

# **Wilsonville Public Library**

## **Study Pods**

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Thu, 01/08/2026 - 11:38am  
198.236.192.246

Applicant Information

**Sponsor:**  
Wilsonville Public Library Foundation

**Tax ID#**  
93-1259098

**Contact Person:**  
Shasta Sasser

**Daytime Phone:**  
503-570-1590

**Email Address:**  
sasser@wilsonvillelibrary.org

**Address:**  
8200 SW Wilsonville Rd

**City:**  
Wilsonville

**State:**  
OR

**Zip code:**  
97070

**Type of Organization:**  
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

**Project Title:**  
Study Pods

**Amount Requested:**  
\$ 20,000.00

**Mark all of the goals below which your project meets and explain how in the boxes below:**

Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

Youth, specifically teens, could use the study pods to take online tests, study, or work on projects without distraction. Youth could also use the space for telehealth, job interviews, college application interviews, or other appointments in which they may need privacy. Seniors and low income persons could use the pods for virtual meetings such as financial or legal appointments or telehealth appointments. The pods have wifi access and electrical outlets to allow users to use the internet. Job seekers can use the pods for filling out applications or virtual interviews. One pod will be ADA accessible and will benefit community members who are disabled or have physical challenges. Finally, the pods will offer a quiet space for library patrons who might be feeling overwhelmed or overstimulated.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The CEP funds would be used to purchase two quiet study pods for the Wilsonville Public Library. Study pods are small, self-contained workspaces (for comparison, think slightly larger telephone booths). They generally have a chair and a tabletop inside. These pods are soundproof workstations with electricity, a ventilation system, and wifi access. They are great for telehealth appointments, private appointments, Zoom interviews, online learning and test-taking, or independent working/studying. The library offers test proctoring services and the pods could also be used for test proctoring. We hope to purchase one ADA compliant study pod and one single user pod. The pods would be purchased when funds are available in July, 2026.

**Where would the project be located and who owns the property if applicable?**

There is space along a wall in the library near the southeast corner of the public space that has been identified for the two pods. The City of Wilsonville owns the property.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

N/A

**What impact might the project have on nearby homes and businesses?**

There is no anticipated impact to nearby homes and businesses in terms of additional traffic or disturbances, as the project would be within the library building. However, the pods could provide a private, quiet space for virtual business meetings, classes, job interviews, and health appointments that would positively impact nearby homes and businesses.

**What kind of on-going maintenance needs and costs might be required by the project?**

The pods would need to be cleaned regularly and that could be performed by city staff. Over time interior items such as the chair and tabletop may need to be replaced due to general wear and tear. These costs can be absorbed by the library.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

The study pods would be available to anyone and would benefit underserved community members. A library card is not a requirement to use library study spaces. The study pods would be available to patrons to use 2 hours per day. Within the library's open hours, potentially 62 people per week could use the study pods. The library currently has three study rooms and they are frequently in use. In 2025, the library had to deny over 340 requests for study room reservations due to no availability; all study rooms were booked. There were 2,793 reservations

successfully made for the existing study rooms in 2025. There is a clear community need for more study/work space.

**How does the project serve diverse or traditionally underserved populations?**

The study pods would benefit youth, seniors, low-income persons and/or underserved populations. Youth, particularly teens and tweens, could use the pods for a quiet space to study without distraction or for online classes or tutoring. Seniors and low-income persons could utilize the pods for telehealth or other confidential online appointments as the pods will have wifi and electricity and will have soundproofing features for privacy. The proposal specifies that one of the two pods will be ADA accessible, which will benefit patrons with disabilities. Finally, the library can be a busy, and sometimes loud place and the study pods could also serve as a quiet, calming sensory space, benefiting underserved populations.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

The pods would be available to everyone.

**Upload Optional Supplemental Materials:**

[library\\_foundation\\_study\\_room\\_ce\\_grant\\_-\\_dei\\_committee.pdf](#) <sup>[2]</sup>

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) <sup>[3]</sup>

**Upload Budget:**

[project\\_budget\\_worksheet\\_1.xlsx](#) <sup>[4]</sup>

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

The costs were compiled through online vendor catalogs and vendor quotes. The library director contacted the West Linn Public Library to ask about their quiet study pods and then researched several vendors and compiled pricing. The costs include the purchase of the two pods (one ADA compliant), shipping costs, and a small amount for outfitting the pods with chairs and accessories.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, the Wilsonville Public Library Foundation has pledged to contribute \$15,000 to this project.

**Will the project be completed with the proposed funding or will future funding be necessary?**

Future funding should not be necessary, unless additional pods are desired. General wear and tear and replacement of interior chairs and accessories can be covered within the library's budget.

**Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?**

This project is compatible with the funding timeline. The pods would be purchased when the funds are available in July. Once the pods are received, installation should be fairly quick, and the pods would then be available to reserve by the community.

**Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)**

From the Wilsonville Public Library's current strategic plan, this project meets the following strategies:

- Expand programs, resources, and activities for teens and 'tweens.
- Establish the Library as a place to access technology not available at home.
- Explore options for adding small meeting rooms.
- Increase library resources through partnering with local organizations.
- Work closely with the city and county DEI committees to develop objectives for improvement in diversity, equity and inclusion: Evaluate physical space and identify initiatives to better reflect the community.

From the Wilsonville Public Library Foundation's strategic plan, this project touches on the following strategies:

- Expanding funding and fiscal management: start writing grants.
- Build a plan to find and reach more diverse communities.

## Project Management

### **Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

July 2026: Order pods and furniture/accessories

July/August 2026: Library staff will prepare the site for the pods, add pods to overall library study room policy, add pods to reservation software and formalize a cleaning schedule

September/October 2026: Install pods in the library and make pods available to the public

### **Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

The Wilsonville Public Library Foundation applied for and was awarded a Wilsonville-Metro Community Enhancement Grant in 2023 for a Storywalk project at Tivoli park. That project has been a huge success and enjoyed by the community.

### **Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

The library director has met with the city's internal Facilities Project Team (FPT), which is made up of members from facilities, building, IT, finance, and legal and the group vets potential projects in city buildings. There were no concerns from the FPT. There would be coordination for installation of the pods with IT and facilities staff.

### **If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

N/A

### **Do you currently have an active CEP grant?**

No

### **If yes, will you be seeking an exception?**

No, an exception is not needed or requested.

## **Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

## **Signature:**

Shasta Sasser

**Date Signed:** Thu 1/8/26

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:**<https://www.wilsonvilleoregon.gov/node/129493/submission/67569>

**Links**

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2]

[https://www.wilsonvilleoregon.gov/system/files/webform/library\\_foundation\\_study\\_room\\_ce\\_grant\\_-\\_dei\\_committee.pdf](https://www.wilsonvilleoregon.gov/system/files/webform/library_foundation_study_room_ce_grant_-_dei_committee.pdf) [3]

<http://www.ci.wilsonville.or.us/cep> [4]

[https://www.wilsonvilleoregon.gov/system/files/webform/project\\_budget\\_worksheet\\_1.xlsx](https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet_1.xlsx)



## Kaylee Edwards

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**From:** Zoe Mombert  
**Sent:** Thursday, April 23, 2026 9:51 AM  
**To:** Kaylee Edwards  
**Subject:** FW: Wilsonville - Metro Community Enhancement Grant Application Follow up  
**Attachments:** Quotation. Wilsonville Library. LL040626.pdf

For packet...

Kind regards,

**Zoe Mombert**  
(she/her/hers)  
*Assistant to the City Manager*  
City of Wilsonville

*Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.*

**From:** Shasta Sasser <sasser@wilsonvillelibrary.org>  
**Sent:** Tuesday, April 7, 2026 4:26 PM  
**To:** Zoe Mombert <mombert@wilsonvilleoregon.gov>  
**Subject:** RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Zoe,

The first quotes I got did not include shipping and installation costs. I have asked the vendor for more information and have received an updated quote. The labor costs to install the pods are \$5,290 plus an additional \$1,840 for prevailing wage. There is also an additional tariff recovery fee of \$1,346 and freight costs of \$1,220. All of this brings the total costs to \$37,525 so I will need to ask the foundation to cover the additional \$2,525 over the original budget. I can make a new budget and send to you. In the meantime, I've included the updated quote, attached.

I'm also going to the FPT about these on April 22 as there were some concerns brought up in the last FPT meeting about fire suppressions system requirements. I had brought this project to the FPT previously and those concerns were not brought up. There is a chance that the costs to add fire suppression sprinklers to the pods will make them so far over budget that we may have to pull out of the grant. I'll know more after the April 22 FPT meeting. At a certain point, it may just be cheaper to wall off two more study rooms.

Happy to chat more on the phone, too, if you'd like.

**Shasta Sasser** (*she/her/hers*)  
*Library Director*  
Wilsonville Public Library

503.570.1590

**From:** Zoe Mombert <[mombert@wilsonvilleoregon.gov](mailto:mombert@wilsonvilleoregon.gov)>  
**Sent:** Friday, March 20, 2026 2:15 PM  
**To:** Shasta Sasser <[sasser@wilsonvillelibrary.org](mailto:sasser@wilsonvillelibrary.org)>  
**Subject:** Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Shasta,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- What is the cost to install the study pods?
- Could you please provide more information about the relationship between the project and grant program goals?

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

**Zoe Mombert**  
(*she/her/hers*)  
*Assistant to the City Manager*  
City of Wilsonville/ Explore Wilsonville  
503.570.1503  
[mombert@wilsonvilleoregon.gov](mailto:mombert@wilsonvilleoregon.gov)  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)  
[www.ExploreWilsonville.com](http://www.ExploreWilsonville.com)  
[Facebook.com/CityofWilsonville](https://Facebook.com/CityofWilsonville)



# QUOTATION

Reference: LL040626

Date: 04/06/26

To: Wilsonville Library

Project: -



**Myofficepods**

E: sales@myofficepods.com

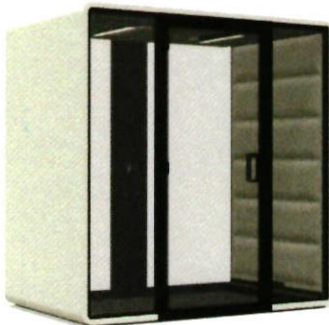
[myofficepods.com](http://myofficepods.com)

Product: HushFree

My Office Pod's terms and conditions of sales and installation apply (copy available on request).

Qty.	Description	Unit Price	Extension
1	<b>HushFree Access M - 87" w x 89.41" h x 54.72" d in (4 person)</b>	\$16,170	\$16,170

MFC exterior finished in WHITE or COSMOS GREY (FINISH TBC), acoustic laminated rear clear glass and acoustic laminated glass door, cosmos gray latch handle and hinges. Internal acoustic fabric panels in Felt (FINISH TBC). Carpeted floor, adjustable leveling feet. Integrated castors. Includes Power outlet and USB A+C.

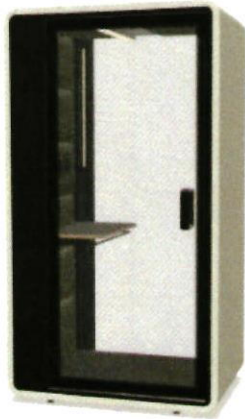


1	<b>Height-adjustable Desk - 42" x 30"</b>	\$599	\$599
	BIFMA-compliant height range (22.6" – 48.7") , (FINISH TBC)		



1	<b>HushFree S Phone Booth - 48.97"w x 90.53"h x 35.43" d in (1 person)</b>	11,060	\$11,060
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External carcass in WHITE or COSMOS GREY (FINISH TBC), laminated front and back acoustic glass panels; and tempered, laminated acoustic glass door with handle. Internal walls lined with acoustic felt fabric (FINISH TBC). Carpeted floor, adjustable leveling feet and integrated castors. LED lights and ventilation system included, power socket and USB included. Fitted with castors. **With integrated height-adjustable sit & stand table top in white.**



1	<b>Tariff Recovery Fee</b>	\$1,346	\$1,346
1	<b>Freight</b>	\$1,220	\$1,220

1	<b>Installation to - 8200 SW Wilsonville RD, Wilsonville, OR, 97070</b>	\$5,290	\$5,290
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(Assumes Non-Union Labor, normal working hours, free parking and overall good access)

**\*\*Total/Partial manual stair carry of parts, will have an extra cost**

1	<b>OPTIONAL - Prevailing Wage</b>	\$1,840	\$1,840
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Net Total	\$37,525.00
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<b>Total</b>	<b><u>\$37,525.00</u></b>
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*\*\*Sales Tax might be applicable at invoice stage*