

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, November 15, 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,	Laurel	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
President	Samson		Vice President	

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Standing Items <ol style="list-style-type: none"> Approval of agenda Approval of consent agenda <ol style="list-style-type: none"> October 18 Board Meeting minutes Resolution 2024-017: Policy 5-10 Resolution 2024-018: Policy 5-11 Resolution 2024-019: Policy 5-12 Resolution 2024-020: Policy 5-13 Resolution 2024-021: Chaney grant Resolution 2024-022: AGA grant Resolution 2024-023: State Library grant Public comment Correspondence Annexation petition review: LAIRD S & LYNN C FUNK, J THOMAS & BARBARA C STROUT, TERRY CAIN, DARLENE JOHNSON, LUTZ & LISA M KRAMER 	<div>Motion</div> <div>Motion</div>	R. Selvig	5 min
Staff Reports			
1. Library director's report	Report	K. Lasky	5 min
2. Financial report	Report	K. Lasky	5 min
3. Grants administration report	Report	T. Stover	5 min
Action Items			
1. Resolution 2024-016 Williams building sale	Motion	K. Lasky	5 min
2. First reading: Operations Policy 3-2-3	Discussion	K. Lasky	5 min
3. First reading: Volunteers Policy 5-15	Discussion	K. Lasky	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	R. Stoltz	5 min
2. Facilities Oversight Task Force report	Report	Samson/Fahey	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		R. Selvig	
Executive session: Complaint To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b)		R. Selvig	
Executive session: Performance Review To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)		R. Selvig	
Adjourn		R. Selvig	
Upcoming Meetings	Date and Time		
JCLD Regular Board Meeting,	December 20, 5:30pm, Grants Pass branch		

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, October 18, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: Rachele Selvig, Tina Gotchall

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, Branch Services Manager Roberta Lee

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation Liaison Ken Behymer, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:39 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- September 20 Board Meeting minutes
- September 24 Workshop minutes
- Resolution 2024-014: Policy 3-4-12
- Resolution 2024-015: Policy 5-5

MOTION: Ms. Samson moved to approve the consent agenda. Mr. Fahey 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 Sharonann Watson, Joseph & Suzanne Lavine, Charles & Karen Rogers.

MOTION: Mr. Fahey moved to endorse annexation petitions from Sharonann Watson, Joseph & Suzanne Lavine, Charles & Karen Rogers. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated October 18, 2023, highlighting the following items:

- The grand opening of the new Williams branch took place on October 7, attended by approximately 150 people.

- After feedback from the last board meeting, the decision was made to resign from the partnership with Josephine County to implement the Affordable Connectivity Program (ACP) grant. Outreach will continue to focus on our new strategic plan, including reimagining library services and increasing library card holders.
- Strategic plan goals require increased outreach, which may require increased staffing.
- 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. The district is requesting \$10,000 from the library foundation technology fund for nine new laptops to support patron needs and computer basics classes planned for December through March.
- The Illinois Valley branch continued to attract local campers and unhoused loitering during closed hours. 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. All branches have trespass consent with law enforcement, which will be renewed annually. It was decided to reduce Wi-Fi access hours to reflect operating hours at the Illinois Valley branch to mitigate abuse of the property. Turning off the Wi-Fi during closed hours and collaborating with the Sheriff's department has been successful. Neighbors and patrons responded positively almost immediately.

Financial report. Ms. Lasky reviewed the October 2023 Financial Statement memo dated October 18, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through October 18, 2023, the P&L statement for Enhanced Library Services (grants) through September 2023, the P&L statement for Special Funds as of September 2023, and the Balance Sheet as of September 30, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated October 18, 2023.

ACTION ITEMS

First reading: Volunteers Policy 5-10. The board reviewed a revision of the Volunteer Conflicts policy.

First reading: Volunteers Policy 5-11. The board reviewed a revision of the Volunteer Patron Confidentiality policy.

First reading: Volunteers Policy 5-12. The board reviewed a revision of the Volunteer Giving and Receiving Patron Gifts policy.

First reading: Volunteers Policy 5-13. The board reviewed the first draft of the Volunteer Resignation policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Behymer reported that Shad Shriver is the new President and Denise Kalic is the new Vice President of the library foundation board.

The Williams Listening Sessions continue in Williams but will now be held at the new library branch.

Facilities Oversight Task Force. By the end of October, the finishing touches to the Williams branch will be completed by Vitus Construction.

The library district and foundation worked with the agricultural director of the Herb Pharm to assess the trees and landscaping at the Williams branch. He has volunteered to develop a plan that supports water conservation and is drought resistant.

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, November 16.

ADJOURNMENT

The meeting adjourned at 7:10 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 15, 2023
SUBJECT: Second reading 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:

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

Second 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.

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

In the Matter of Adopting)	
Policy 5-10, Conflicts, for)	Resolution No. 2024-017
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 5-10, Conflicts, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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.

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

In the Matter of Adopting)	
Policy 5-11, Patron Confidentiality, for)	Resolution No. 2024-018
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 5-11, Patron Confidentiality, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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.

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

In the Matter of Adopting)	
Policy 5-12, Giving and)	Resolution No. 2024-019
Receiving Patron Gifts, for)	
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 5-12, Giving and Receiving Patron Gifts, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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.

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

In the Matter of Adopting)	
Policy 5-13, Resignation, for)	Resolution No. 2024-020
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 5-13, Resignation, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)	
Expenditure of a Chaney Family)	Resolution No. 2024-021
Foundation Grant Offered to)	
Josephine Community Library District		

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2023-24 budget on May 17, 2023; and

WHEREAS, since the date of budget adoption, JCLD has received a \$6,000 grant from Chaney Family Foundation for the Teen & Tween Book Box program; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$6,000 grant from the Chaney Family Foundation is authorized for expenditure in fiscal year 2023-24 for the specific purpose of funding the Teen & Tween Book Box program.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)	
Expenditure of A Greater Applegate)	Resolution No. 2024-022
Grant Offered to)	
Josephine Community Library District		

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2023-24 budget on May 17, 2023; and

WHEREAS, since the date of budget adoption, JCLD has received a \$7,935 grant from A Greater Applegate for a communications booth in the new Williams branch library; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$7,935 grant from A Greater Applegate is authorized for expenditure in fiscal year 2023-24 for the specific purpose of purchasing and outfitting the communications booth for the new Williams branch library.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)	
Expenditure of a State Library of)	Resolution No. 2024-023
Oregon Grant Offered to Josephine)	
Community Library District)	

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2023-24 budget on May 17, 2023; and

WHEREAS, since the date of budget adoption, JCLD has received a \$4,162.73 grant from the State Library of Oregon/Oregon Digital Newspaper Project for a project digitizing the Illinois Valley News; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$4,162.73 grant from the State Library of Oregon is authorized for expenditure in fiscal year 2023-24 for the specific purpose of contracting with the University of Oregon to digitize issues of the Illinois Valley News from 1937 to 1952.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

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

	Property Owner	Address
1	Laird & Lynn C Funk	15680 WILLIAMS HWY
2	J Thomas and Barbara C Strout	17052 REDWOOD HWY
3	Terry Cain	8829 DEER CREEK RD
4	Darlene Johnson	12180 TAKILMA RD
5	Lutz & Lisa M Kramer	2330 APPLGATE AVE



TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 15, 2023
SUBJECT: Library director's report

General Updates

- Winter Volunteer Appreciation Party is scheduled for Saturday, December 9 at 5pm.
- The Oregon Broadband Office released the draft State of Oregon Digital Equity Plan which outlines how Oregon will use federal funds to provide reliable, affordable, high-speed internet, computing devices, and digital skills training to people who need it most. The document expands the definition of underserved populations. Key takeaways are to align the state's equity plan with expanding currently offered technology focused services and programs, without creating a competitive environment with those currently doing the work.
 - Draft State of Oregon Digital Equity Plan is now open for a 45-day public comment period, from Wednesday, November 1, 2023, until 5:00 p.m. PST on December 16, 2023. All are invited to submit comments via the public comment portal as early as possible.
[Read the Draft State of Oregon Digital Equity Plan](#)
[Submit Public Comment on the Draft State of Oregon Digital Equity Plan](#)
[Broadband Access and Digital Equity Engagement Events](#)
- The Library Services and Technology Act (LSTA) is the only federal funding program exclusively for libraries. It is administered by the Institute of Museum and Library Services (IMLS). State libraries use the funds to support statewide initiatives and distribute the funds through subgrants or cooperative agreements to public, school, academic, research, and special libraries.
 - With guidance from Oregon's LSTA Advisory Council, the State Library of Oregon's Library Support and Development Services division supports libraries throughout the state, guided by the goals and priorities identified in the current Oregon LSTA Five-Year Plan.
[Read the Summary of Five-Year Plan 2023-2027](#)
- For more information about library programs and events, read the [October/November Latest News](#) and the [Youth Library Newsletter](#) online.

Stories

- **In Grants Pass**, a patron who recently became a grandma learned about the "Storytime in a Bag" kits through an ad in the Daily Courier. She was excited to learn that she could check out a set of books all at once to read with her month-old grandchild. This led to a conversation with staff about building early literacy skills starting at a young age, and the many ways the library can help.
- **In Illinois Valley**, a homeschool group has been making regular weekly visits to the branch to exchange curriculum ideas and engage in student social time. The parents have expressed their gratitude to the branch manager for making an educational craft available and encouraging the students to participate in Oregon's Battle of the Books.

- **In Williams**, the many compliments about how beautiful and functional the new Williams branch building are too numerous to recount here, but the favorite this month was from a young patron who said, “I love the new library and rate it a million-trillion out of 10!” The extended version of the video of [Shadow Delivers the First Book](#) to the new Williams is done! Please share the video with your networks.
- **In Wolf Creek**, Sunny Wolf Creek charter school is settling into its new scheduled visits to the branch. An average of 159 students and educators in preschool through 6th grade visited the branch in October. The branch manager recently created a “kindness board” in the library for students to display stars as awards when they have carried out an act of kindness, such as opening the door for someone, giving a compliment, sitting next to someone new , etc. The students are always excited to place a star and to share good deeds.

Successes

- Circulation statistics confirm the success of the Williams Great Escape. Most months Williams circulation is between 800 and 1,100 checkouts. In September. There were 4,061 circs and in October there were 3,024. Since that time, all the books have been returned, with five patrons checking out 100 items or more. One stellar volunteer checked out 900+ items, returning them incrementally to not overwhelm staff and volunteers trying reshelving materials at the new location.
- The first week the new Williams branch library was open the branch manager registered seven new library cards (it’s rare for Williams to generate seven new cards in a month outside of partnership programs). The rest of October saw above average new library cards as well.
- The Illinois Valley branch services manager has been working with the Josephine County Sheriff’s Department to address neighbor complaints of noise and loitering on the library grounds. The Sheriff’s department has been incredibly responsive to the branch regarding camping and loitering in the parking lot. The consistent presence of a deputy checking in and driving by the parking lot has resulted in positive outcomes and clear, respectful communication.

Challenges

- The library received a letter of request to opt out of the district. The library director reached out to SDAO which is in the process of providing guidance. Should the need arise, the SDAO will consult with the board and general counsel about the district’s options. No further action is required.
- The Wi-Fi schedule at the Illinois Valley branch has been scaled down to operational hours under the advisement of the Sheriff’s Department to reduce the population on the grounds during closed hours.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Received final payment for the 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.

- A virtual communications booth has been installed and is now available to patrons in the new Williams library, thanks to a \$7,935 grant from A Greater Applegate. This soundproof virtual meeting booth accommodates one person with laptop connections, healthy ventilation, and a clear door.
- Hunter Communication, with guidance from IT's Managed, completed installation on about \$24,328 of Internet-related equipment for the four library branches.
- Staff participating in Oregon Digital Library Consortium board meeting on behalf of the library district.

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

- Participated in family day at the Grants Pass Head Start. Families were all given books for their children, library card applications, and library programs information, and Dolly Parton's Imagination Library.
- The monthly Spanish Parent Group hosted in partnership with Project Youth+ and SO Health-E continues to be a success with an average of 20–30 participants each month. Many of these Spanish-speaking families have gotten library cars and are now regular patrons, often complimenting the selection of Spanish-language material available for all ages.
- Partnered with Oregon Humanities to offer “Getting Older and Staying Connected” at AllCare Health with 25 attendees in person and 40 online.
- The [Local History](#) and [Race and Society](#) Subject Guides were updated with new resources in all formats.

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

- Met with Cow Creek Tribe chairperson in Roseburg with library foundation executive director and library leaders to present the Grants Pass branch project.
- Establishing library connections at retirement communities, assisted living facilities, nursing homes and senior centers as outreach for hybrid program offerings (online, as well as in-person). Connected with six facilities to share library service and program offerings.
- The Spanish children's brochure design was finished, printed, and distributed to all branches.

Invest in People and Culture

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

- Researching third-party wage and benefits consultant for contracted support.
- Contracting with Cynthia Harelson CPA for financial services including monthly bill posting and printing of checks.
- Contracting with Gerald Burns CPA for monthly reconciliation of bank accounts and credit card statements.
- The library director attended OLA Public Library Division, public library director's meeting.
- Staff continue to participate in webinars.

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

- A volunteer listening session was held last month and attended by 25-30 volunteers and staff. Volunteers from all four branches were invited to attend. Volunteers commented that they appreciated the opportunity of this forum and were interested in future listening sessions.
- Questions and concerns addressed during the listening session in an open forum are being implemented including the installation of an internal book drop. Volunteers were also invited to attend board meetings, to learn more about our libraries and the thought processes behind why decisions are made in the way that they are.

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

- 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.
- Partnering with Easter Seals and the Senior Community Service Employment Program which helps re-train senior citizens who need or want to return to paid employment to work at the library. Easter seals pay the participants to work up to 20 hours per week.

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.

- Illinois Valley branch volunteers and staff are preparing for December closure for the renovation. Preparations for storing the books and materials at the Illinois Valley branch during renovation continued with attention to assessing damaged items and reassigning popular items to other branches. Movers, storage, and remote service plans are all being put into place.

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, was complete by October 6, and opened to the public on October 7. Exterior lights and office/breakroom countertops are backordered, and a final finish to the concrete floors will be applied. Contractors are working on the site and building punch list items. Library staff are developing the landscaping plan. The remaining shelving and furniture from the former Williams facility were donated to Williams Elementary school and the Williams Fire department.
- For the Illinois Valley Library Renovation, because of the extensive change in scope and cost due to the NOAA and National Marine Fisheries requirement to add a stormwater detention and treatment system, the library/city/design team decided to cancel the current bid. The cancellation notice was issued on November 10. Bid documents are being revised and will be issued by early December. The draft environmental review record (ERR) was completed and submitted to review by Business Oregon, which

determined that additional documentation is needed for five sections. This effort is in process. After the ERR goes through public review, CDBG funding for construction can be released. Construction is expected to take seven to nine months.

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

- In preparation for the Summer Reading Program "A Journey Awaits": weekly theme and design concept drafts have been completed.
- Kindergarten Toolbox in Spanish is underway with three families registered. The program is being led by the Spanish Outreach Assistant, with support from two bilingual volunteers.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Chaney Family Foundation awarded a \$6,000 grant request for Teen & Tween Book Boxes.
- On Saturday, December 16, the local a cappella group Rogue Singers will perform Christmas carols at the Grants Pass branch at 2:30 pm.
- During November, the library is highlighting World War I with a Gilder Lehrman Institute of American History panel display accompanied by a program series with local teacher and past Oregon Teacher of the Year Lois MacMillan. Topics include Art of WWI, Jazz and the 369th Infantry, and Women in WWI. Due to the presenter's illness, the communications team worked to cancel the send session with 24-hour notice.
- The WWI program "Art and WWI" in Grants Pass had 34 participants with 33 in-person and one online. Twenty-eight participants filled out program evaluations.
- 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.

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

- With the assistance of the Josephine Community Library Foundation, five refurbished dell laptops were ordered for our loanable "Library of Things" collection. This will increase our loanable laptops to six for all four branches. Additionally, we will be purchasing laptops for "in library" use only.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 13, 2023
SUBJECT: October 2023 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$868,025 does not equal the Balance Sheet net income of \$1,716,228. 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 \$1,320 for 22 household sponsorships for the month of October.

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 \$23,865.
- Fees collected for the month of October were \$4,974, 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.
- The forecast column has been updated, to reflect the contingency used against building improvements. No other changes were made.

Special Contracts

- Special contracts for the month of October were \$11,564, for a grand total of \$45,879 which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$35,441 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 \$827,708 and a reserve fund of \$819,853. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$1,697,175.

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

	Jul - Oct 23	Budget	Forecast
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	0	1,545,000	1,545,000
4005 · Prior Year Taxes	23,865	30,000	30,000
4100 · Fees	22,610	39,000	39,000
4200 · Interest Income	15,324	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
Total Income	1,446,951	3,030,000	3,030,000
Gross Profit	1,446,951	3,030,000	3,030,000
Expense			
5000 · Personal Services	262,459	1,058,650	1,088,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	53,794	175,000	175,000
5300 · Technical Services	10,058	50,000	50,000
6650 · Patron Services and Supplies	2,462	5,000	5,000
6660 · Volunteer Support	1,598	5,000	5,000
6670 · Events at Library	1,266	15,000	15,000
6680 · Communication & Outreach	17,995	40,000	40,000
6690 · Special Contracts	45,879	115,000	115,000
Total 6.1 · Library Services	133,052	405,000	405,000
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,230	110,000	110,000
5500 · Facilities & Equipment	14,947	82,000	82,000
5600 · Computer Maintenance	3,031	39,000	39,000
Total 6.2 · Maintenance and repairs	118,208	231,000	231,000
6.3 · Administration			
5700 · Insurance	638	15,000	15,000
5800 · Travel & Training	2,655	40,000	40,000
6630 · Election	20,732	20,000	20,000
6640 · Auditor	11,950	20,000	20,000
6699 · Legal Administration	878	2,000	2,000
6700 · Administrative Support	11,091	18,000	18,000
6800 · Telecommunications	5,765	25,000	25,000
6850 · Utilities	11,498	50,000	50,000
Total 6.3 · Administration	65,207	190,000	190,000
Total 6 · Materials and Services	316,467	826,000	826,000
8.1 · Transfers			0
8000 · Transfers & Contingency	0	156,000	156,000
Total 8.1 · Transfers	0	156,000	156,000
8010 · Contingencies	0	224,000	224,000
Total Expense	578,926	2,264,650	2,294,650
Net Ordinary Income	868,025	765,350	735,350
Net Income	868,025	765,350	735,350

Josephine Community Library District Balance Sheet

As of October 31, 2023

Oct 31, 23

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	35,441
1010 · People's Bank-Savings	13,783
1100 · General Pool 6000	827,708
1110 · LGIP - Reserve Fund	819,853
1150 · Cash Drawers	390

Total Checking/Savings	1,697,175
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,052
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Total Other Current Assets	19,052
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Total Current Assets	1,716,227
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TOTAL ASSETS	1,716,227
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

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

3909 · General Fund Balance	1,384,153
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3909A · General Fund Appropriated	-1,384,152
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3910 · GP Maint Fund Balance	13,781
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3910A · GP Maint Fund Appropriated	-13,781
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3911 · Reserve Fund Balance	807,503
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3911A · Reserve Fund Bal Appropriated	-807,503
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Net Income	1,697,175
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Total Equity	1,697,176
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TOTAL LIABILITIES & EQUITY	1,716,228
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TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: November 15, 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

- Chaney Family Foundation awarded a grant for \$6,000 for the Teen & Tween Book Box program.
- The communications booth funded by A Greater Applegate grant for \$7,935 is now installed and in use by patrons at the new Williams library.

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 October 17, 2023, there were \$8,912 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 October 17, 2023, there were \$9,163 available in reimbursable grant funds from:
 - 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 \$1,248,391.

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 sponsorships
- 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. In addition, the library foundation has recently been awarded a \$12,499 grant from the Reser Family Foundation for the Illinois Valley Library Renovation.

**BILL OF SALE
SALE AGREEMENT
FOR PERSONAL PROPERTY**

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

BUYER: Three Rivers School District
8550 New Hope Road
Grants Pass, OR 97527

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the SELLER does hereby grant, bargain, sell, and deliver to BUYER all of SELLER's right, title, and interest in and to the item of personal property as follows:

The SELLER agrees to sell (donate), and the BUYER agrees to purchase the Public Library Building, owned by Josephine Community Library District, located on real property owned by Three Rivers School District, adjacent to the Willaims Elementary School, 20695 Williams Hwy., Williams Oregon; said structure is approximately 800 to 1000 sq ft. in size, and is relocatable.

The purchase is \$0; however, the actual consideration consists of or included other property or other value given or promised.

The Board of Directors of Josephine Community Library District authorizing the sale pursuant to Josephine Community Library District Financial Policy 2-8 Contracts, as adopted by Resolution 2022-016 on January 19, 2022, is dated November 15, 2023, and recorded in the Board of Directors' Resolution Log as Resolution 2024-016.

The SELLER warrants to BUYER that SELLER is the owner of the Personal Property, that the Personal Property is free and clear of all encumbrances, and that the SELLER has good right to sell the Personal Property.

BUYER
THREE RIVERS SCHOOL DISTRICT

SELLER
JOSEPHINE COMMUNITY LIBRARY DISTRICT

Rich Halsted, Board Chair

Rachele Selvig, President

Jenn Searle, Board Vice Chair

Gina Maris Agosta, Vice President

Pat Kelly, Vice Chair

Tina Gotchall, Board Member

Jennifer Johnstun, Board Member

Pat Fahey, Board Member

Nancy Reese, Board Member

Laurel Samson, Board Member

DATE:

DATE:

LEASE TERMINATION AGREEMENT

WHEREAS, Josephine Community Library District ("Library") and Three Rivers School District ("District") are parties to a "Land Lease Agreement" dated August 12, 2020 ("Lease");

WHEREAS, the Lease permits the Library's use of property for library purposes, adjacent to Williams Elementary School, 20695 Williams Highway, Josephine County, Oregon;

WHEREAS, the Library was the recipient of a bill of sale transferring the building (but not the underlying real property) from Josephine County to the Library;

WHEREAS, the parties desire to modify the Lease and attend to issues ancillary to the Lease and the building.

NOW, THEREFORE, the parties agree as follows:

1. The Lease is terminated upon the date of the last signature below. The parties shall have no further obligations to each other, except as specified herein.
2. Upon full execution of this Lease Termination Agreement, Library shall execute a quit claim deed, as grantor, to District, as grantee, relinquishing any interest in the real property, including, but not limited to, the building. The parties agree that the quit claim shall be sufficient to relinquish the Library's interest in the building, even if it were deemed to be personal property.
3. District shall be responsible for any recording fees.

Josephine Community Library District



Kate Lasky, Executive Director

Date: 10-31-23

Three Rivers School District



Dave Valenzuela, Superintendent

Date: 8-14-2023

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

In the Matter of)	
Authorizing the Sale of the)	Resolution No. 2024-016
Former Williams Library Building to)	
Three Rivers School District)	

WHEREAS, a new Williams library building has been built at 158 Tetherow Road and has been operating as the new Williams branch library since October 7, 2023; and

WHEREAS, the building that formerly housed the Williams branch library at 20695 Williams Highway sits on property owned by Three Rivers School District; and

WHEREAS, the Three Rivers School District has allowed the public library system to operate the Williams branch on its land at 20695 Williams Highway rent-free since 1977; and

WHEREAS, Josephine Community Library District owns the building on 20695 Williams Highway which formerly housed the Williams branch library; and

WHEREAS, Josephine Community Library District no longer has a use for the building on 20695 Williams Highway and would like to sell it; and

WHEREAS, the Three Rivers School District is interested in acquiring the building at 20695 Williams Highway owned by Josephine Community Library District; and

WHEREAS, the sale of the property from Josephine Community Library District is consistent with Josephine Community Library District Financial Policy 2-8 Contracts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The sale of the building on 20695 Williams Highway from Josephine Community Library District to Three Rivers School District is authorized according to the terms of the bill of sale, which is attached hereto and incorporated herein by this reference.

DONE AND DATED this 15th day of November 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 15, 2023
SUBJECT: First reading policy review and revision

First Reading Volunteer Policy 3-2-3. Request for Reconsideration Revision

Currently JCLD's Request for Reconsideration policy does not set a limit on the number of requests a patron can submit and does not limit the number of times the same item, program, or display can be challenged. Considering multiple requests to reconsider the same item, program, or display is redundant and a strain on library resources, the current policy is not clear about what can be included in a single request. For example, reviewing a challenge to an entire collection is not feasible.

Josephine Community Library District (JCLD) strives to provide access to a wide range of materials and programming representing varying points of view and information needs. Updates to the policy more closely adhere to the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. Changes include:

- Patrons can submit one request for reconsideration each year.
- Requests must be limited to a single item, program, or display.
- Once a final decision is made further requests regarding that item, program, or display will not be considered for three years.

Changes to this policy bring JCLD more in line with national and state library standards, conserve library resources, and clarify what a single request can encompass.

First Reading Volunteer Policy 5-15 Workers' Compensation Coverage 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.

Policy 5-15 was updated to include the ORS chapter and section for reference to workers' compensation.

Policy 3-2-3. Request for Reconsideration

Adopted 1/25/18

Revised 9/21/22

JCLD strives to provide access to a wide range of materials and programming representing varying points of view and information needs. JCLD endorses the intellectual freedom guidelines expressed in the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. The library will not impose restrictions on an individual's right to read, listen to, or view library materials based on the materials' content.

In some cases, patrons may take issue with a specific library material or program they find offensive or inappropriate for the collection. If a patron feels an item or program should be removed or reclassified, they can submit a formal *Request for Reconsideration of Library Material or Service* form to the library director. Requests must reference a single program, display, or item. Patrons may submit one request for reconsideration per year.

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

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

It is recommended that patrons submitting a request for reconsideration take the time to read, view, or participate in the entire work or program. The technical and public services team will draft a written response to the requestor as approved by the library director. Should the patron wish to pursue the matter further, they may ask that the library director bring the matter before the JCLD Board of Directors. The board will consider the request and recommendations at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request. Once a decision is made further requests to reconsider that material, program, or display will not be considered for three years.

Patron input is limited to residents within the library district service area as stakeholders in public library services. Patron input may be extended to residents of Josephine County when and if the patron can demonstrate active engagement in local library services.



Request for Reconsideration of Library Material

The library recognizes that some materials and services are controversial and that any given item, program, or display may offend some patrons. Selection of materials and services will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in our collection development policy, strategic plan, Oregon Library Association Public Library Standards, and American Library Association Library Bill of Rights. These documents are available on our website, josephinelibrary.org, or upon request.

Each request for reconsideration must reference **one** specific program, display, or item from the library catalog. Each patron may submit one request every three years. If a decision is made regarding a particular program, display, or item from the library catalog further requests will not be considered for one year.

Name of person making request: _____

Date: ____

Address: ____

Telephone: _____ Email: _____

Whom do you represent? ☐ Self ☐ Organization

Name ____

Have you read the American Library Association Library Bill of Rights, the library's strategic plan, and or the library's operations policy for collection development, programs, or displays?

☐ Yes ☐ No

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

Item requested for reconsideration:

Title of work or program, or description of display: _____

Author artist, or presenter: _____

Format: ☐Book ☐Audio Book ☐DVD ☐Program ☐Display ☐Other

Material designed for: ☐Adult ☐Young Adult ☐Child

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

If not, then which part did you read or see, listen to, or otherwise use? ____

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

If yes, please name review source: ____

To what in the material/s or of the service do you object? Please be specific.

What do you feel might be the result of reading, viewing, hearing, or participating in this work?

For what age group would you recommend this material or service? ____

Is there anything good about material or service? ____

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

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

Policy 5-15. Workers' Compensation Coverage

Adopted 1/25/2018

In accordance with ORS 656.031 which requires coverage for municipal volunteer personnel. All approved and active volunteers will be covered by JCLD's workers' compensation insurance coverage ~~for during volunteer~~ hours spent ~~for volunteering at~~ the library.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: November 10, 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*.

ZCS Engineering and Architecture and Vitus Construction held a construction walk through of the building and the library grounds to ensure the work at the new Williams library site was completed in accordance with the construction documents. ZCS provided a short list of items for Vitus Construction to finalize before the project is completed. Once completed, the final payment will be made to Vitus Construction.

Punch list items:

- Installation of exterior lights (backordered)
- Add a culvert to connect the bioswale from the parking lot to the bioswale on the grounds
- Install countertops for the office and breakroom (backordered)

Action: Foundation director will attend a final walkthrough once the punch list items are completed to sign off on the completion of the project.

Action: The monthly Williams listening sessions are canceled for November and December and will resume in January.

Illinois Valley branch

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

On behalf of the Josephine Community Library District, the City of Cave Junction has elected to withdraw the Letter of Intent to Award, issued on 9/1/23. The City received three bids which all exceeded the contracting agency's cost estimate and project budget, resulting in the need for

value engineering and negotiations with the lowest responsible bidder. During this process, unforeseen agency-driven changes were required to be made, causing the project scope to be significantly changed from the original bid. Had these changes been implemented during the solicitation process, the pool of competition would likely have been affected by the change. Per OAR 137-049-0430, the contracting agency cannot proceed with the contract award. The scope and budget for this project will be reevaluated and a new solicitation for bids will be posted soon.

Grants Pass property

In June 2023, a city block located between 6th and 7th Streets and J and K Streets in downtown Grants Pass was purchased for a new, centrally located, larger library building is proposed to replace the current county-owned structure.

The only residential tenant of the City Plaza, 139 SE J Street unit B, has vacated the unit. Property management has provided a list of items property management identified during the move-out inspection as tenant and owner responsibilities. Property management will bill the tenant for the security deposit.

An office located across the hall from the vacant residential unit is currently occupied by Mr. Brutke and will be vacated by December 31. Once vacant, it will be used for storage of foundation documents and items from the Illinois Valley library during construction.

Action: *Foundation director is investigating if renting the unit is advisable.*

TO: JCLF and JCLD boards
FROM: Rebecca Stoltz, New Williams project manager
SUBJECT: New Williams Library update
DATE: November 9, 2023

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

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

New Williams Library schedule

The following are recent accomplishments and upcoming milestones.

- Vitus Construction started work July 14. In the past month, contractors have worked on the punch lists for the site and for the building.
- The last day of service for the old Williams Library was September 30. The old library was vacated on October 31.
- 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 ordinarily take place at 5-6 pm the third Thursday of each month at the Williams Grange, with the last one being on October 19. The listening sessions are canceled for November and December and will resume in January.

✓ - Completed • - In progress

	Milestone	Duration	Start	Finish
✓ 1	Groundbreaking	Monday	7/10/2023	7/10/2023
✓ 2	Construction start	Friday	7/14/2023	7/14/2023
✓ 3	Perform site work, including paving	9.5 weeks	7/14/2023	9/19/2023
✓ 4	Renovate building	12 weeks	7/14/2023	10/6/2023
✓ 5	Construction substantially complete	3 days	10/4/2023	10/6/2023
✓ 6	New Williams Library Grand Opening and Ribbon Cutting	Saturday	10/7/2023	10/7/2023
• 7	Complete punch list items and install back-ordered items	6 weeks	10/9/2023	11/20/2023

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: November 6, 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 stormwater detention and treatment system required by NOAA/National Marine Fisheries Service (NMFS) as part of the project's environmental assessment is estimated to cost about \$100,000. The city, library, and ZCS team has worked through cost-cutting options to accommodate this added expense. The team is awaiting the contractor's price for this addition, after which the agreement between the contractor and city can be finalized.

- **Environmental Assessment.**

- For the Endangered Species element of the environmental assessment, NOAA/NMFS approved the stormwater system design ZCS submitted in late September. ZCS refined the construction documents to include the stormwater system and submitted them to the contractor for pricing.
- The Land Development, Socioeconomic, Community Facilities, and Natural Features elements of the environmental assessment were finished in the past month. With these sections completed and the approval of the Endangered Species element, the Environmental Review Record (ERR) was submitted to Business Oregon for review. Business Oregon determined that additional documentation is needed for the Endangered Species, Historic Preservation, Socioeconomic, Community Facilities, and Natural Feature sections, and that effort will be complete within the next week.
- Other sections of the ERR that need no further revision are Air Quality, Airport Hazards, Coastal Barrier Resources, Coastal Zone Management, Explosive and Flammable Facilities, Farmlands Protection, Flood Insurance, Floodplain Management, Noise Abatement and Control, Site Contamination, Sole Source Aquifer, Wetlands Protection, Wild and Scenic Rivers, and Land Development.
- The Environmental Review Record (ERR) includes determinations, compliance findings, and scores on all required elements and sections. After ERR approval by Business Oregon, 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, construction funding can be released.