for a book signing event beginning at 2 pm.
- Celebrated Banned Books Week with displays at all four branches the week of October 7.
- [Outdoors and Recreation](#) subject guide updated in October to feature information about the Solar Eclipse. The library also offered two astronomy programs and distributed eclipse glasses in Grants Pass and Wolf Creek with higher than usual participation.

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

- Library of Things laptops for lending to patrons have suffered from attrition with only one loanable laptop out of 10 cataloged at all four branches. Each laptop costs approximately \$1,000, though some low-grade laptops such as Chromebooks may cost less with less service options. Some broke or failed, others went missing without reporting. Requesting \$10,000 from library foundation technology fund for nine new laptops and installation of Microsoft Word to support patron needs and computer basics classes planned for December through March.

**2024–2027 Strategic Plan Update**

**Reimagine Library Services**

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

- In partnership with the library foundation, organized and promoted the Williams grand opening with postcard and flier design and distribution, messaging for internal and external communication, social media, newsletters, press release, and more.

- Partnered with the library foundation to develop indoor and outdoor signage for the new Williams library, including partnering with Josephine County
- Partnered with Josephine County to add a library sign on Highway 238.
- Completed ARPA grant project in partnership with Josephine County to provide broadband Internet access as part of the New Williams Project, including an expanded parking lot for access to Wi-Fi.
- Communication surrounding the new virtual communications booth sponsored by AllCare Health at the Grants Pass branch has been successful. Anytime it is mentioned at an outreach event, community members are impressed and excited about the new meeting space. The press release was picked up by the Daily Courier.

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

- Planned a new weekly “Afterschool Storytime” beginning Friday, November 3. The weekly program will serve children from kindergarten through third grade with a focus on further developing early literacy skills. Each storytime will feature two books and include an interactive activity.
- Planned program “Getting Older and Staying Connected” in partnership with Oregon Humanities and AllCare Health on November 6 at 5pm. AllCare sponsored radio ads on 10 local stations and outreach through its Program of All-Inclusive Care for the Elderly (PACE).
- Library staff worked with Josephine County Housing and Community Development Council to offer residents applications for the new Cathedral Square Apartments, a low-income development.

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

- Tabled for outreach at Art along the Rogue, Hispanic Heritage Celebration, and Josephine County Recovery Fair, focusing on library card signups and sponsorships, and overall library services as well as ACP. Among all of the recent outreach, some common feedback from community members, partners, and local agencies included many people who live outside the library district boundary being unaware of options other than a \$60 annual library card fee. Also, seniors expressed interest in no-cost computer classes, Spanish-speakers said they are interested in ELL classes and computer classes, people were unaware of the Library of Things collection, and everyone was grateful for the Dolly Parton’s Imagination Library.
- Continued partnership with Sunny Wolf Charter School, offering a special library program about the solar eclipse.

**Invest in People and Culture**

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

- Closed recruitment and hiring for a circulation coordinator at the Grants Pass branch, unfilled. Planning to repost the former position of operations manager to increase recruitment opportunities and pay range.
- Reviewing job descriptions for Early Literacy Outreach Coordinator and Spanish Outreach Assistant to broaden scope of work beyond restrictions of The Four Way Foundation Grant, allowing the positions to provide outreach to other underserved populations in accordance with the strategic plan.
- As a result of ending the ACP contract with Josephine County, recruitment for the position of fiscal coordinator closed to retain the current business manager in that role.



- Having previously hired for the position of ACP outreach specialist, that position worked 20 hours a week for three months on outreach in alignment with the following strategic plan initiatives:
    - Develop and implement a community engagement strategy that increases the number of active users and leverages visibility for technology, including Library of Things, computer Internet access, ebooks, and online resources, and more.
    - Work with community partners to implement county-wide technology projects, including EQUUS Workforce Solutions (case managers), Rogue Community College (open house), Team Senior (senior fair), UCAN Adapt Oregon (Recovery Fair), the City of Grants Pass (Art Along the Rogue), and more.
    - Documented number of people reached in three-month period by outreach specialist equals 15,604 for outreach events, not including ACP sign-ups or in-library marketing.
- Plan to retain business manager in current role with half time support as outreach specialist to support strategic goal outcomes of increasing library usage, library cardholders (for underserved populations), program participation, technology outreach and visibility, and volunteer recruitment.

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

- While training new outreach volunteers and tabling at events in Grants Pass, volunteers and staff noted that it had been a long time since they had done outreach and it was refreshing that they weren't collecting signatures, asking for donations, or reminding people to vote.
- Volunteers from every branch participated in outreach this past month, representing a new volunteer engagement opportunity.
- Planned a "Volunteer Listening Session" scheduled on Saturday, October 28 at 11am to address primary areas of concerns for volunteers based on patron survey results.

**Volunteers**

- Volunteers remain relatively satisfied and fulfilled by the work they do, but there has been a significant change since 2018 and 2019.
- 17% of current volunteers (2023) feel that they rarely or never felt appreciated for their work.
- Some do believe that the library has an opportunity to make improvement in some areas such as:
  - Providing more training or cross training volunteers
  - Take input from volunteers seriously and communicate decisions and changes in a timely manner
  - Recognizing and valuing volunteer input

*"None. Volunteers and staff are awesome!"*

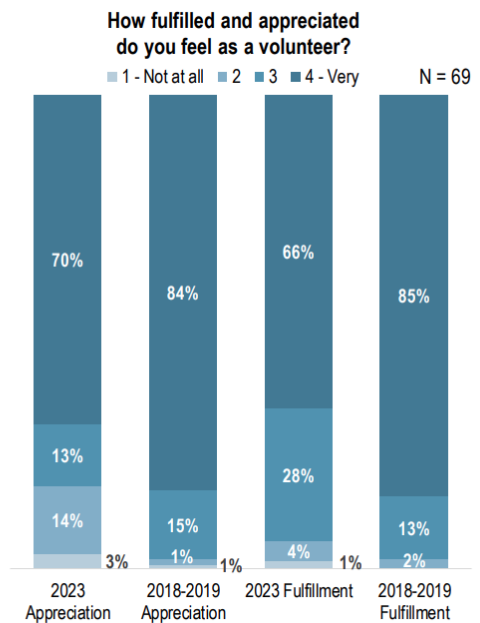
*"Communication: how and why bosses make decisions that affect me, e.g. volunteer starting hours, how kids' books are placed on carts."*

*"Learning to handle more areas of the library, not just one section."*

*"Unfortunately, staff can't do anything about this, but more appreciation from patrons for what we do."*

*"Having management take volunteers input to problems or issues more seriously, as if they are a valued member of the team. Would be nice to hear the appreciation of the volunteers on a more frequent bases. More thorough training."*

coraggiogroup



25

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

- Volunteer recruitment was included as part of outreach events and presentations, such as Art Along the Rogue, Western Welcome Newcomers, and more. Volunteer coordinator attended events.

- Scheduled a teen volunteer appreciation program on Friday, December 8, featuring local gaming developer Jessica Murray for the online “real fantasy” game [World Reborn](#). Teens will have the opportunity to meet the developer, learn about her background and gaming company, and get a first peek at updates and internship opportunities. Teens are encouraged to dress up and pizza will be served.
- Planning for the Winter volunteer appreciation event is underway and currently scheduled for Saturday, December 16.
- In Grants Pass, two new volunteers were placed in September with four new volunteers trained during orientation.

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

---

## **Accounting**

- The net income for the general fund on the P&L of \$ 1,063,279 does not equal the Balance Sheet net income of \$1,884,672. 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.
- JCLD invoiced Josephine Community Library Foundation \$2,580 for 43 household sponsorships for the month of August. This is the second highest number of sponsorship applications processed since the library became a special district, exceeded only in June 2019 at 44 applications. The spike in library card applications can be attributed to the district's investment in outreach over the past three months.

## **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 \$21,268.
- Fees collected for the month of September were \$4,695, this includes non-resident card fees, sponsorships, 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.

### **Forecast**

- The forecast column has been re-introduced to reflect Resolution 2024-013 in the matter of authorizing \$100,000 in Contingency Fund use to support construction of the new Williams branch. The funds have been moved from Contingency to Facilities and Equipment in the forecast.

### **Special Contracts**

- Special contracts for the month of September were \$11,088, for a grand total of 34,315 which includes technical writing services, information technology, web development, and finance.

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

- The district assets include \$232,379 in the district checking account. The Grants Pass maintenance fund totals \$13,783 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 \$821,668 and a reserve fund of \$816,453. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$1,884,673.

**TO:** JCLD Board of Directors  
**FROM:** Teresa Stover, grants administrator  
**SUBJECT:** Grants update  
**DATE:** October 18, 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.

## **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 September 20, 2023, there were \$19,405 in restricted grant funds yet to be spent from:
  - AllCare Health for the Communications 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 September 20, 2023, there were \$12,828 available in reimbursable grant funds from:
  - A Greater Applegate for the Communications Booth at 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. The library foundation also seeks grants for library programs and passes those through to the library district. An example is a grant from the Kiwanis Club to the library foundation for the Teen/Tween Book Boxes and Baby's First Book. In addition, the library foundation has recently been awarded a \$20,000 grant from the Carpenter Foundation for the New Williams Library construction.

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

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>Forecast</u>
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	0	1,545,000	1,545,000
4005 · Prior Year Taxes	21,268	30,000	30,000
4100 · Fees	16,972	39,000	39,000
4200 · Interest Income	11,880	15,000	15,000
4300 · Other Revenues	0	1,000	1,000
4310 · Donations	1,000		0
4999 · Beginning Cash	1,384,152	1,400,000	1,400,000
<b>Total Income</b>	<b>1,435,272</b>	<b>3,030,000</b>	<b>3,030,000</b>
Gross Profit	1,435,272	3,030,000	3,030,000
Expense			0
5000 · Personal Services	194,275	1,058,650	1,058,650
6 · Materials and Services			0
6.1 · Library Services			0
5200 · Collection Development	42,656	175,000	175,000
5300 · Technical Services	9,161	50,000	50,000
6650 · Patron Services and Supplies	2,310	5,000	5,000
6660 · Volunteer Support	1,372	5,000	5,000
6670 · Events at Library	653	15,000	15,000
6680 · Communication & Outreach	14,291	40,000	40,000
6690 · Special Contracts	34,315	115,000	115,000
<b>Total 6.1 · Library Services</b>	<b>104,758</b>	<b>405,000</b>	<b>405,000</b>
6.2 · Maintenance and repairs			0
5400 · Building Improvements	230	10,000	10,000
5500 · Facilities & Equipment	14,072	82,000	182,000
5600 · Computer Maintenance	2,205	39,000	39,000
<b>Total 6.2 · Maintenance and repairs</b>	<b>16,507</b>	<b>131,000</b>	<b>131,000</b>
6.3 · Administration			0
5700 · Insurance	0	15,000	15,000
5800 · Travel & Training	2,204	40,000	40,000
6630 · Election	20,732	20,000	20,000
6640 · Auditor	11,950	20,000	20,000
6699 · Legal Administration	585	2,000	2,000
6700 · Administrative Support	8,278	18,000	18,000
6800 · Telecommunications	4,191	25,000	25,000
6850 · Utilities	8,413	50,000	50,000
6.3 · Administration - Other	100	0	0
<b>Total 6.3 · Administration</b>	<b>56,453</b>	<b>190,000</b>	<b>190,000</b>
<b>Total 6 · Materials and Services</b>	<b>177,718</b>	<b>726,000</b>	<b>726,000</b>
8.1 · Transfers			0
8000 · Transfers & Contingency	0	156,000	156,000
<b>Total 8.1 · Transfers</b>	<b>0</b>	<b>156,000</b>	<b>156,000</b>
8010 · Contingencies	0	324,000	224,000
<b>Total Expense</b>	<b>371,993</b>	<b>2,264,650</b>	<b>2,264,650</b>
Net Ordinary Income	1,063,279	765,350	765,350
<b>Net Income</b>	<b>1,063,279</b>	<b>765,350</b>	<b>765,350</b>

# Josephine Community Library District Balance Sheet

As of September 30, 2023

Sep 30, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · People's Bank of Commerce	232,379
1010 · People's Bank-Savings	13,783
1100 · General Pool 6000	821,668
1110 · LGIP - Reserve Fund	816,453
1150 · Cash Drawers	390

**Total Checking/Savings** 1,884,673

**Other Current Assets**

1310 · JoCo Reserve for Disputed Tax	19,052
--------------------------------------	--------

**Total Other Current Assets** 19,052

**Total Current Assets** 1,903,725

**TOTAL ASSETS** 1,903,725

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2400 · Deferred Revenues(audit)	19,052
---------------------------------	--------

**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
<b>Net Income</b>	<u>1,884,672</u>

**Total Equity** 1,884,673

**TOTAL LIABILITIES & EQUITY** 1,903,725

TO: **Josephine Community Library District Board of Directors**  
FROM: **Kate Lasky, Library Director**  
DATE: **October 18, 2023**  
SUBJECT: **Policy review and revision**

---

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.

The following policies are revised with minor wording and phrasing edits:

- First Reading Volunteer Policy 5-10 Conflicts
- First Reading Volunteer Policy 5-11 Patron Confidentiality
- First Reading Volunteer Policy 5-12 Giving and Receiving Patron Gifts

**First Reading Volunteer Policy 5-13 Resignation**

Policy 5-13 was updated to clarify the need for volunteers to provide ample notification when they resign.

## Policy 5-10. Conflicts

*Adopted 1/25/2018*

JCLD treats all volunteers fairly, objectively, and consistently. If a volunteer has a grievance with a staff person, another volunteer, or library patron, the volunteer should discuss the issue with the ir volunteer manager, or if necessary, ~~the branch manager or the~~ library director. The volunteer manager is responsible for handling problems regarding volunteer conduct or complaints, ensuring that volunteers' views are heard, noted, and acted upon promptly.



## Policy 5-11. Patron Confidentiality

*Adopted 1/25/2018*

Volunteers are responsible for maintaining the confidentiality of all library information. This includes any information about what materials a patron looks at, requests, donates, or checks out, as well as reference questions asked by library users. Failure to maintain confidentiality will result in immediate ~~termination~~ dismissal of the volunteer.

## Policy 5-12. Giving and Receiving Patron Gifts

*Adopted 1/25/2018*

The gift or acceptance of gifts ~~with from~~ patrons is not to exceed \$20 in value. In addition, volunteers are not permitted to pay for a patron's fines, fees, or charges.

## Policy 5-13. Resignation

*Adopted 1/25/2018*

When a volunteer has decided to end ~~his or her~~their volunteer experience with the library, ~~the branch manager~~ their volunteer manager ~~must~~ should be notified. Volunteering with JCLD is “at-will,” which means volunteers are free to stop service at any time, with or without cause or notice. However, in order to achieve an orderly transition, JCLD respectfully requests volunteers provide JCLD with at least 5 working days of notice.

Whenever possible, the volunteer manager will conduct an exit interview to measure volunteer’s satisfaction with training, management, volunteer culture, and appreciation.

The library may, upon request, provide letters of reference for the volunteer, if deemed appropriate.



**TO:** JCLF and JCLD boards

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

**SUBJECT: New Williams Library update**

**DATE:** October 11, 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. In the past month, contractors paved and striped the parking lot, including the ADA parking space. They also completed concrete work and grading. Gutters and downspouts were installed.
- For the building work, drywall, HVAC, interior paint, plumbing, electrical, lighting, ceiling acoustics, and floors were completed. Cabinets and bookcases built offsite were installed. Construction was substantially finished on October 6.
- The "Moving the First Book" event with photos and video was on September 29.
- The last day of service for the old Williams Library was September 30.
- The move of furniture, books, computers, and equipment took place the week of October 2. High-speed fiber optic Internet, patron and staff computers, and phones were also installed and configured at this time.
- The occupancy permit was secured on October 5. The grand opening was held on October 7, and was attended by more than 100 people.
- ZCS conducted the site punch walk on October 4 and the building punch walk on October 11, and ZCS is compiling the punch list for Vitus to complete.
- Patrons who checked out books from "The Great Escape" started bringing them back on October 7. The shelves are filling up.
- Exterior lights are backordered and expected to be installed in the next two weeks. The countertops for the office/breakroom are also backordered. A final finish to the concrete floors will be applied.
- Monthly Williams listening sessions take place at 5-6 pm the third Thursday of each month. The next session is scheduled for October 19 and will be held at the new Williams library. 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.

√ - 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	9.5 weeks	7/14/2023	9/19/2023
√	4 Renovate building	12 weeks	7/14/2023	10/6/2023
√	5 "Move the first book" event	Friday	9/29/2023	9/29/2023
√	6 Move and set up library	5 days	10/2/2023	10/6/2023
√	7 Install furniture, fixtures, equipment, technology	1 week	10/2/2023	10/6/2023
√	<b>8 Construction substantially complete</b>	<b>3 days</b>	<b>10/4/2023</b>	<b>10/6/2023</b>
√	<b>9 New Williams Library Grand Opening and Ribbon Cutting</b>	<b>Saturday</b>	<b>10/7/2023</b>	<b>10/7/2023</b>
	10 Complete punch list items and install back-ordered items	2 weeks	10/11/2023	10/20/2023

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: October 6, 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*.

### **Grand Opening**

A grand opening celebration is scheduled for Saturday, October 7 from 10-12 with a historical photo taken at 11am.

In response to community feedback regarding landscaping of the property, the foundation and library directors met with the director of agriculture for the Herb Pharm to ask for advice and to evaluate the trees on the property.

A lease agreement between the foundation and district was reviewed and approved by the foundation and district boards. Foundation and library directors will sign the agreement.

***Action:*** *Foundation and district board members are encouraged to attend. The timeline for the event will be sent to board members and speakers.*

***Action:*** *The foundation and library directors are working on a request to partner with the Hern Pharm to develop a landscaping plan for the Williams library grounds.*

***Action:*** *The foundation and library directors are working on a request to partner with the Hern Pharm to develop a landscaping plan for the Williams library grounds.*

### **Illinois Valley branch**

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

Josephine County has approved the building permit.

For the Endangered Species element of the environmental assessment, a consultation meeting with HUD, NOAA, and National Marine Fisheries Service (NMFS) took place September 13 and was attended by ZCS civil engineers and City of Cave Junction officials. The engineers pointed out that the renovation's change in public storm system usage would be less than 0.5 percent, and therefore the City of Cave Junction did not require stormwater detention. However, the NMFS representative said that stormwater detention and treatment were indeed required. On September 29, ZCS submitted the stormwater detention and treatment system design to NMFS and HUD. The new stormwater detention plan was approved. The project is now awaiting to receive the additional cost estimate for the stormwater detention from the contractor. This information is required before a contract can be executed with the general contractor.

### **Grants Pass property**

Library leadership participated in a joint board planning session to discuss next steps for the Grants Pass building project.

***Action:*** *Foundation and library directors will work with the facilities oversight task force to develop a work plan for this project.*



**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:** October 4, 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 draft contract between the City of Cave Junction and Ausland Group was approved by City of Cave Junction legal and Business Oregon. The team is working through cost-cutting options to arrive at a final amount for the contract, which will be probably be reviewed by the Cave Junction Common Council at its November 13 meeting. Construction is expected to take six to eight months.

- **Architectural design and engineering.**

- Josephine County has approved the building permit.
- Under review are three Additional Services proposals with ZCS for the third-party cost estimate, parking lot reconfiguration, environmental review support including stormwater detention and treatment design, and additional engineering activity.

- **Environmental Assessment.**

- For the Endangered Species element of the environmental assessment, a consultation meeting with HUD, NOAA, and National Marine Fisheries Service (NMFS) took place September 13 and was attended by ZCS civil engineers and City of Cave Junction officials. The engineers pointed out that the renovation's change in public storm system usage would be less than 0.5 percent, and therefore the City of Cave Junction did not require stormwater detention. However, the NMFS representative said that stormwater detention and treatment were indeed required. On September 29, ZCS submitted the stormwater detention and treatment system design to NMFS and HUD. The project is now awaiting their response, which can take up to 60 days.
- In progress: Land Development, Socioeconomic, Community Facilities, and Natural Features.
- 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, compliance findings, and scores on all required elements and sections. When the ERR is complete, it will be available for public review for 15 days. Then it will be submitted, along with the request for release of funds to Business Oregon for another 15-day public review. At this point, the contract with Ausland Group can be executed and construction can begin.