

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, October 17, 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. September 19 Board Meeting minutes b. Resolution 2025-010: Policy 4-5-1 c. Resolution 2025-011: Policy 4-10-2 d. Resolution 2025-012: Policy 5-9 3. Public comment 4. Correspondence	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report 3. Oregon Public Library Standards report	Report Report Report	K. Lasky K. Lasky K. Lasky	10 min 5 min 10 min
Action Items 1. Finance Policy Cash and Purchasing 2. Operations Policy Art Exhibits 3. Operations Policy Patron Conduct 4. Personnel Policy Health Insurance Benefits 5. Library Director's annual evaluation	Discussion 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	S. Cohen Samson/Fahey	5 min 10 min
Announcements 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting		All K. Lasky G.M. Agosta	5 min
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
Nov 9, 11am	Illinois Valley Library Grand Opening
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
Thursday, September 19, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: Laurel Samson

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 5:30 pm.

STANDING ITEMS

Approval of agenda. The agenda was updated to address all voting items at the beginning.

Approval of consent agenda. Consent agenda items included:

- 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

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

ACTION ITEMS

Authorize \$6,000 E-rate contract.

MOTION: Mr. Fahey moved to approve the expenditure of up to \$6,000 to contract with a E-rate. Ms. Gotchall seconded. The motion passed unanimously.

Approve Expenditure of up to \$20,000 annually for Project Youth+ Spanish Outreach Intern.

MOTION: Mr. Fahey moved to approve the expenditure of up to \$20,000 to contract with Project Youth+ for a Spanish Outreach intern. Ms. Selvig seconded. The motion passed unanimously.

Approve New Grants Pass concept selection.

MOTION: Mr. Fahey moved to approve the selection of design Concept A for the new Grants Pass library. Ms. Selvig seconded. The motion passed unanimously.

Approve Capital Improvement Plan.

MOTION: Mr. Fahey moved to approve the Capital Improvement Plan. Ms. Gotchall seconded. The motion passed unanimously.

Public comment. None.

Correspondence. None.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated September 19, 2024, highlighting the following items:

- In Williams, a patron said it changed his life that he was able to check out a laptop to create educational material for a series of Microsoft Office classes he's teaching.
- The Teen/Tween book box for the summer ended with a wrap up program with 29 attendees and representation for all three open branches.
- Ms. Lasky and Ms. Stoltz presented to Tourism Advisory Committee about the plans for a new downtown Grants Pass library. They voted unanimously to change the charter to support a new public library.

Financial report. Ms. Lasky reviewed the August 2024 Financial Statement memo dated September 19, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through August 31, 2024, the P&L statement for Enhanced Library Services (grants) through August 2024, and the Balance Sheet as of August 31, 2024.

PRESENTATION

Teen Advisory Board. Teen Advisory Board representative Mary W. presented about the Teen Bad Artists Club program hosted during the Summer Reading Program. She shared photos, stories, and survey feedback from the program series. Mary also shared information about her experience on the library's Teen Advisory Board.

ACTION ITEMS

First Reading: Personnel & Volunteer Policy Cell Phone Use. The board of directors held it's first reading of a Personnel & Volunteer Policy Cell Phone Use.

First Reading: Personnel Policy Vacation. The board of directors held its first reading of a revised version of a Personnel Policy Vacation.

Library director's annual evaluation. Ms. Lasky reminded the board of directors that her anniversary date is October 9.

BOARD MEMBER REPORTS

Library Foundation liaison report.

Ms. Stoltz thanked the board of directors for their participation in the join board session.

Plans are underway for the annual fall fundraising drive.

Sue Cohen is moving out of the area next year.

Board officers will remain the same this fiscal year.

Facilities Oversight Task Force.

Ausland will wrap up their part of the Illinois Valley Renovation Project by the end of next week.

A soft opening and grand re-opening are slated for later this fall.

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, October 17.

ADJOURNMENT

The meeting adjourned at 6:33 pm.

Respectfully submitted,

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

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: October 17, 2024
SUBJECT: Policy review and revision

Second 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.

Second Reading New Personnel and Volunteer Policies 4-10-2 and 5-9 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.

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

In the Matter of Adopting)	
Policy 4-10-2 Cell Phone Use, for)	Resolution No. 2025-011
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Personnel Policy 4-10-2, Cell Phone Use, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of October 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 5-9. Cell Phones, Computers and Electronic Devices

Adopted 1/25/2018 Revised 10/17/2024

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 Director may restrict access to the internet, e-mail, or software systems if necessary, or may provide to an employee direction on use. Should an employee fail to follow such direction, the Director may elect to take disciplinary action.

~~Cell phone calls should not occur in the library during open hours. Volunteers may make personal calls either outside the library or in the volunteer lounge.~~

Usage of library computers during scheduled volunteer hours for personal business is strongly discouraged.

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

In the Matter of Adopting)
Policy 5-9, Cell Phones, Computers,) Resolution No. 2025-012
and Electronic Devices, for)
Josephine Community Library District)

WHEREAS, the Board of Directors has reviewed the new 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 5-9, Cell Phones, Computer, and Electronic Devices, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of October 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: October 17, 2024
SUBJECT: Library director's report

General Updates

- The Illinois Valley branch Grand Opening is scheduled for Saturday, November 9 from 11am to 1pm. Board members are encouraged to attend.
- The Volunteer Winter Celebration is planned for Monday, December 0 from 1pm to 4pm, scheduled as a luncheon. Christmas carolers are also scheduled.
- Launched the annual patron survey to gather feedback on services and facilities. The survey is anonymous, takes about 10 minutes, and participants can enter a raffle to win one of three \$100 gift cards, sponsored by the library foundation. The survey is available online and in paper format at all branches. While the Illinois Valley branch is closed for renovation, paper copies are available on Thursdays at the Illinois Valley Senior Center. The survey closes on Monday, October 28.
- Board members must attend Oregon Government Ethics Commission [Public Meeting Law Webinar](#) to satisfy the training requirement in ORS 192.700. The course content will cover individual responsibilities of governing body members, how the statutes apply to holding a public meeting, the grievance process, and an overview of executive session. This session is 150 minutes.
- Final audit report from Pauly Rogers LLC delayed to next month; no material deficiencies were noted.
- For more information about library programs and events, read the [Latest News](#).

Stories

- **In Grants Pass**, several patrons came into the library looking for a “quiet” space and were delighted to find out about the communications booth. This resulted in an increase to the communications booth usage for the month of September.
An elderly gentleman asked for computer help from our information desk volunteers. He mentioned that he is uncomfortable using computers and gets embarrassed asking for help. Our volunteer told him about our upcoming Computer Basics Drop-in lab at WorkSource and gave him a flyer with the schedule. The volunteer also offered him a quick tutorial on how to use a mouse and navigate to the library's website. The patron left feeling empowered with the skills he obtained from the volunteer and hopeful that he has a place to get some computer basic skills in the near future.
- **In Illinois Valley**, construction is completed, and the team is setting up the remodeled branch for a soft opening planned in late October. Books are being unpacked and shelved as carefully and as quickly as possible, but there's still a long way to go.



Illinois Valley branch remodel outside front entrance and inside moving boxes

- **In Williams**, a gentleman who grew up in the Applegate was visiting family in the area and stopped by the Williams branch to see the new building. He told the branch supervisor that his parents would drop him off at the Grants Pass library for hours when he was a teen, and he would read everything he could reach. He credited the library with his love of learning and was the first in his family to go to college. Two Williams property owners mentioned the Facebook posts celebrating the one-year anniversary of the new Williams branch building when they registered for their first-ever library cards and annexed their properties into the district.
- **In Wolf Creek**, the branch was bustling with activity throughout September, with 263 students visiting the library during school hours. Additionally, 25 students returned with friends or family over the weekend, showing the growing connection between the library and the community.

Successes

- On September 10th, the Wolf Creek branch welcomed Sunny Wolf Charter School students for their first library day of the school year. The branch supervisor, along with a dedicated volunteer, worked diligently to update all SWCS students' library card information in the Polaris system. This proactive effort is expected to reduce the number of lost books in the 2024-2025 school year.
- Launched a new children's storytime program at the Grants Pass branch on October 11 called Neighborhood Heroes Story Squad with Grants Pass Police Officer Frownfelter. The program was a huge success with more than 50 children and adult participants and a front-page feature in the Grants Pass Daily Courier.



Neighborhood Heroes Story Squad with Grants Pass Police Officer Frownfelter

Challenges

- In Wolf Creek, a library patron attempted to steal one of the public access computers by unplugging the hard drive tower and walking out with it. Another patron, who knew the individual, returned the equipment shortly after. Both an incident report and a police report were filed.
- Over the past month at the Grants Pass branch, several individuals have been suspended or trespassed due to various forms of misconduct. All incidents have been documented and appropriate reports filed.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Participated in the 50th anniversary celebration of Caveman Kiwanis service club, held September 21, approximately 50 community members in attendance.
- Tabled at the Community Baby Shower, held September 21, approximately 150 families in attendance.
- Participated in the Josephine County Recover Fair, held September 24, although overall attendance to event was down (down 50 people from 2023 event) engagement with the booth was much higher due to utilization of the Dolly Parton stand (75 percent engagement).
- Finalized partnership agreement with WorkSource Rogue Valley (GP) for Computer Basics classes, through the end of the fiscal year. First session to occur every other Thursday beginning October 17 through the end of the year. The library will cross train one intern from the current Easter Seals intern pool as a technology assistant for the courses to be held off-site. Classes will be held in the computer lab at the Grants Pass WorkSource Oregon location.
- In partnership with Project Youth Plus and funded by an LSTA grant from the State Library of Oregon, launched the first series of Computer Basics courses at the library on Friday afternoons. By the end of September, three classes were held, though participation was lower than anticipated, with a 67 percent attendance rate due to absences. As part of this effort, we successfully cross-trained one intern from the current Project Youth Plus pool to serve as a tech-buddy for the course. Additionally, two more Project Youth Plus interns were interviewed to support the program, and we were able to offer the position to a bilingual youth. This program is also sponsored by the library foundation which is providing laptops for patrons who successfully complete the course.

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

- Contracting for facilitation of the Spanish Computer Basics course and in collaboration with the communications department to translate materials. The Spanish version of the course is set to start on Tuesday evenings, beginning November 1.
- Participated in the Healthy Kids AllCare Health event on October 5. Volunteers and staff signed up 37 individuals for library cards, and all Dolly Parton Imagination Library (DPIL) books were distributed. Positioned as the first booth, the library benefited from increased foot traffic due to a scavenger hunt organized by AllCare Health, which

encouraged families to visit all booths for a prize. This setup boosted engagement and provided an opportunity to connect with familiar families, promoting upcoming library programs.

- Planned launch of the Unofficial Battle of the Books (purchased from Jackson County Library Services) on November 1, making the Oregon Battle of the Books (OBOB) more accessible to students who may not be able to participate through their schools, such as homeschoolers or schools unable to afford the program. UBOB follows the same official OBOB book lists, ensuring all students in Oregon have access to the same reading materials. Families can choose any books from the list or suggest substitutes at a similar reading level that match their interests. Participants in grades 3–12 can earn digital badges and pins by tracking their reading and completing books. Those who finish reading by May 15, 2025, will be entered into a grand prize drawing, with pins and prizes available throughout the school year at all four library branches.
- Staff reviewed the programming roadmap and set monthly themes for 2025 to promote library services through displays.

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

- Responded to inquiries from several news media outlets for interviews and promotion regarding the design selected for the new Grants Pass library.
- Highlighted the new library plans and design selection in the library director’s monthly column, [From the Director](#), published in the Grants Pass Daily Courier.
- Developed and emailed a slide deck presentation to the Urban Renewal District Agency with a status update on the development of the new Grants Pass branch and a request to pass an amendment to the URA plan to include a public library. No reply.

Invest in People and Culture

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

- Opened recruitment for two new positions at the Grants Pass branch: a library assistant and teen coordinator.
- The associate director and branch service manager are participating in Centerpoint Consulting LEAD 360° five-week leadership workshop and completed the first two classes. Instructor Guy Perrin effectively tailors the lessons to meet the diverse needs and goals of participants.
- Staff participated in in-person Oregon Humanities facilitation training, gaining skills and tools for planning and leading open conversations with patrons holding opposing viewpoints. The training included discussions about the 250th anniversary of the signing of the Declaration of Independence.
- In-service training on emergency evacuation and other security issues scheduled for February 2025.

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

- Teen interns and volunTEENS assisted in preparing outreach materials and giveaways for children at recent tabling events, including Art Along the Rogue and AllCare Health Family Day.

- The communications department is collaborating with youth services and digital outreach to onboard a bilingual English/Spanish Project Youth Plus intern as a Tech Buddy for the upcoming six-week Spanish-language Computer Basics series. Efforts are ongoing to place an additional bilingual intern by the November 5 class start date. The library will also contract with a local interpreter and facilitator to serve as the instructor for the series.
- Library management is developing a streamlined process to receive and evaluate new ideas from volunteers and community members.
- Increased interest in volunteer storytime readers in Grants Pass has been noted, and efforts are underway to train and prepare backup readers.
- Staff training updates include onboarding and training on the use of LEAP for issuing library cards remotely to support outreach.

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

- New volunteer acknowledgement banners featuring annual report statistics installed at all branches.
- A new volunteer joined the Wolf Creek branch as a storytime reader for the Sunny Wolf Charter School students during regular school visitations.
- Recruitment for new technical services volunteers at the Grants Pass branch are underway.
- Eleven new volunteers were onboarded in September; six in Grants Pass, four in Illinois Valley, and one in Williams.

Core Services Update

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.

- In Wolf Creek, a new water pump fixture was installed and paid for by the library foundation in mid-September.
- Construction on the Illinois Valley Library Renovation completed in September. In the past month, exterior paint, roof, sidewalks, irrigation system, grass seeding, and parking lot were completed. Appliances were moved from storage and installed in the demonstration kitchen and break room. The architectural, civil engineering, and mechanical/electrical/plumbing punch walks were done at the end of September and findings are being resolved. Inspections by the City of Cave Junction and Josephine County were conducted, and the certificate of occupancy was issued to the library on September 30. Library move and setup began at this point, including books, circulation desk, computers, and security system. The grand opening will happen on a Saturday in November. Weekly hold pickup service at the Illinois Valley Senior Center continues each Thursday.
- Staff have been actively preparing the newly remodeled Illinois Valley branch for reopening. Four mobile stations were set up to check in items directly at the shelves for efficient processing. It was determined that each station requires at least two staff members. During testing, items checked in triggered holds and transfers. Staff also plan

to assess the collection once items are shelved to identify sections needing weeding or additions.

- Technology supplies for the new Illinois Valley meeting room were identified and purchased, including TVs, mounts, an OWL conferencing system, and a table. Further research is being conducted for camera installation.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Teen interns and volunTEENS created Banned Books Week-themed pins to distribute across all branches during the national celebration.
- The library's Spooktacular Fall Teen/Tween Book Boxes reached full registration with 100 participants in just 2.5 days. Each box includes Halloween-themed content and spooky novels. Along with the boxes, tickets for a follow-up event, "No Tricks, Just Treats," have been distributed. The event, scheduled for Saturday, October 26 at the Grants Pass, Williams, and Wolf Creek branches, will feature a Jack-o-Lantern craft and a build-your-own creepy treat bar. VolunTEENS assisted in assembling the boxes on a short deadline.

News Release

FOR IMMEDIATE RELEASE:
October 15, 2024

FOR MORE INFORMATION, CONTACT:
Kate Lasky, 541-476-0571 x110
Brandace Rojo, 541-476-0571 x114

Library Partners with WorkSource Oregon to offer Free Computer Basics Classes

Grants Pass, October 15, 2024— Josephine Community Library and WorkSource Oregon are offering a Computer Basics Lab open to the public every other Thursday beginning October 17 from 2:00–3:30 pm at WorkSource Rogue Valley Grants Pass, 1569 NE F Street.

The program provides an opportunity to improve computer skills in a hands-on environment. No library card or WorkSource enrollment is required.

Topics include basic computer usage, internet navigation, email setup, and software applications such as Word and Excel.

Upcoming sessions include:

Intro to Computers and Windows | October 17

Files, Folders, and Online Storage | October 31

Using the Internet and Internet Safety | November 14

Email Setup and Use | December 5

Word and Excel | December 19

No registration is required, but space is limited. For more information, contact Josephine Community Library at 541-476-0571 or visit josephinelibrary.org.

This project is supported in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.

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In Josephine County, Oregon, residents receive public library services through Josephine Community Library District, formed in May 2017 as a special library district with branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. From public information and early childhood literacy to access to the Internet and critical support for families, seniors, entrepreneurs, and job seekers, Josephine Community Library is committed to serving our community through access to 21st-Century library services. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: October 17, 2024
SUBJECT: September 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 FY23-24 is finalized by the 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 \$22,966.
- Fees collected this fiscal year were \$20,623 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,180 for 53 household sponsorships for the month of September. 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 \$232,907 in the district checking account. The Grants Pass maintenance fund totals \$26,793 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 \$749,435 and a reserve fund of \$1,014,953. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,024,478.

Josephine Community Library District Balance Sheet

As of September 30, 2024

Sep 30, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	232,907
1010 · People's Bank-Savings	26,793
1100 · General Pool 6000	749,435
1110 · LGIP - Reserve Fund	1,014,953
1150 · Cash Drawers	390

Total Checking/Savings 2,024,478

Other Current Assets

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

Total Current Assets 2,051,832

TOTAL ASSETS 2,051,832

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-61
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Total Accounts Payable -61

Other Current Liabilities

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

Total Current Liabilities 27,293

Total Liabilities 27,293

Equity

3909 · General Fund Balance 3,751,962

3909A · General Fund Appropriated -1,384,152

3910 · GP Maint Fund Balance 13,781

3910A · GP Maint Fund Appropriated -13,781

3911 · Reserve Fund Balance 807,503

3911A · Reserve Fund Bal Appropriated -807,503

Net Income -343,270

Total Equity 2,024,540

TOTAL LIABILITIES & EQUITY 2,051,833

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

	Jul - Sep 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 - Current Year Tax Receipts	3,051	1,588,000	-1,584,949
4005 - Prior Year Taxes	22,966	40,000	-17,034
4100 - Fees	20,623	60,000	-39,377
4200 - Interest Income	13,348	45,000	-31,652
4300 - Other Revenues	0	1,000	-1,000
4600 - Support of Enhanced Servoces	0	1,000	-1,000
4999 - Beginning Cash	0	1,500,000	-1,500,000
Total Income	59,988	3,235,000	-3,175,012
Gross Revenue	59,988	3,235,000	-3,175,012
Expense			
5000 - Personal Services	203,158	1,110,000	-906,842
6 - Materials and Services			
6.1 - Library Services			
5200 - Collection Development	37,923	175,000	-137,077
5300 - Technical Services	48,064	50,000	-1,936
6650 - Patron Services and Supplies	199	15,000	-14,801
6660 - Volunteer Support	1,133	8,000	-6,867
6670 - Events at Library	1,088	5,000	-3,912
6680 - Communication & Outreach	8,752	45,000	-36,248
6690 - Special Contracts	29,716	115,000	-85,284
Total 6.1 - Library Services	126,875	413,000	-286,125
6.2 - Maintenance and repairs			
5400 - Building Improvements	0	10,000	-10,000
5500 - Facilities & Equipment	12,280	82,000	-69,720
5600 - Computer Maintenance	355	42,000	-41,645
Total 6.2 - Maintenance and repairs	12,635	134,000	-121,365
6.3 - Administration			
5700 - Insurance	588	25,000	-24,412
5800 - Travel & Training	5,406	30,000	-24,594
6630 - Election	0	1,000	-1,000
6640 - Auditor	1,200	20,000	-18,800
6699 - Legal Administration	158	8,000	-7,842
6700 - Administrative Support	7,599	20,000	-12,401
6800 - Telecommunications	4,797	25,000	-20,203
6850 - Utilities	10,124	51,500	-41,376
Total 6.3 - Administration	29,872	180,500	-150,628
Total 6 - Materials and Services	169,382	727,500	-558,118
8.1 - Transfers			
8000 - Transfers & Contingency	0	277,800	-277,800
Total 8.1 - Transfers	0	277,800	-277,800
8.2 - Enhanced Services Support			
8006.1 - Enhanced Services Support	0	1,000	-1,000
Total 8.2 - Enhanced Services Support	0	1,000	-1,000
8010 - Contingencies	0	325,000	-325,000
Total Expense	372,540	2,441,300	-2,068,760
Ending Cash	-312,552	793,700	-1,106,252
Ending Cash	-312,552	793,700	-1,106,252

**Josephine Community Library District
Profit Loss Budget vs. Actual Enhanced Fund
July through September 2024**

	<u>Jul - Sep 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	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 Srvc 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			
5500 - Facilities & Equipment	1,807			
5600 - Computer Maintenance	3,356	50,000	-46,644	7%
Total 6.2 - Maintenance and repairs	5,431	50,000	-44,569	11%
6.4 - New Projects Budget	0	210,000	-210,000	0%
Total 6 - Materials and Services	5,431	280,000	-274,569	2%
Total Expense	5,431	330,000	-324,569	2%
Ending Cash	-1,471	16,300	-17,771	-9%
Ending Cash	-1,471	16,300	-17,771	-9%

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: October 17, 2024
SUBJECT: Oregon Public Library Standards Evaluation

RESOURCES

Public Library Standards. Oregon Library Association, Public Library Division. July 1, 2021.
https://www.oregon.gov/Library/libraries/Documents/Public_Library_Standards_2021.pdf.

INTRODUCTION

The Public Library Standards developed by the Oregon Library Association provide a comprehensive framework to guide public libraries in delivering high-quality services to their communities. These standards cover key areas such as governance, staffing, collections, services, technology, community engagement and facilities. By meeting these benchmarks, libraries ensure they are effectively supporting intellectual freedom, equitable access, and lifelong learning, while fostering community growth. The standards serve as a tool for ongoing evaluation, planning, and improvement of library services across Oregon.

STANDARDS AND EVALUATION

This assessment highlights Josephine Community Library's achievements and areas for improvement across the seven standards, focusing on where the library meets or exceeds expectations and where it falls short of *exemplary* or *enhanced* standards.

Governance: *Libraries must be legally established, transparent, and responsive to their community. Policies, procedures, and leadership ensure accountability and service excellence.*

The library meets the *enhanced* level for governance but does not reach *exemplary*. While there is no budget for board member continuing education, and policies are not made available in multiple languages, the library does achieve *exemplary* status by having its staff regularly attend city, county, and local governing board meetings.

Staffing: *Libraries should maintain a skilled and diverse staff, provide ongoing training, and align staffing with community needs, ensuring quality service delivery and professional development.*

The library meets the *essential* level in staffing with salary and benefits comparable to the average compared to peer libraries. The library is at the *enhanced* level by providing funding for staff continuing education and participation in professional and community organizations. However, gaps remain in several areas. The strategic plan does not address the community's demographic, ethnic, and social diversity, and diversity training is not consistently reflected in staff development plans. Despite this, the library excels at the *exemplary* level by generously funding professional development, including publication opportunities, convention attendance, and other continuing education initiatives.

Areas where the library does not meet *enhanced* standards include lacking professional librarians to deliver at least 50 percent of the collections, programs, outreach, and services for children, teens, and adults.

Materials: *Libraries are required to develop and manage collections that meet community needs, providing diverse, accessible resources in various formats, both physical and digital.*

The library meets the *enhanced* level for collections but does not reach *exemplary* due to lacking predictive results in the integrated library system (ILS) and not participating in a resource-sharing consortia. However, the library is *exemplary* in regularly sharing statistics with stakeholders and offering patron recommendations through its digital catalog.

Services and Programs: *Libraries must offer free, inclusive services and programs for all ages that support literacy, education, and cultural enrichment, with community feedback actively sought.*

The library's services meet the *enhanced* level but fall short of *exemplary* because notary services and a variety of meeting rooms are unavailable. Additionally, the absence of comment cards at customer touchpoints affects both services and programs. Despite this, the library achieves *exemplary* status through its collaborations with community organizations, schools, and educational institutions, and by offering services outside the library building.

Technology: *Libraries should provide technology access and training, offering digital resources and facilitating technological literacy. They must manage resources efficiently to meet evolving community needs.*

The library nearly meets all *enhanced* standards by offering ongoing computer basics classes and maintaining online resources related to homework help, research, and information literacy for students. Additionally, resources like TechSoup are used to improve technology management. While the library could strengthen its *exemplary* standing by offering social media computer classes and access to color printers and photocopiers, it excels at the *exemplary* level by having sufficient staff with technology expertise, teaching and practicing network and patron privacy protections, managing technology to minimize out-of-service devices, and offering technology devices for patron checkout.

Community Engagement and Advocacy: *Libraries are expected to engage with the community, foster partnerships, and advocate for library services, ensuring community involvement and support.*

The library meets the *enhanced* level in most areas but does not convene or host community meetings involving multiple stakeholders to address community issues. However, it achieves *exemplary* status by employing a communications staff member,

establishing and adopting a library partnership policy, and maintaining written cooperative agreements with community partners.

Facilities: *Library buildings should be accessible, safe, and adaptable, serving as community hubs. Long-term planning is needed for growth, maintenance, and technology integration.*

The library meets most *enhanced* standards but falls short in areas such as not being appropriately sized and designed for the geographic and demographic population it serves in Grants Pass. Nonetheless, the library reaches *exemplary* status by seeking the expertise of a library planner or architect for new construction or major remodeling projects.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: October 17, 2024
SUBJECT: Policy review and revision

First Reading Policy 3-4-14 Art Exhibits in the Library

The Exhibits in the Library Policy is a new policy to allow for a fair opportunity to community members to exhibit art in designated areas of the library. Currently, the Williams branch is the only library facility that offers exhibit space. We are adopting this policy to manage that space and prepare for expanding exhibit space at the other branch libraries, including the new facility planned for Grants Pass. An application will accompany the policy and be posted online.

First Reading Revision Operations Policy 3-1-2 Patron Conduct

The Patron Responsibilities and Rules of Conduct Policy is updated to clarify that repeated and extended low volume sounds are also not permitted in shared spaces. This update exemplifies the need for more individualized spaces in the library, such as small one- and two-person meeting rooms that allow for extended conversations.

First Reading Revision Finance Policy 2-3 Cash and Purchasing

The Cash and Purchasing Policy is updated to increase the library director's spending authority to better meet the needs of ongoing capital improvement projects and contracted service expenditures.

First Reading Revision Personnel Policy 4-3-2 Health Insurance Benefits

The Health Insurance Benefits Policy is revised to allow for permanent part-time employees to receive Teladoc telehealth services as supplemental health insurance paid in full by the library district.

Policy 2-3. Cash and Purchasing

Revised X/XX/2024

Josephine Community Library District (JCLD) shall follow these specific policies and procedures for cash and purchasing.

1. Cash disbursement

- a. Check-signing authority is limited to the library director, board president, board vice-president, and one other board member.
- b. Two signatures are required on each check.
 - i. Some regularly recurring bills and payments may be paid electronically by the library director or designee.
 - ii. Bills and payments authorized to be paid electronically shall be established by board resolution.
 - iii. Invoices must be retained and reviewed by the board president or vice president.
 - iv. All electronic transactions will receive second-signer approval.
 - v. Procedures that will ensure that acceptable internal control procedures over disbursements is maintained to the extent practicable will be adopted by management and reported to the board.
- c. Authorization of payment is required by the library director or designee.
- d. Original invoices shall be attached to checks before signing.
- e. Pre-signing any check is prohibited.
- f. Blank checks are prohibited.
- g. Checks shall be numbered sequentially.
- h. The check stock shall contain security safeguards to prevent fraud.
- i. The check stock shall be secured, and use shall be documented.
- j. Voided checks shall be defaced and retained in the financial records.
- k. Signature stamps are prohibited.

2. Cash handling

- a. Daily cash counts shall be performed.
- b. Deposits shall be performed weekly or when cash to be deposited exceeds ~~\$1,000~~\$5,000, whichever comes first. More frequent deposits may be required by the library director as circumstances require.
- c. Cash till control and reconciliation shall be standard policy.

3. Bank account reconciliation

Management shall review bank account reconciliations monthly. Reconciliations will use a proof of cash format or similar that reconciles all debit and credit differences between the bank account and the district's general ledger.

4. Surplus funds

Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds. The primary disbursement bank account balance will be maintained at a level necessary to pay disbursements for the ensuing two weeks. All surplus funds will be kept in the district's account in the Oregon State Treasurer's Local Government Investment Pool (LGIP) until a separate policy, approved by the Oregon State Treasurer's Short Term Fund Board, is adopted by the district board.

5. Banking

Banking shall be conducted according to ORS and applicable accounting practices.

6. Purchasing

- a. Original invoices shall be required.
- b. Employees of the district shall not serve as independent contractors to the district.
- c. Employees of the district shall not accept consideration from an outside entity while performing district duties.

7. Expenditures approval

The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the district in excess of ~~\$5,000~~\$50,000 with the following exceptions:

- a. Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed ~~\$5,000~~\$50,000. Such purchases must be approved by the board president and comply with ORS.
- b. Payments of monthly statements from board-approved vendors, composed of individual invoices not exceeding ~~\$5,000~~\$50,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
- c. Regular payments on contracts and/or projects that have been pre-approved by the Board of Directors.

The library director shall authorize all expenditures or contracts up to ~~\$5,000~~\$50,000 except contracts for legal services.

Total expenditures within a budgetary fund category (for example, Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

Policy 3-4-13 Art Exhibits in the Library

Adopted XX/XX/XXXX

Josephine Community Library welcomes exhibits, which offer a means for public expression by individuals and groups in the community. Exhibits serve as a way the library acts as a community hub for knowledge and enrichment. The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the library, ensuring access to these spaces in a manner that is consistent with the library's other policies and objectives.

Josephine Community Library follows the principles in the American Library Association's Library Bill of Rights. Regarding exhibit spaces, they "will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." As stated in that document, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." And "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." In addition, the library is dedicated to accuracy of information and authentic representation in exhibits.

Exhibit Policy and Purpose

The library functions as an educational and cultural resource for the community. Exhibits are a means through which the public can visually share and learn about a wide variety of experiences, special interests, and informational topics.

When not being used to promote library-related services, exhibit spaces are available to individuals or community groups engaged in educational or cultural activities and will be provided on an equitable basis to any such individual or group that goes through the application process. Exhibit space is limited and not offered at all library branches due to space constraints.

The library will not act as an agent for the exhibitor. Artists may post a statement about their work, but price tags or the posting of price lists are not permitted.

In general, the library does not accept commercial notices for any group unless they have an educational, informational, or cultural value to the community. The library does not accept any materials being offered for sale to the public unless the proceeds are intended to directly benefit the library.

The library assumes no responsibility for security against theft or damage of any exhibited material.

The library reserves the right to remove an exhibit if it interferes with the normal operation of the library.

Exhibit Approval and Content Guidelines

An application for exhibit space is available upon request and must be completed by individuals or groups wishing to use the space. Individual or community group exhibits are accepted or denied by the library director. Exhibits should be designed to provide an educational or cultural experience or showcase local arts and crafts. The library is a public building that provides access for all ages. Exhibits must be appropriate for all ages.

Exhibits must comply with all federal, state, and local laws, including those pertaining to libel, copyright, and obscenity. Exhibits will be refused if they are discriminatory or cause harm through dehumanizing representations of individuals or groups based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.

The library director has the right to review and/or decline exhibits before or during the scheduled exhibit period. The decision of the library director may be appealed to the Josephine Community Library Board. The decision of the library board will be final.

Exhibits will be approved and scheduled as space permits and in designated areas only. The sponsoring group or individual is responsible for creating the exhibit, setting it up according to schedule, and removing it before the next scheduled exhibit.

Josephine Community Library does not endorse the policies or beliefs of an organization or individual by allowing use of library space for an exhibit, and the exhibitor may not make any claims to that effect.

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

Revised 09/19/2024

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, 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.

- ~~To maintain a quiet and respectful environment, patrons must keep the volume of their personal devices low. Brief online check-ins, such as a quick response or short conversation, are allowed; however, extended conversations or activities with repeated sounds, like gaming or virtual meetings, are not permitted in shared areas. Additionally, music, loud demonstrations, or any noises that may disrupt other patrons are strictly prohibited. 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.

Policy 4-3-2. Health Insurance Benefits

Revised 10/19/2022

Josephine Community Library District (JCLD) provides group medical, vision, long-term disability, and life insurance for employees who work 30 hours a week or more. Coverage for eligible employees begins the first day of the month following the employee's 60th day of employment.

As part of the annual budget process, the board of directors reviews the district's health insurance contribution annually and votes on a per employee per month cap. Employees may be eligible for employer contributions up to the annual cap. Information regarding eligibility and specific benefits is available from the library director or the district's insurance broker, ~~Hart Insurance Agency, located in Grants Pass, Oregon.~~

In addition, permanent part-time employees working less than 30 hours a week are eligible for supplemental Teladoc telehealth services starting on their 60th day of employment, paid in full by the library district.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: October 14, 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 and reviewed the district's Capital Improvement Plan. The plan was presented and approved by the library district's board of directors at the September board meeting.

Action: Foundation and district directors will co-present the Capital Improvement Plan to the foundation board of directors at the October board meeting.

Williams

Automatic door openers have been installed on the outside door and bathroom door at the Williams branch.

The district is contracting with local landscaper to install irrigation immediately around the building and is purchasing an above ground water storage tank.

FOTF discussed adding small yellow curbs to be placed in the parking lot in front of the boulders to prevent vehicles from hitting the boulders.

Action: Foundation director will investigate and secure bids on the placement of the curbs for the parking lot.

Action: In October, foundation and district directors are meeting with a donor to select a tree to plant in front of the building. Herb Pharm who provided a list of recommended trees that are drought resistant and would be best fit to be planted at the location.

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 completed in September. The last steps were completion of exterior paint, roof, sidewalks, irrigation system, grass seeding, and parking lot. Appliances were moved from storage and installed in the demonstration kitchen and break room. The architectural, civil engineering, and mechanical/electrical/plumbing punch walks were done at the end of September and findings have been resolved. Inspections by the City of Cave Junction and Josephine County were conducted, and the certificate of occupancy was issued.

Move-in and library setup started in early October. The circulation desk and bookshelves are in place, and books and other materials are being shelved by a team of library volunteers.

The fiber-optic Internet and computer networks have been installed. Computers for patrons and staff have been set up and tested. The security system is scheduled for installation October 9-15.

The Grand Opening Celebration for the Illinois Valley branch is scheduled on Saturday, November 9 from 11am-1pm. There will be remarks from library leaders, Mayor Martell, and former Rep. Lily Morgan, tours of the library, a ribbon cutting with the Grants Pass & Josephine County Chamber of Commerce & the Illinois Valley Chamber of Commerce, a historical photo, children's activities, and more.

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 working together to prepare for the grand opening celebration.*

Action: *Foundation director will work with neighboring businesses to secure additional parking for the event.*

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 directors are working with ZCS to finalize the concept and rendering for the new building. The rendering will be used to support fundraising efforts and will be updated as progress is made through design development.

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

Action: *FOTF discussed the potential of solar power at the new library and potentially at the Wolf Creek branch. Foundation and district directors will investigate cost and scope to install solar power.*

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.

The UV water system issue reported last month has been replaced is now functioning properly.

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

FROM: Teresa Stover, library block grant administrator

SUBJECT: Illinois Valley Library Renovation Status Report

DATE: October 9, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction has renovated the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation expanded 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 completed in September. The last steps were completion of exterior paint, roof, sidewalks, irrigation system, grass seeding, and parking lot. Appliances were moved from storage and installed in the demonstration kitchen and break room. The architectural, civil engineering, and mechanical/electrical/plumbing punch walks were done at the end of September and findings have been resolved. Inspections by the City of Cave Junction and Josephine County were conducted, and the certificate of occupancy was issued.
- The last of the weekly construction meetings facilitated by Ausland Group was held on September 26. A final post-construction review meeting, also facilitated by Ausland, will be held on October 10 with participants from the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon.

- **Post Construction.**

- Move-in and library setup started in early October. The circulation desk and bookshelves are in place, and books and other materials are being shelved by a team of library volunteers.
- The fiber-optic Internet and computer networks have been installed. Computers for patrons and staff have been set up and tested.
- The security system is being set up October 9-15.

- **Library Services.**

- Hold pickups at the IV Senior Center continue each Thursday from 9:30 am to 4 pm.
- The library grand reopening will be scheduled for a Saturday in November.

Project funding

The renovation is 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. This project is also funded by 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.