

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, September 19, 2024 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, Vice President	Laurel Samson	Pat Fahey	Gina Marie Agosta, President	Tina Gotchall

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. August 21 Board Meeting minutes b. September 8 Board Meeting minutes c. September 8 Workshop minutes d. Resolution 2025-009: Policy 3-1-2 3. Public comment 4. Correspondence	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Lasky	10 min 5 min
Presentation 1. Teen Advisory Board	Presentation	M. Wels	15 min
Action Items 1. New Grants Pass library concept selection 2. Capital Improvement Plan update 3. Personnel & Volunteer Policy Cell Phone Use 4. Personnel Policy Vacation 5. Library Director's annual evaluation	Motion Motion Discussion Discussion Discussion	K. Lasky K. Lasky K. Lasky K. Lasky G.M. Agosta	5 min 5 min 5 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All G.M. Agosta	5 min
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
Oct 17, 5:30pm	District Board Meeting, Grants Pass branch
Nov 21, 5:30pm	District Board Meeting, TBA (<i>Illinois Valley branch</i>)
Dec 19, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, August 21, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: Rachele Selvig

Staff present: Library Director Kate Lasky

Contractor: Grants Administrator Teresa Stover

Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Board Liaison Shad Shriver

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:36 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- a. July 17 Board Meeting minutes
- b. Resolution 2025-007: Policy 4-5-2
- c. Resolution 2025-008: Policy 4-5-5

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

Public comment. None.

Correspondence. Correspondence was received from Edgar Michael Pelfrey about dissolving the library district.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated August 21, 2024, highlighting the following items:

- The cost to contract with Coraggio Group to develop a patron survey has gone up due to the need for translation services. Ms. Lasky requested the expenditure of up to \$11,000 to contract for their service.
MOTION: Mr. Fahey moved to approve the expenditure of up to \$11,000 to contract with Coraggio Group for the 2024 annual survey. Ms. Gotchall seconded. The motion passed unanimously.
- Ms. Lasky requested the expenditure of up to \$12,000 for landscaping and a water tank for irrigation at the Williams branch. \$8,000 comes from grants and the rest will come from general fund.
MOTION: Ms. Gotchall moved to approve the expenditure of up to \$12,000 to contract with a landscaping company for the Williams branch. Mr. Fahey seconded. The motion passed unanimously.

- Ms. Lasky shared a draft of the Overview of Legal Proceedings memo for a statement from the library district board of directors to combat misinformation coming from Josephine County commissioner John West.
- There will be joint board session on Sunday, September 8. The library district and library foundation will take this time to review results of the community meetings and to choose a final design concept for the new downtown Grants Pass library.
- The library district and library foundation will be presenting the building project to two City of Grants Pass committees in regard to urban renewal.
- A new Youth Services Lead started on Monday, August 19.
- Two new Project Youth+ interns and two EasterSeals are working at the library.
- The Josephine County OSU Master Gardeners donated about 250 books from their collection to the library to be catalogued for checkout.
- An awning was constructed over the garage door at the Williams branch to provide a shaded area.

Financial report. Ms. Lasky reviewed the July 2024 Financial Statement memo dated August 21, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through July 2024, the P&L statement for Enhanced Library Services (grants) through June 2024, and the Balance Sheet as of July 30, 2024.

Annual report. Ms. Lasky presented the FY2023-24 annual report to the board of directors highlighting the following:

- The Williams branch saw an incredible increase in usage after opening at a new location.
- The Illinois Valley branch saw a decrease in usage while the branch was closed for renovation.
- A new strategic plan is in place.
- The library district is staying stable during change.
- Volunteer support has increased by 12 percent.

ACTION ITEMS

First Reading: Operations Policy Patron Conduct. The board held its first reading and discussion of revised Policy 3-1-2 about patron responsibilities and rules of conduct.

BOARD MEMBER REPORTS

Library Foundation liaison report.

Mr. Shriver shared that a grand re-opening for the Illinois Valley branch is scheduled for October 2024.

The library foundation now has board member representation from all four branch library communities.

Facilities Oversight Task Force.

Maintenance completed at the Wolf Creek and Williams branches.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

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

ADJOURNMENT

The meeting adjourned at 7:06 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
Board Meeting Minutes
Sunday, September 8, 2024, at 9 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: None

Staff present: Library Director Kate Lasky

Contractor: Grants Administrator Teresa Stover

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

CALL TO ORDER. Ms. Agosta called the meeting to order at 9:01 am.

ACTION ITEMS

SOS Alarm expenditure. Ms. Lasky requested spending authority of up to \$15,000 to contract with SOS Alarm for cameras and a security system at the Illinois Valley branch.

Motion. Mr. Fahey moved to authorize the library director to spend up to \$15,000 to contract with SOS Alarm for cameras and a security system at the Illinois Valley branch. Ms. Gotchall seconded. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 9:02 am.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

**Josephine Community Library District
Joint Board Workshop Minutes**
Sunday, September 8, 2024, at 9 am
Grants Pass branch, 200 NW C Street, Grants Pass

Library District Board present: Pat Fahey, Rachele Selvig, Laurel Samson, Gina Marie Agosta, Tina Gotchall

Absent: None

Library Foundation Board: present Judy Christensen, Susan Cohen, Diane Hoover, Sara Katz, Bill Kohn, Nancy Lester, Randy Richardson, Shad Shriver, Steve Swearingen, Mary Walgrave

Absent: Susan Boigan, Dennis James, Denise Kalic, Boyd Peters, Doug Walker

Steering Committee: present Pat Fahey, Kate Lasky, Sue Cohen, Sara Katz, Caroline Brooks, Greg Fishwick

Absent: Mike Murphy, Ann Bauer, Dennis Webber, Vince Lucido, Dawn Welch, Doug Walker

Staff/Contractors present: Kate Lasky, Rebecca Stoltz, Amy King, Teresa Stover

Facilitator present: Michael Kosmala from Twin Goats, LLC

CALL TO ORDER. The workshop was called to order at 9:08 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 10:30 am.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: September 19, 2024
SUBJECT: Policy review and revision

Second Reading Personnel Policy 3-1-2

The Patron Conduct Policy is updated to clarify that impeding the ability of staff to complete their work is a conduct violation. Patrons who confront staff members in a repeated and harassing fashion will be asked to cease the behavior, leave the premises, have their library services suspended, or be permanently trespassed, according to the policy.

Policy 3-1-2. Patron Responsibilities and Rules of Conduct

Revised ~~02/21/2024~~
09/18/2024

Josephine Community Library District (JCLD) is dedicated to creating an inclusive environment for everyone, regardless of their age, sex, race, religion, ethnic origin, disability (physical or mental), appearance, sexual orientation, socioeconomic status, political affiliation, gender identity, or gender expression. This policy applies to both the interior and exterior of the buildings, including all library property. Any language or behavior that threatens or damages this environment is prohibited on all library properties and may result in expulsion from the premises, either temporarily or permanently.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any person engaging in the above behavior(s) will be asked to leave the library property immediately with no further warning, and library privileges will be suspended for 90 days. In addition, law enforcement may be called, and appropriate legal action may follow.

A. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive and harassing language including hate speech, and other disruptive or badgering behaviors that may prevent staff from being able to perform their work will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children aged 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Use of tobacco products, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library. Online conversations via Zoom or other app should also take place in designated areas or outside the library.

- Patrons must maintain a low volume of sound, including personal devices. Music and other loud demonstrations that may disrupt other patrons are prohibited.
- Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
- Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.

B. Enforcement

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow.
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.

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

In the Matter of Adopting)	
Policy 3-1-2, Patron Responsibilities)	Resolution No. 2025-009
and Rules of Conduct, for)	
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-1-2, Patron Responsibilities and Rules of Conduct, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of September 2024.

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: September 19, 2024
SUBJECT: Library director's report

Action

- Library director seeks authorization to renew e-rate consultant contract for \$6,000.
- Recruitment for a part-time teen service coordinator and public services library assistant to begin in October. New hires will replace full time early literacy outreach coordinator and will not impact the payroll budget. See *organizational chart*.

General Updates

- Josephine County Legal Counsel Wally Hicks visited the Grants Pass branch on August 22 and communicated that the County is planning to raise the rent for the Grants Pass library, which has historically been \$1 per year in compliance with the County Charter. He also requested policy information regarding firearms and pets in the library. The library director gave him a tour and showed him how to find policies on the library's website.
- Published the graphically designed [Annual Report](#) to the library website.
- Pauly Rogers LLC presented the FY22-23 financial audit findings to Board President Gina Marie Agosta, audit liaison Gerald Burns, CPA, and library management, including some best practices recommendations and one exit comment. The final draft will be made available to the whole board at the October board meeting. Plans are underway to begin the FY23-24 audit.
- Read the Annual Report in the August issue of [From the Director](#). For more information about library programs and events, read the [Latest News](#).

Stories

- **In Grants Pass**, while working the front counter, a volunteer politely said to a patron, "Thank you for coming to the library." The patron responded with a big smile, "You guys are not just the library. You are the people's library!" The volunteer commented on how much they felt appreciated and valued that the library really is here to serve the people.
- **In Illinois Valley**, branch construction is experiencing delays. Parking lot, driveway, and sidewalk reconfiguration has pushed completion date to late October. The community remains excited and patient as the deadline to reopen approaches. The movers have been rescheduled to September 30 and new dates for soft and grand openings are in the works. Remote service continues to provide books and Library of Things items to patrons weekly and the Illinois Valley Senior Center kindly offered the library extended use of the space without an end date.
- **In Williams**, a patron expressed his gratitude that he could check out a laptop from the library and work from his home creating posters and educational materials using Microsoft Office for a series of classes he's teaching in Williams this fall. He said, "This changed my life!"

Another Williams patron who recently moved to the area and cannot receive cellular service with her current phone plan, discovered that she could check out a hot spot to attend her weekly telehealth physical therapy and speech therapy appointments.

- **In Wolf Creek**, a librarian traveling from Hood River visited the branch. She and her family enjoyed walking through the building and learning about the community. The Wolf Creek volunTEEN was working one afternoon and received a call from a friend. He was overhead saying, “Yes, I’m at the library. I’m a very important volunteer so I must call you back. Or you could come here and visit us!” We loved that he was so excited to share that.

Successes

- A foreign exchange student from Paris volunteered at the Grants Pass branch for the summer as part of her college studies immersion program. She was a great asset to the volunteer program and was able to work in almost every position available for volunteers. She said she enjoyed “the friendly environment and the intimate nature of the library.” She will be greatly missed by staff and volunteers.
- The culmination of the summer Teen and Tween Book Box program, titled Spill the Tea Party, was well attended on August 24 at the three open branches in Grants Pass, Williams, and Wolf Creek with 29 participants. Teens gathered together to do crafts and make flavored boba tea. They were invited to create a movie poster or book cover with a variety of craft supplies while discussing the Book Box topic, Book vs. Movie. Youth expressed enthusiastic feedback about the book boxes. It was a great end of summer celebration at the library.
- The Wolf Creek branch broke summer reading program participation records with more than 50 visits from Sunny Wolf Charter School students and families in the month of August.

Challenges

- In August, more patrons visited the library without shoes or shirts due to the excessive heat, which is against the library dress code policy. Additional signage was posted at the entrances which seemed to improve conduct.
- The Grants Pass branch Friday Storytime was cancelled due to lack of participation. Staff is considering different programming for older elementary students, including a Neighborhood Heroes Story Squad kicking off on October 11.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Staff visited Jackson County Library Services to learn more about their technology program, including hotspots, laptops, and computer classes. Jackson County shared curriculum and handouts.
- Participated in the Rogue Community College (Redwood Campus) Open House, with approximately 150 incoming students in attendance. Many students were either new students or new to the area. Outreach focused on library cards, technology, and study space available at all branches.

- Participated in the monthly Rogue Valley Council of Governments Broadband Action Team (RVBAT). Resource sharing is still in progress. For more information visit rvcog.org.
- Hosted Oregon Humanities facilitation training at the Grants Pass branch on September 5 and 6 with 21 participants, three of whom were JCLD employees. The training supports facilitation beginning in late 2025 to celebrate the 250th anniversary of the signing of the Declaration of Independence.

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

- Planning systemwide programming for the FY24-25, including the Unofficial Battle of the Books (purchased from Jackson County Library Services), Neighborhood Heroes Story Squad, a book talk with author James Basker, and more.
- Developed networking partnership with Mid-Rogue Foundation, owner of Evans House and Foundry Village, for referral service to computer basics classes using their digital navigators.
- Partnered with the Cow Creek Band of Umpqua Tribe of Indians to offer a Takelma language bilingual story time. Twenty-four patrons attended, including adults and children.

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

- Library and foundation directors presented the new Grants Pass branch project to the Tourism Advisory Committee. The committee voted to support amending the Urban Renewal District Plan to include public libraries.
- Hosted joint-board strategic planning session on September 8 with Twin Goats Consulting with 17 library leaders at the Grants Pass branch. Board members discussed ideas around planning of a new Grants Pass library in the downtown area and a criterion to select the final architectural concept.

Invest in People and Culture

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

- Staff in-service held August 28, focusing on de-escalation training with Homeland Security; fire extinguisher training with Umpqua Fire; teambuilding presented by Elissa Stenlund of Centerpoint Leadership Development; and, survey and feedback on the new Grants Pass library project with Rebecca Stoltz, Josephine Community Library Foundation. Jason Salfen from Homeland Security offered useful pointers on how to better approach angry patrons at the library and “tells” to be aware of for potential threats.
- Management considering additional in-service training on emergency evacuation and other security issues twice annually.
- Operations manager and former business manager completed finance cross training. Periodic review of postings is planned.

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

- Recruited and trained a volunTEEN to assist with social media content development, newsletter content development and layout, website maintenance, increasing business office volunteer support.
- Nine new volunteers onboarded in August at the Grants Pass branch and have volunteered at least one shift, including five teens and four adults.
- A Wolf Creek branch volunteer helped prepare for the new school year of Sunny Wolf Charter School weekly visits by entering correct and updated information into patron records in Polaris.
- The communications team is working on a new design for the annual volunteer acknowledgement banners at all four branches and the annual report online. Both will be completed by the end of September.

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

- Planning for the Volunteer Winter Celebration luncheon is underway with a tentative date of Monday, December 9 around noon.
- Partnering with Project Youth Plus in a new work experience internship opportunity for a library volunTEEN to be scheduled in the business office during school hours.
- Implemented new training checklist for Grants Pass circulation volunteers, developing additional checklists for other departments.
- Audited volunteer hours at the Grants Pass branch to ensure no single volunteer works more than 15 hours a week according to volunteer policies.
- A Grants Pass branch volunteer assisted the associate director in shifting collections in the children's library to improve browsing.

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.

- During Illinois Valley renovation and construction, early junior chapter graphic novels and Spanish language books have been housed at Williams branch. Volunteers gathered them to be sent back to Illinois Valley for the planned reopening. Residents in Williams have enjoyed the opportunity to browse more variety of materials.
- Cataloged all adult Spanish language materials purchased with grant funds from the Guadalajara Book Festival.
- Added a second sewing machine to the Library of Things collection (a donation, new out of the box).
- Continued cleaning DVDs – in the last month volunteers cleaned about 1600 discs.

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

- Developing an early literacy focused bulletin board at the Grants Pass branch, including resources, such as Dolly Parton's Imagination Library, Read Aloud 15 Minutes, and Vroom.

- Summer Reading Program raffle prize winners were selected and contacted. This year, 16 grand prize winners were chosen, and an additional 40 raffle winners were selected to win a signed Summer Reading Program poster.

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.

- The Illinois Valley Library Renovation is close to completion. In the past month, interior paint, carpeting, and other flooring were completed. Cabinetry, bookcases, doors, and fixtures are in place throughout. In September, mechanical, electrical, and plumbing trim-out will be completed and inspected. On the exterior, paint, roof, sidewalks, irrigation system, grass seeding, parking lot, and fencing will finish. Substantial completion of construction is scheduled for Sep 20. Delays were caused by issues with the sidewalk concrete, the asphalt grade, and materials backorders. When the library receives the certificate of occupancy, the move and setup will begin, including circulation desk, computers, and security system. The soft opening followed by the grand opening will happen this fall. Weekly hold pickup service at the Illinois Valley Senior Center continues each Thursday.
- New indoor and outdoor signage ordered for the Illinois Valley Renovation Project.

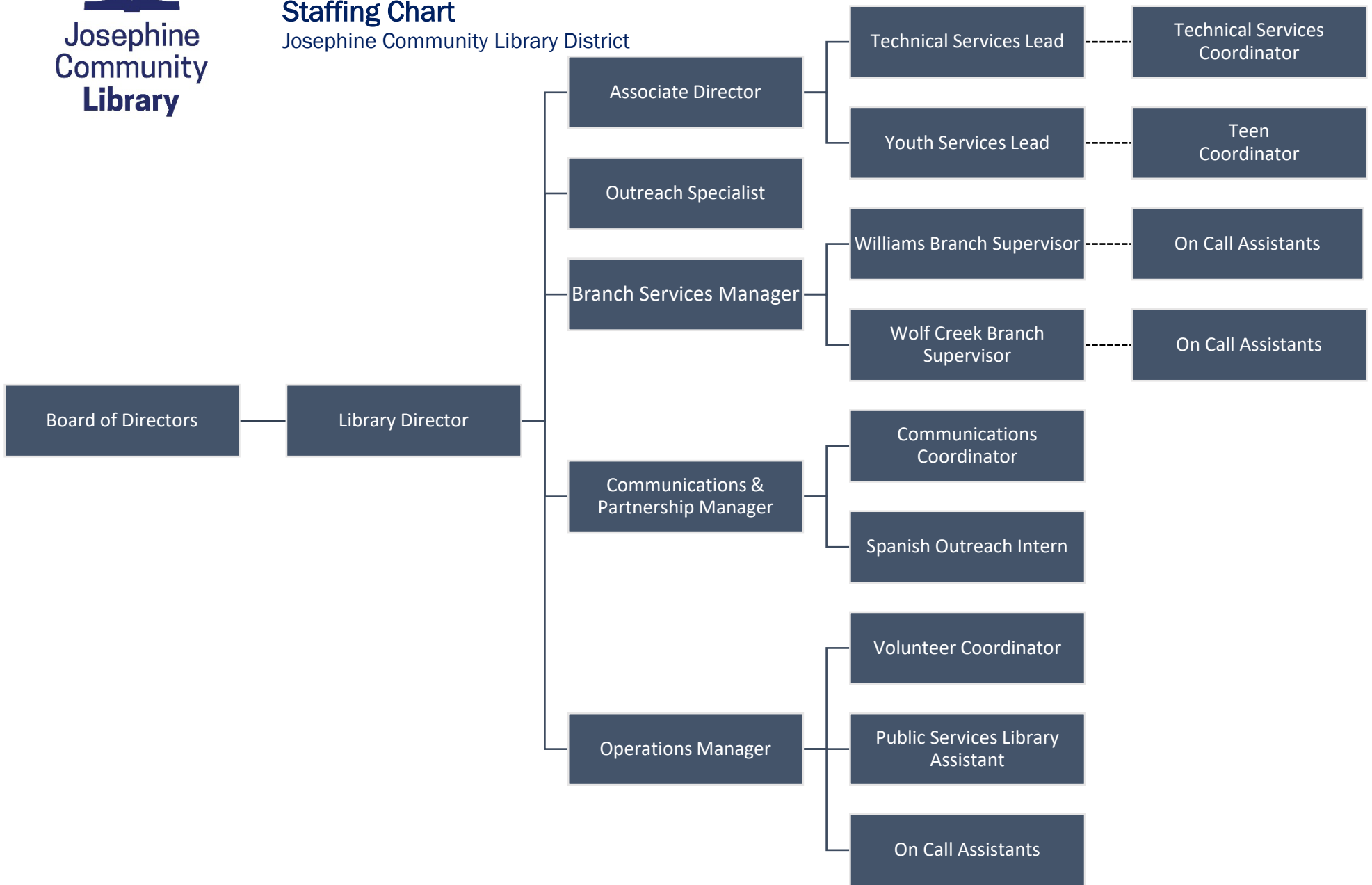
Technology: Provide access to the Internet and a variety of digital media with subsequent digital skill training.

- LSTA grant-funded 6-week computer basics program began September 13. The program is funded in part by a \$50,000 State Library of Oregon Library Services and Technology Act (LSTA) grant. The program will run through June 2025, with plans for future years. Registration for the September Computer Basics class filled within 72 hours of program launch; current wait list is 27.



Staffing Chart

Josephine Community Library District



TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: September 19, 2024
SUBJECT: August 2024 Financial Statement

Statement of Financial Activities (Profit & Loss Budget Vs. Actual- General & Enhanced)

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The beginning cash number outlined is per the FY25 Budget. The actual beginning cash amount will be outlined when the FY23-24 is closed by the district CPA. Due to this, there is no ending cash amount outlined for the general fund on the P&L.

Revenue

- The current year tax levies are \$3,051. The total prior year's tax levy income is \$18,390.
- Fees collected this fiscal year were \$11,518 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$2,940 for 49 household sponsorships for the month of August. The foundation has increased their budgeted support for the year FY25.

Expenses

- Library services budget equals \$413,000 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 42 percent of the total Library Services budget.

Statement of Financial Position (balance sheet)

- The district assets include \$172,993 in the district checking account. The Grants Pass maintenance fund totals \$26,790 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 \$940,767 and a reserve fund of \$1,010,564. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,151,504.

Josephine Community Library District

Balance Sheet

As of August 31, 2024

Aug 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	172,993
1010 · People's Bank-Savings	26,790
1100 · General Pool 6000	940,767
1110 · LGIP - Reserve Fund	1,010,564
1150 · Cash Drawers	390

Total Checking/Savings 2,151,504

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	27,354
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Total Other Current Assets 27,354

Total Current Assets 2,178,858

TOTAL ASSETS 2,178,858

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-74
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Total Accounts Payable -74

Other Current Liabilities

2400 · Deferred Revenues(audit)	27,354
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Total Other Current Liabilities 27,354

Total Current Liabilities 27,280

Total Liabilities 27,280

Equity

3909 · General Fund Balance	3,751,962
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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	-216,230
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Total Equity 2,151,580

TOTAL LIABILITIES & EQUITY 2,178,860

Josephine Community Library District
Profit & Loss Budget vs. Actual
July through August 2024

	<u>Jul - Aug 24</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4000 · Current Year Tax Receipts	3,051	1,588,000
4005 · Prior Year Taxes	18,390	40,000
4100 · Fees	11,518	60,000
4200 · Interest Income	9,257	45,000
4300 · Other Revenues	0	1,000
4600 · Support of Enhanced Services		
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000
Total 4600 · Support of Enhanced Services	0	1,000
4999 · Beginning Cash	0	1,500,000
Total Income	<u>42,216</u>	<u>3,235,000</u>
Gross Revenue	42,216	3,235,000
Expense		
5000 · Personal Services	144,808	1,110,000
6 · Materials and Services		
6.1 · Library Services		
5200 · Collection Development	29,995	175,000
5300 · Technical Services	8,682	50,000
6650 · Patron Services and Supplies	36	15,000
6660 · Volunteer Support	783	8,000
6670 · Events at Library	122	5,000
6680 · Communication & Outreach	6,336	45,000
6690 · Special Contracts	22,757	115,000
Total 6.1 · Library Services	<u>68,711</u>	<u>413,000</u>
6.2 · Maintenance and repairs		
5400 · Building Improvements	0	10,000
5500 · Facilities & Equipment	5,225	82,000
5600 · Computer Maintenance	207	42,000
Total 6.2 · Maintenance and repairs	<u>5,432</u>	<u>134,000</u>
6.3 · Administration		
5700 · Insurance	588	25,000
5800 · Travel & Training	2,774	30,000
6630 · Election	0	1,000
6640 · Auditor	0	20,000
6699 · Legal Administration	158	8,000
6700 · Administrative Support	4,092	20,000
6800 · Telecommunications	3,196	25,000
6850 · Utilities	5,957	51,500
Total 6.3 · Administration	<u>16,765</u>	<u>180,500</u>
Total 6 · Materials and Services	90,908	727,500
8.1 · Transfers	0	277,800
8.2 · Enhanced Services Support		
8006.1 · Enhanced Services Support	0	1,000
Total 8.2 · Enhanced Services Support	0	1,000
8010 · Contingencies	0	325,000
Total Expense	<u>235,716</u>	<u>2,441,300</u>
Ending Cash	-193,500	793,700
Ending Cash	<u>-193,500</u>	<u>793,700</u>

Josephine Community Library District Profit & Loss Budget vs. Actual July through August 2024

	<u>Jul - Aug 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4085 · Foundations	3,960			
Total 4050 · Grant Revenue	3,960	336,300	-332,340	1%
4999 · Beginning Cash				
4999.1 · General Fund Enhanced Cash CO	0	10,000	-10,000	0%
Total 4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	3,960	346,300	-342,340	1%
Gross Revenue	3,960	346,300	-342,340	1%
Expense				
5000 · Personal Services	0	50,000	-50,000	0%
6 · Materials and Services				
6.1 · Library Services				
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
Total 6.1 · Library Services	0	20,000	-20,000	0%
6.2 · Maintenance and repairs				
5400 · Building Improvements	268			
5600 · Computer Maintenance	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	268	50,000	-49,732	1%
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	268	280,000	-279,732	0%
Total Expense	268	330,000	-329,732	0%
Ending Cash	3,692	16,300	-12,608	23%
Ending Cash	3,692	16,300	-12,608	23%

GERALD W. BURNS, CPA
1762 E. Mc Andrews Rd. - Suite C
Medford, Oregon 97504

Kate Lasky, Library Director
Josephine Community Library District
Grants Pass, OR 97526

The accompanying budget (cash) basis financial statements of the Josephine Community Library District as of and for the period beginning July 1, 2023 and ending June 30, 2024 were prepared and reconciled by me but were not subject to an audit, review, or compilation engagement and, accordingly, I do not express an opinion or a conclusion, nor provide any assurance on them.



Gerald W. Burns, CPA, CGMA
Medford, Oregon
August 21, 2024

GERALD W. BURNS, CPA
1762 E. McAndrews Rd., Suite C
Medford, OR 97504

Kate Lasky, Executive Director
Josephine Community Library District
Grants Pass, OR 97526

Report on June 2024 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the **June 2024** month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending **June 30, 2024**.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of **June 2024** looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.



Gerald W. Burns, CPA
August 21, 2024

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: September 19, 2024
SUBJECT: New Grants Pass Library Concept Selection

Resources

Facilities Master Plan

ZCS Engineering & Architecture

Community Survey Results

Methodology: Respondents completed surveys at one of eight community meetings or focus groups between June and July 2024.

Number of Respondents: 106 surveys or 33 percent response rate

Key Themes:

- Majority of respondents identified Concept Scheme A (single story) as the preferred option (63 percent or 54 respondents).
- Although Concept Scheme A was presented as a single story, many respondents expressed interest in a second floor being added to Concept Scheme A for future growth.
- Respondents support a phased approach and value having a community meeting space in the new building.

Background

Timeline & Funding Requests

The library foundation has a one-year deadline for committed funds restricted to site preparation, and current restricted funding requires an efficient timeline. The timeline to secure anchor gifts may impact the financial landscape, pushing the need for prompt decision-making.

Staff Capacity

The libraries current staff must balance the demands of operating, moving, and building the new library. The capacity of library staff is limited, so any decisions made should account for what can be realistically operated with available resources.


Tenant Coordination

The foundation needs to work closely with the tenants in the existing building to ensure smooth operations during the transition. Maintaining a positive transition is crucial, requiring careful planning and communication to allow tenants to find new downtown business locations.

Long-term Vision vs. Immediate Needs

While we have ambitious ideas for the future, such enhancements may need to come after establishing the library in the new building. Balancing the library's current capabilities with larger visions will require strategic planning and investment.

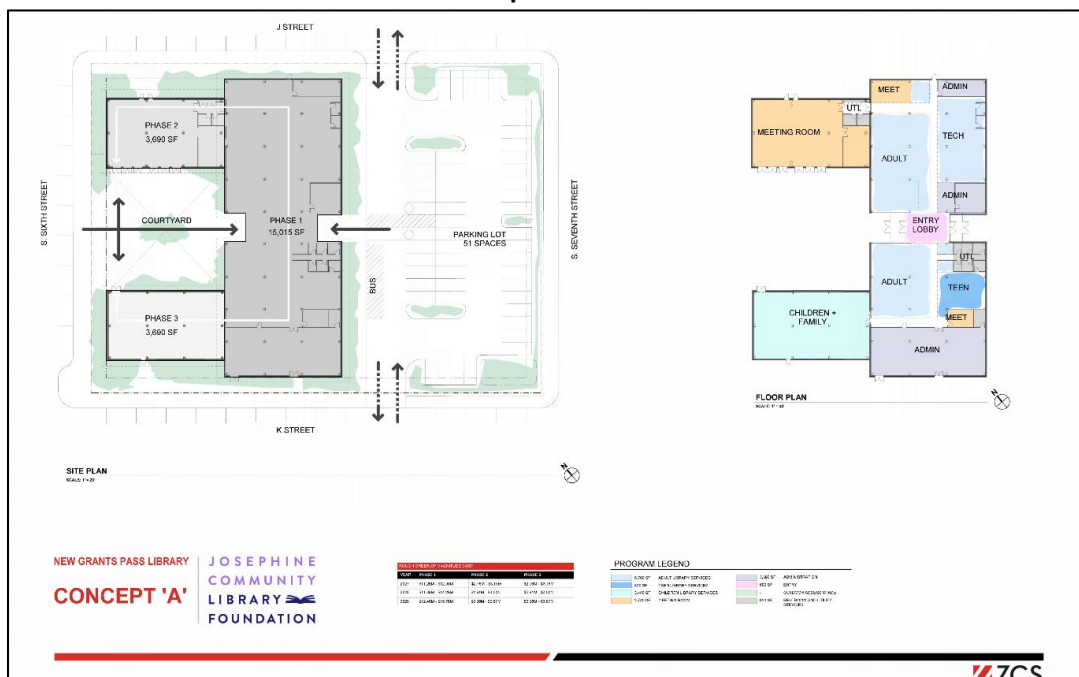
Design Concepts

	Description	Sq Footage
Current GP Building	Single Floor with 38 parking spots No secure outdoor programming area	15.5K sq ft
 Scheme A	Single Floor	22 sq ft
	Two Floors	44 sq ft
	Single Floor w/Foundation for 2nd floor	22 sq ft
Scheme B	Mezzanine / Partial 2nd Floor	26.5 sq ft
Scheme C	2 Floors	30 sq ft
Scheme D	2 Floors	36.5 sq ft

Recommendation

Library leadership recommends the selection of Concept Scheme A, single floor, 22K sq ft, situated with the courtyard facing 6th Street, allowing for future expansion into the parking lot. Scheme A enables a phased approach, best meets timelines for construction and fundraising, allows for highest level of ADA accessibility, and secures the outdoor courtyard on three sides.

Concept Scheme A



TO: Josephine Community Library Board of Directors
FROM: Kate Lasky, Library Director and Rebecca Stoltz, Foundation Director
DATE: September 2024
SUBJECT: Capital Improvement Plan

Introduction: The JCLD Capital Improvement Plan is updated annually and approved by the board of directors. With the district board’s direction, priorities have been established based on the board’s recommendations of 1) safety, 2) capital preservation, 3) appeal and enhancement, and 4) cost estimates.

Criteria	Points	Cost Estimates	Cost Points	Total Points
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Appeal & Enhancement	1 point	<\$15,000	1 point	2 points
Cost Estimates	Cost-based points	—	—	—

Explanation:

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The highest priority criteria can achieve a total of 6 points.

This document is fluid, subject to changes in priorities and unforeseen events. The capital improvement projects will be reported to the district board in the library director’s report on a monthly basis.

Resources to complete projects are sought through partnership and grant funders, with support from the library foundation. An updated summary of the plan is presented in the table below.

Resources

JCLD Facilities Master Plan report from Hacker architects
 Special Districts Association of Oregon
 Security Assessment at First Entry (pending) from Homeland Security
 Wolf Creek Facility Assessment (pending) from Southern Oregon Home Inspections, LLC
 Local contractors when available

Summary

The primary purpose of the Capital Improvement Plan is to address the maintenance and repair needs of the four library facilities in Grants Pass, Illinois Valley, Williams, and Wolf Creek, including deferred maintenance. Existing conditions have been documented, recommended maintenance schedules noted, and cost estimates provided for major repair and replacement projects. Observations noted in the plan are the result of field observations performed by architects, engineers, and local contractors when available.

The district owns the Illinois Valley branch, while the library foundation owns the Wolf Creek and Williams facilities. The Grants Pass building remains under the ownership of Josephine County government. In December 2018, the district renewed its lease with the county for the Grants Pass building at a symbolic fee of \$1 per year, extending through December 2025, with an option for a five-year renewal. This arrangement reflects the Josephine County Charter to maintain a public library and the county's commitment to supporting its residents by providing affordable access to essential community services.

This past year, innovative building projects were completed at the Illinois Valley and Williams branches with new and renovated facilities, addressing numerous capital improvement items such as roof repair, seismic upgrades, painting, parking areas, and more.

In Williams, the district collaborated with the library foundation to construct a new branch at 158 Tetherow Road, which opened in October 2023. The new facility features 1,000 square feet of library space, a dedicated children's area, updated technology with broadband Internet, an ADA-compliant restroom, and an asphalt parking lot with 12 spaces, including one ADA space.

In Illinois Valley, the district and its partners undertook a renovation of the existing branch at 209 W. Palmer in Cave Junction. This project will expand the library from 4,264 square feet 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 for STEAM programs. Project completion is scheduled for late fall 2024.

Illinois Valley capital improvements are currently addressed by the renovation project scheduled for completion at in October 2024. After the library reopened to the public, library management will review capital improvement projects and needs.

Grants Pass Facility Improvements

Facility	Category	Description	Expense	Priority
Grants Pass	Safety	Security cameras	TBD	5
Grants Pass	Safety	Gas meter protection	TBD	5
Grants Pass	Safety	Remove bushes for line of sight and fire suppression	TBD	4
Grants Pass	Safety	Repair staff privacy ADA door	TBD	4
Grants Pass	Safety	Stripe parking lot ADA and faded lines	TBD	4
Grants Pass	Safety	Seismic upgrade	TBD	4
Grants Pass	Public access	Upgrade bathrooms and bathroom doors	TBD	3
Grants Pass	Public access	Regulate HVAC	TBD	3
Grants Pass	Public access	Replace carpet mats	TBD	3
Grants Pass	Enhancement	Set up recycling	n/a	2
Grants Pass	Enhancement	Repair meeting room door squeak	TBD	2
Grants Pass	Capital preservation	Installed electrical outlets in all library areas for fire code	\$2,000	Completed 2023
Grants Pass	Safety	Remove asbestos tiles main areas	\$8,000	Completed 2022
Grants Pass	Public access	Replace WIFI Routers	\$5,000	Completed 2022
Grants Pass	Carpet	Replaced 25-year-old carpet main area, staff area	\$62,700	Completed 2022
Grants Pass	Lighting	Retrofit LED lamps in main library	\$22,000	Completed 2022
Grants Pass	ADA	Install ADA compliant automated door	\$4,000	Completed 2021
Grants Pass	Public access	Renovate meeting room & AV equipment	\$17,000	Completed 2021
Grants Pass	Safety	Install keypad at employee entrance	\$1,500	Completed 2021
Grants Pass	Safety	Insert door windows lounge & hallway	\$500	Completed 2020
Grants Pass	Public access	Reupholster chairs	\$4,500	Completed 2020
Grants Pass	Public access	Install water fountain	\$1,100	Completed 2020
Grants Pass	Safety	Remove exposed asbestos tiles	\$13,000	Completed 2019
Grants Pass	Safety	Replace tile hallway flooring	\$15,000	Completed 2019
Grants Pass	Safety	Install security cameras	\$12,000	Completed 2019
Grants Pass	Public access	Installation of additional CAT cables	\$2,000	Completed 2018

Illinois Valley Improvements

Facility	Category	Description	Expense	Priority
Illinois Valley	Safety	Develop landscaping plan	\$8,000	3
Illinois Valley	Safety	Implement landscaping plan	\$25,000	3

Williams Facility Improvements

Facility	Category	Description	Expense	Priority
Williams	Safety	Install ADA doors	\$6,500	5
Williams	Safety	Mitigate bioswale safety	\$5,000	5
Williams	Safety	Trim Walnut tree w/ arborist	TBD	5
Williams	Enhancement	Install irrigation around building	\$12,000	3
Williams	Safety	Develop landscaping plan	\$8,000	3
Williams	Safety	Implement landscaping plan	\$25,000	3
Williams	Enhancement	Install awning for shade	\$4,650	Completed 2024
Williams	Public access	Install internet at new location	\$16,000	Completed 2023

Wolf Creek Facility Improvements

Facility	Category	Description	Expense	Priority
Wolf Creek	Safety	Trim Apple tree, remove	\$800	5
Wolf Creek	Safety	Repair ADA doors	TBD	5
Wolf Creek	Safety	Replacing the UV filtration sensor	\$1,400	5
Wolf Creek	Safety	Stripe parking lot ADA	TBD	5
Wolf Creek	Capital preservation	Roof Review lifetime of roof	TBD	4
Wolf Creek	Capital preservation	Interior and exterior paint	TBD	3
Wolf Creek	Capital preservation	Retrofit to LED lighting	TBD	3
Wolf Creek	Capital preservation	Lighting system and fixtures anchored to beams/railing	TBD	3
Wolf Creek	Capital preservation	Capital preservation	\$25,000-\$50,000	2
Wolf Creek	Enhancement	Landscaping	TBD	2

Wolf Creek	Capital preservation	Bi-annual septic system and pump inspection	\$1,000	Completed 2024
Wolf Creek	Enhancement	Install shelving for age groups	\$25,000	Completed 2023
Wolf Creek	Safety	Install window foyer line of sight	\$2,500	Completed 2022
Wolf Creek	Safety	Remove deck and door; install window	\$3,900	Completed 2021
Wolf Creek	Enhancement	Upgrade irrigation system in in rear yard	\$4,350	Completed 2020
Wolf Creek	Safety	Install mop sink for cleaning	\$5,000	??
Wolf Creek	Safety	Replace problematic toilets with power assist flushing	\$5,000	Completed 2019
Wolf Creel	Public Access	Replace HVAC	\$6,700	Completed 2019

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 21, 2024
SUBJECT: Policy review and revision

First Reading Revision Personnel Policy 4-5-1 Vacation

The Vacation Policy is updated to increase the maximum number of hours in a year to be carried over on an employee's anniversary date to better reflect industry standards. Currently, long term employees may lose as much as 120 accrued vacation hours in the roll over. Doubling the maximum will prevent significant loss in employee vacation accruals.

First Reading New Personnel and Volunteer Policy 4-10-2 Cell Phone Use

The Cell Phone Use policy is a new addition to personnel and volunteer policy sets to clarify appropriate usage of cell phones and prevent distractions from public service and workflows. Library management recognizes there are many appropriate uses of cell phones during the workday and retains the authority to provide employees and volunteers with direction when cell phone use conflicts with assigned work.

Policy 4-5-1. Vacation

Revised 02/21/2024

Josephine Community Library District (JCLD) vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

JCLD provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits for Year 1 on the 91st day of employment. Vacation hours are accrued for each paid hour. Vacation credits shall not accrue during any unpaid leave of absence. Accrued and unused vacation benefits shall be paid upon termination of employment.

Years of Employment	Full-time 40 hours per week	Vacation hours accrued per pay period	Part-time 20 hours per week	Vacation hours accrued per pay period	Hourly rate for calculation
Year 1	80 hours	3.08	40 hours	1.54	.0385
Year 2	100 hours	3.85	50 hours	1.92	.0482
Year 3	120 hours	4.62	60 hours	2.31	.0578
Year 4	140 hours	5.38	70 hours	2.69	.0673
Year 5 and higher	160 hours	6.15	80 hours	3.08	.0769

Any variance in regularly scheduled hours worked per week between 20 hours and 40 hours would be prorated in the same manner as outlined in the chart.

Vacation accrued shall not exceed the maximum of ~~120-240~~ hours in a year for full-time employees and ~~60-120~~ hours in a year for part-time employees, to be carried over on an employee's anniversary date. Any hours in excess of that amount will be forfeited. For example, full-time employees who accrue ~~120-240~~ hours of vacation forfeit any unused hours in excess of ~~120-240~~ hours.

Utilization of vacation time shall be approved by the library director or direct supervisor for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, Sick Leave, when the sick leave accrual has been exhausted, or for family leave as defined in

Policy 4-5-4, *Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.

If an employee depletes all allowable vacation time, they will not be authorized for vacation leave. The library director may authorize unpaid time off for an employee in some cases and if the library will not be negatively impacted by their absence.

Policy 4-5-1. Cell Phone Use

Adopted XX/XX/XXXX

The use of personal cellular phones, personal data devices, or similar electronic media is limited to avert conflict with assigned work. The Library Director may request an employee not utilize such devices during their work time in the library. Personal use of library provided electronic media may also be limited.

This policy does not prohibit the use of electronic media for personal use; however, such use must be limited to assure such use does not conflict with assigned duties.

The Library Director or their designee may restrict access to the internet, email, or software systems if necessary, or may provide to an employee direction on use.

Should an employee fail to follow such direction, the Library Director or their designee may elect to take disciplinary action.

TO: Josephine Community Library Board of Directors
FROM: Kate Lasky, Library Director and Rebecca Stoltz, Foundation Director
DATE: September 2024
SUBJECT: Capital Improvement Plan

Introduction: The JCLD Capital Improvement Plan is updated annually and approved by the board of directors. With the district board’s direction, priorities have been established based on the board’s recommendations of 1) safety, 2) capital preservation, 3) appeal and enhancement, and 4) cost estimates.

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TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: September 13, 2024
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

Capital Improvement Plan

The library district maintains a Capital Improvement Plan that is updated annually and approved by the district's board of directors. The Capital Improvement Plan addresses the maintenance and repair needs of the four library facilities in Grants Pass, Illinois Valley, Williams, and Wolf Creek, including deferred maintenance..

FOTF discussed the Capital Improvement Plan and recent building improvements to included in the plan.

Action: Foundation and district are working together to update the Capital Improvement Plan and will co-present the plan at the district's September board meeting for district board approval.

Williams

The district is moving forward with the landscaping plan for the Williams branch starting with irrigation being placed immediately around the building and purchasing an above ground water storage tank.

The rotten wooden benches have been removed from the decommissioned fire pit.

Action: Foundation contracted with Vitus Construction to install automatic door buttons on the outside door and bathroom door at the Williams branch. Vitus Construction is working with the branch manager to schedule and complete the work.

Action: Foundation contracted with Beeler Tree Service to evaluate the Black Walnut Tree and make recommendations on pruning to avoid additional limb breakage. Beeler Tree Service is scheduled on Monday, October 28.

Action: Library director, Williams branch lead, and foundation director continue to work together with community partners to write the landscaping plan.

Illinois Valley branch

CDBG grants administrator provided an update on the Illinois Valley Renovation scope, cost,

and schedule. See attached.

Construction is close to completion. In the past month, interior paint was completed. Carpeting and other flooring are installed. Cabinetry, bookcases, doors, and fixtures are in place throughout the building. The two vestibules are built. Sidewalks have been poured. See photos on the next page. In the final weeks of construction, sitework will see the completion of exterior paint, roof, sidewalks, irrigation system, grass seeding, parking lot, and fencing. Mechanical, electrical, and plumbing trim-out are in process, and after they are inspected, the occupancy permit will be issued.

Substantial completion of construction is scheduled for Sep 6, with final completion and demobilization by Monday, September 9, although these dates are in flux and might be delayed. Punch walks have taken place every week or two through August, and issues are being resolved.

Action: *The district continues to manage public information about the upcoming 6–8-month closure of the branch and remote services.*

Action: *The foundation and district are planning a soft opening in mid-October and a grand opening event in late October to early November.*

Grants Pass property

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

Foundation and district board members, and foundation capital campaign steering committee members attended a joint board session on Sunday, September 8 at 9am at the Grants Pass branch facilitated by Michael Kosmala. Library leaders discussed finalizing a concept for the new library on downtown Grants Pass.

Action: *Foundation director is working with ZCS to finalize the concept and develop next steps for site preparation and a timeline for the activities that can be completed by June 30, 2025.*

Wolf Creek

The Wolf Creek library is 2,594 square feet and is owned by the library foundation and is leased to the library district.

At the direction of foundation president, the foundation contract with a home inspector to conduct an evaluation inspection of the Wolf Creek branch. An evaluation of the building was completed on August 28. The foundation received a comprehensive report and is working with the district to include items in the capital improvement plan.

During the inspection, an issue with the UV water system was identified. Quinn's was contacted and the part was ordered.

Action: *Foundation contracted with a landscaper to remove the broken sections of the apple tree behind the building. This work has been completed.*

Action: *Working with Quinn's and the Wolf Creek branch lead to schedule replacement of UV water system.*

TO: Meadow Martell and Rebecca Patton, City of Cave Junction
Kate Lasky, Rebecca Stoltz, Josephine Community Library

FROM: Teresa Stover, library block grant administrator

SUBJECT: Illinois Valley Library Renovation Status Report

DATE: September 4, 2024

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 expands 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

- **Construction.**

- Construction is close to completion. In the past month, interior paint was completed. Carpeting and other flooring are installed. Cabinetry, bookcases, doors, and fixtures are in place throughout the building. The two vestibules are built. Sidewalks have been poured. See photos on the next page.
- In the final weeks of construction, sitework will see the completion of exterior paint, roof, sidewalks, irrigation system, grass seeding, parking lot, and fencing. Mechanical, electrical, and plumbing trim-out are in process, and after they are inspected, the occupancy permit will be issued.
- Substantial completion of construction is scheduled for Sep 6, with final completion and demobilization by Monday, September 9, although these dates are in flux and might be delayed. Punch walks have taken place every week or two through August, and issues are being resolved.
- Business Oregon issued its onsite monitoring report, indicating the project is on schedule and in compliance with state and federal requirements. There was one Finding about First Draw Requirements and a Concern about employment practices. Responses are in process.
- Weekly construction meetings facilitated by Ausland Group are held with the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon.

- **Communication.**

- A photo of the library renovation was on the front page of the August 28 Illinois Valley News.

- **Post Construction.**

- Plans for library move-in and setup are under development for September after construction finishes and the certificate of occupancy is granted.

- **Library Services.**

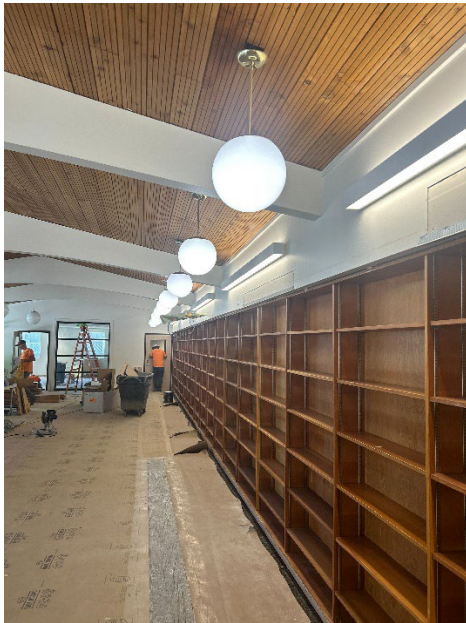
- Hold pickups at the IV Senior Center continue each Thursday from 9:30 am to 4 pm.

Project funding

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, Marie Lamfrom Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.



Library entrance with new sidewalk, framed vestibule, exterior paint, and metal roof.



Main library area with bookcases installed.



Back of house workroom with cabinetry installed.



Addition bathroom sink and tiled wall.



Community room vestibule.