# Josephine Community Library District

**Board of Directors**

**Regular Meeting**

**Thursday, December 21, 2017 at 5:15 pm, Ben Bones Room, Grants Pass Branch Library**

## Agenda

**Board members:**

<table>
<thead>
<tr>
<th>Position 1</th>
<th>Position 2</th>
<th>Position 3</th>
<th>Position 4</th>
<th>Position 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beecher Ellison</td>
<td>Laurel Samson, President</td>
<td>Jennifer Roberts, Vice President</td>
<td>Judy Williams</td>
<td>John Harelson</td>
</tr>
</tbody>
</table>

### Agenda Items

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L. Samson</td>
<td></td>
</tr>
</tbody>
</table>

### Standing Items

1. Approval of agenda
2. Approval of December 7 meeting minutes
3. Approval of December 7 workshop minutes
4. Public comment
5. Correspondence

### Staff Reports

1. Library director’s report, including operations plan
2. Accounting consultant recommendations
3. Final MOU progress report to JCLI

### Action Items

1. Annexation petition review
2. Stover Writing Services contract
3. Lease Agreement with Josephine County for Lease of County Property at 200 NW C Street in Grants Pass, with signatures
4. Quitclaim Deed from Josephine County to JCLD for real property and building at 209 W. Palmer Street in Cave Junction
5. Transfer of Williams Branch Library Building and Transfer of Library Collections/Assets from Josephine County to JCLD
6. Sale Agreement for Personal Property (Williams Branch Library Building) from Josephine County to JCLD, with signatures

### Announcements

1. Date and agenda items for next meeting
2. Comments from board members
   a. Board meeting time change recommendation

### Adjourn

<table>
<thead>
<tr>
<th></th>
<th>Upcoming Meetings and Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 22, 2017, 4-6 pm</td>
<td>Illinois Valley Branch Volunteer Appreciation Party</td>
</tr>
<tr>
<td>Monday, January 1, 2018</td>
<td>JCLD assumes library operations</td>
</tr>
<tr>
<td>Thursday, January 4, 2018, 5:15 pm</td>
<td>JCLD regular board meeting</td>
</tr>
<tr>
<td>January 3-31, 2018</td>
<td>Frederick Douglass exhibit and programs, Grants Pass branch</td>
</tr>
<tr>
<td>Thursday, January 18, 2018, 5:15 pm</td>
<td>JCLD regular board meeting</td>
</tr>
<tr>
<td>Wednesday, January 24, 2018, 10 am</td>
<td>Library District Grand Opening celebration</td>
</tr>
</tbody>
</table>
CALL TO ORDER. President Samson called the meeting to order at 5:20 pm.

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

Approval of November 16 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Williams moved that the minutes to the November 16, 2017 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Public comment. There was no public comment.
Correspondence. There was no correspondence.

ACTION ITEMS
FY18 Budget. Ms. Lasky reviewed the FY18 budget. All had been present for the November 30 Budget Committee meeting where the budget was introduced. At that meeting, there was constructive discussion, questions were answered, public comment was heard, and no changes were requested. She noted that while the new district in its first year is not required to be audited, the district will voluntarily submit to an audit. She added that having the strategic plan facilitated the budget development.
Motion: Mr. Harelson moved to approve Resolution 2017-032 to adopt the budget and make appropriations for FY18. Ms. Williams seconded. The motion passed unanimously.

Finance policy 2-3, Cash and Purchasing. Ms. Lasky requested that section 7 of Finance Policy 2-3 be revised to increase the purchasing limit from $3,000 to $5,000 for increased efficiency. Ms. Williams affirmed the efficiencies this increase will create.
Motion: Ms. Williams moved to approve policy 2-3, Cash and Purchasing with the suggested revision to a $5,000 spending limit. Ms. Roberts seconded. The motion passed unanimously.
Action: Mr. Harelson requested that within the next 60 days Ms. Lasky report on procedures for cash disbursements, referenced in Policy 2-3, section 1.
COMMITTEE AND BOARD MEMBER REPORTS

Library foundation liaison report. Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on December 5, 2017. It approved the Library Development Program Proposal submitted by the district, which makes possible a partnership between JCLF and JCLD, wherein the foundation sponsors library fundraising activities and pays the district to house the fundraising development staff and infrastructure through June 30, 2018. The grant from JCLF will be for $40,000, and the check is expected December 15. JCLF will hire Sue Beacham (the current JCLI fiscal coordinator) as its contract bookkeeper. The mailing for the end-of-year fundraising drive is complete and $2,000 in donations were received the first day. The goal is donor engagement rather than strictly dollars. The board discussed the progress of the transfer of trust funds from the county to the foundation.

Ms. Lasky added that the foundation is acquiring its own donor database. The board discussed donor outreach and tracking through the donor database and the Constant Contact email program.

Transition Committee update. Ms. Williams and Mr. Harelson referred to the JCLI-JCLD Transition Committee Minutes of the November 27, 2017 meeting. They updated the board on the staffing plan, benefits, accounting consultant, the RFP for the municipal audit firm, board use of library email accounts, and payment of the election bill.

Action: Ms. Lasky will research public records and retention law for email accounts.
Action: The check for the election bill will be delivered in person.

Ms. Lasky updated the board on the annexation issue. She announced that staff is working with the county assessor to create instructions for annexation petitioners. Staff and volunteers will assist patrons in completing their annexation petitions. The first petitions are expected to come to the board for endorsement at the January 4, 2018 meeting. After that, the petitions are submitted to the Board of County Commissioner and are processed through the county legal, assessor, and clerk’s departments. Petitions must be to the Oregon Department of Revenue by March 31, 2018 for the property to be on the November 2018 tax rolls. The board discussed the criteria for approving annexation petitions and questioned the need for a policy.

Action: Ms. Lasky will research a potential policy and will include a memo about annexation approval criteria in the December 21 board packet.

REPORTS

Library Director’s report. Ms. Lasky reviewed the Transition Work Plan Update dated December 6, 2017. The following are highlights:

- All board members are encouraged to register for the SDAO conference. Board training is offered as part of the pre-conference session, which fulfills a strategic plan initiative. Ms. Lasky sent all board members an email about the conference.
• Christine Hawes of Baker County Library District spent December 4-6 helping staff set up the chart of accounts in QuickBooks, and noted policies and procedures for internal controls that will be instrumental in the district passing audits.

**Action:** Ms. Lasky will present Ms. Hawes’ recommendations at the December 21 meeting.

• Regarding staffing, five jobs have been filled so far, and seven are in process. All open positions have now been announced.

• Staff will work with Coraggio Group to develop the operations plan.

• The Transition Administrator contract for $35,000 has been exceeded. Ms. Lasky recommended that the contract be extended, with payment coming from the district’s FY18 budget rather than the transition grant funds.

**Motion:** Mr. Harelson moved that the district extend the contract for an additional $15,000 for a total of $50,000 through March 31, 2018. Ms. Roberts seconded. The motion passed unanimously.

• JCLI moved its board meeting to December 13.

• The contract for the Polaris integrated library system has been transferred as of December 1. Fines and fees owed to JCLI have been purged from the system.

• The board was encouraged to attend the volunteer appreciation holiday party jointly hosted by JCLI and JCLD on Saturday, December 7, 5:30-7 pm. About 90 people will be there, and will include catering, potluck dishes, wine, and beer. The board discussed concerns about alcohol consumption at the event.

**Action:** Ms. Lasky will contact the district’s insurance carrier about events with alcohol on December 8.

**Action:** Ms. Roberts confirmed that she will be present and will represent the district board in a thank-you to the volunteers.

ANNOUNCEMENTS

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, December 21. The meeting after that will be at 5:15 pm on Thursday, January 4, specifically to review annexation petitions.

**Comments from board members.** There were no further comments.

ADJOURNMENT
The meeting adjourned at 6:02 pm.

Respectfully submitted,

Teresa Stover
Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
Josephine Community Library District  
Workshop Minutes  
Thursday, December 7, 2017, 6-8 pm  
Ben Bones Room, Grants Pass Branch Library

Members in attendance: Jennifer Roberts, John Harelson, Judy Williams, Laurel Samson, Beecher Ellison

Others present: Michael Kosmala of Coraggio Group, JCLD Library Director Kate Lasky, JCLD Business Manager Kevin Mee, and Transition Administrator Teresa Stover

CALL TO ORDER. The workshop was called to order at 6:11 pm.

STRATEGIC PLANNING WORK SESSION. Michael Kosmala of Coraggio Group started by congratulating the board on it adopting the strategic framework. He said this meeting is the wrap-up strategic planning session which highlights how the board can use its adopted three-year Strategic Framework in its everyday work. He will work with staff to develop the 12- to 18-month operations plan based on the strategic framework, and this operations plan will be presented to the board at its December 21 meeting.

The board reviewed operational and action planning and discussed engagement, course correction, and accountability, and the roles and responsibilities for monitoring and tracking the action steps. It was recommended that there be a strategic plan update at each monthly board meeting, with more details perhaps quarterly.

The board also discussed how it can support the existing library culture through the organizational values it established as reflected in the strategic framework.

See the attached notes for details of the workshop.

ADJOURNMENT
The workshop adjourned at 8:05 pm.

Respectfully submitted,

Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District
Board Work Session
Josephine Community Library District
December 6, 2017
Coraggio Group
503.493.1452 | coraggiogroup.com
Agenda

Operational Planning
• Best Practices
• Roles / Responsibilities
• Structures

Organization Culture / Board Leadership & Engagement
• Supporting the existing culture through the organizational values in the strategic framework
• Individual commitments for the year ahead
<table>
<thead>
<tr>
<th>Imperatives</th>
<th>Objectives</th>
<th>Initiatives</th>
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| Enhance program quality and customer service | Year-over-year increases in patron satisfaction  
• Achieve "Enhanced" status in Oregon Library Association Library Standards by 2020  
• Year-over-year increases in library use | • Expand hours of operation in response to Measure 17-79 commitments  
• Implement the collection development plan which improves materials against Oregon Library Association Library Standards |
| Nurture a work culture that values and supports its staff and volunteers | Year-over-year increases (baseline in 2018) in staff engagement  
• Year-over-year increases in volunteer engagement  
• Increased volunteers hours by 1500 by 2019 | • Develop and implement a volunteer recruitment plan that maintains the staff and volunteer balance required to expand hours without jeopardizing culture  
• Develop and implement a staff and volunteer professional development program that aligns with organizational needs |
| Enhance the facilities across the library systems | Complete Facilities Master Plan by end of July 2018  
• Update overall objectives based on the results of the Master Plan by October 2018 | • Develop a Facilities Master Plan that includes a vision which addresses community needs and provides a cost benefits analysis  
• Develop and implement a fundraising campaign that engages community partners |
| Develop efficient operating systems and structures | Clean annual audit  
• 100% Board participation in Special Districts of Oregon training | • Develop a long-term financial plan for the library system  
• Develop and maintain clear policies and procedures for key organizational functions  
• Build board effectiveness in the governance and oversight of taxpayer funds |
| Build awareness and expand partnerships | Year-over-year increases in patron awareness  
• Increase in quality and number of partners  
• Annual Board participation in Oregon Library Legislative Day | • Develop and implement a communications plan that includes progress updates on Measure 17-79 commitments and transitions Josephine Community Libraries' brand to the Library District  
• Nurture healthy and impactful relationships with current and new Library System partners |
Operational Planning: Best Practice Elements

- Monitoring and Tracking Momentum (Action Steps)
- Reporting on Progress (Initiatives)
- Monitoring and Reporting on Outcomes (Objectives)
- Engagement
- Course Correction
- Accountability
Operational Planning: Monitoring and Tracking Action Steps

- Better manage your plan by understanding the progress of individual action steps
- Transparently track how your work is progressing
Operational Planning: Monitoring and Reporting on Objectives

- Monitoring objectives is an important step in establishing accountability and validating that initiatives are aligned with strategy and producing intended results.
- Each objective should have a person responsible for aggregating and actively tracking the objective.
- Given some objectives may require more time to see impact, it is important to identify the frequency at which these objectives are updated and reported on.
Operational Planning: Reporting on Initiatives

- Reporting on initiatives helps inform plan stakeholders on the current status of the plan, actions taken and any possible iterations.
- Effective initiative reporting structures and frequencies are important to efficiently and accurately report on initiatives.
- Keeping this effort top of mind among organizational leaders is vital. Initiative discussions should have time at most if not all executive meetings.
Operational Planning: Course Correction, Engagement, and Accountability

**Course Correction**
- Continually validate progress and iterate approach based on objective data
- Evaluate progress and brainstorm on how to improve outcomes based on quantifiable goals
- Alter or re-prioritize initiatives and action steps to improve results

**Engagement**
- Engagement is paramount to the success of the plan
- Leverage personal influence to encourage collaborative plan efforts across the organization
- Effectiveness is correlated to the level at which people in your organization feel like their efforts matter and their opinions will be heard
- Find fun ways to connect with the strategic plan

**Accountability**
- Leaders and staff need to be accountable to the plan
- Ensuring plan communications and actions are not being pushed aside is vital
- Any variances should be identified, analyzed and corrected
Operational Planning: System in Action

- Monitoring and Reporting on Outcomes (Objectives)
- Monitoring & Tracking Momentum (Action Steps)
- Accountability
- Engagement
- Course Correction

Reporting on Progress (Initiatives)
Values: Where We Started

Your Name:

Your Role:

Looks Like

Feels like

Sounds Like
## Integrity: What we heard

### From Staff

**Looks Like**
- Receiving other libraries policies for dealing with unruly children.
- Leadership and staff do not play favourites, they set an example for volunteers and other staff members.
- Professional public appearance and attitude.

**Sounds Like**
- A conversation with a parent of an unruly child offering an alternate activity.
- Sounds cheerful, energetic and forthright.
- "I made a mistake" - Own it, Fix it.

**Feels Like**
- A safer, more inviting environment.
- A safe environment that encourages all.
- Doing the right thing, no shortcuts.

### From Board

**Looks Like**
- Only pleasant surprises come from the District board, employees and volunteers. Our messages are consistent as seen by the public we serve, as seen by the volunteers that serve us all and all the unseen activities to carry out mission.
- Less than pleasant surprises are addressed quickly, solutions are found, things are put right to the best of our ability and then we move on. No grudges, no second guessing, no finger pointing.
- We are consistent in all we do, we are honest and truthful.

**Sounds Like**
- When we speak for the District, we are knowledgeable about our shared values, and we elicit surprise in our listeners (and readers). We tell enough of each story so that our constituency gets understanding or feels the invitation to inquire further.
- We do not expend resources, physical or emotional, convincing those whose minds are made up or otherwise have the curse of certainty.

**Feels Like**
- Energizing and fulfilling; We know what we are doing and why we are doing it this way. We are energized by our actions to do more of the same, creating something wonderful that would not otherwise exist except for our individual contributions. The result is more than the sum of the individual efforts.
**Accountability: What we heard**

### From Staff

**Looks Like**
- Weekly rustapalooza meetings.
- Leadership and staff do not "pass the back," they can admit mistakes.

**Sounds Like**
- "How are we doing on the work plan? Are we meeting our target dates? How can others help?"
- Sounds honest * often *

**Feels Like**
- Team support is a wonderful thing. If something is forgotten by one, it can be remembered by another.
- An atmosphere of equality.

### From Board

**Looks Like**
- The District is results oriented. The Board provides the leadership to ensure that short term and long term goals are developed in partnership with District management, employees, volunteers and constituency. Physical resources and monetary resources are directed to achieve these goals.
- The District is accountable at all levels and in all actions for the achievement of the shared goals. Those participating are expected to support the District's efforts, especially by being a positive voice by both participating in the formation of goals, striving and accomplishing, modifying where needed.
- Clear but flexible organization chart.
- Opportunities for feedback available at all levels.
- Lots of newsletters, postings, annual report.

**Sounds Like**
- Ownership of the parts each person plays to move toward the achievement of District goals.
- Inquiry is encourages so that each of us understands the importance of each part.
- Celebration of the parts each of us play in our success, each effort is important and deserves a "Hoorah!"
- "I/We made a mistake" (While not letting fear of mistakes stunt innovation)
- "What can I/we do to help fix the mistake"
- "What can we do better?"

**Feels Like**
- Each of us comfortably wear our own ownership of the shared commitment to the District's success and we are energized to say, "I own my part in the wonderful results the District is achieving in our community."
- Security that library will thrive.
- Trusting that people will do the right thing.
- Discussion often centered around responsibilities.
Engagement: What we heard

From Staff

Looks Like
- Morning Story time - rids stated on dots, parents on chairs, listening, answering questions, singing and creating craft.
- Leadership on start easily reached to peers, volunteers and patrons.

Sounds Like
- Readers asking questions, kids answering everyone involved - noisy.
- "I can help you with that!"

Feels Like
- Busy, active, focused energetic!
- A friendly atmosphere of equality.

From Board

Looks Like
- Positive, gracious intersections between people.
- Focussed, Constrictive engagement in tasks.
- Listening.
- All present & engaged.
- New people,
- Operating at board level.

Sounds Like
- Interpersonal exchanges are positive in tone and content.
- Linking means to end in proposals and explanations.
- Somebody gave me this idea,
- Stakeholder views represented in conversations.

Feels Like
- Whole Hearted.
- Positive.
- Inclusive.
- Safe,
- Vibrant,
- Opposing views are welcome,
- Robust,
- Open,
- Less formal.
Innovation: What we heard

From Staff

Looks Like
• Story time - Families listening to story in Spanish and English, even sign language.
• Leadership encouraging and supporting new ideas (if appropriate)

Sounds Like
• Trying out new languages either Spanish or sign.
• “Good idea!”

Feels Like
• Acceptance of differences, promoting understanding, breaking down barriers.
• You want to keep on thinking out of the box.

From Board

Looks Like
• New.
• Coordinated.
• Constructive.
• Expansion,
• Collaboration,
• Research,
• Evaluation.

Sounds Like
• Promising.
• Well thought out.
• Brain Storming.
• Open to ideas from others.

Feels Like
• Creative.
• Purposeful.
• Do-Able.
• Risk,
• Challenge,
• Fun,
• Invigorating.
# Freedom: What we heard

## From Staff

<table>
<thead>
<tr>
<th>Looks Like</th>
<th>Sounds Like</th>
<th>Feels Like</th>
</tr>
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<tbody>
<tr>
<td>• Banned books on display in Children's room.</td>
<td>• &quot;Why would someone challenge <em>The Diver</em>, it's one of my favourite books.&quot;</td>
<td>• Encouraged to read what is presented allowing others to select what interests them. Knowing a challenge will be taken obviously.</td>
</tr>
<tr>
<td>• Staff assisting patrons as needed, even when the patron's interest is far afield of the staff member.</td>
<td>• &quot;Isn't it great that libraries encourage interests of all kinds!&quot;</td>
<td>• <em>We're the U.S of A.!</em> And there is of thought and speech.</td>
</tr>
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## From Board

<table>
<thead>
<tr>
<th>Looks Like</th>
<th>Sounds Like</th>
<th>Feels Like</th>
</tr>
</thead>
</table>
Equity & Inclusion: What we would like

Your Name: 

Your Role: 

Looks Like

Feels like

Sounds Like
Focusing Forward: Commitments

Given everything we have discussed today, what action will I - as a Board member - commit to for the next year? How will I focus my time and my talents to move this organization toward its strategic goals? What will I commit to NOT doing?

I Will:

1. ________________________________

2. ________________________________

I Won’t:

1. ________________________________

2. ________________________________
TO: Josephine Community Library District  
FROM: Kate Lasky, JCLD Library Director  
DATE: December 21, 2017  
SUBJECT: Library Director’s Report

Updates
Library volunteer appreciation holiday party was well attended. Thank you to Board Member Jennifer Roberts for attending and presenting on behalf of the district. Josephine County slated to transfer assets to JCLD and JCLF on Wednesday, December 20 during the Weekly Business Session, including a new lease agreement for the Grants Pass branch, $1 per year until 2020.

Successes and challenges
Completed operations plan.
Secured final transfers of assets from Josephine County before December 31.
Time constraints continue to be an issue with communications, policy development, and RFP for financial audit taking a lower priority to fulfill annexation timeline, staffing deadline, strategic planning deadline, new staff onboarding, foundation fundraising, and board operations policy research.

Staffing
Still in process: Williams and Wolf Creek branch manager, children’s librarian, communications coordinator, partnership manager. To be hired no later than December 31. Start dates vary.

Finance
Set up accounting system with chart of accounts.
Accounts payable and receivable, grants, and fund accounting tracking in place.
Internal controls for check signing and credit card purchases in place with board president.
Profit and loss statement will be available to the board at the January 25 board meeting.
Transfers of expenses being handed over from JCLI to JCLD daily.
RFP for financial audit delayed.
Refining collection development budget for monthly expenditures.

Transition and transfer of assets
Communicating with key stakeholders regarding transfers of assets and contracts.
Supporting JCLF end of year fundraising. Attending JCLI/JCLF development meetings and board meetings. Updating website.
Supporting JCLI in dissolution process and assisting in preparing JCLI board packets. Attending JCLI finance committee meetings.
Supporting JCLI transfer of JCLF Williams branch lease to JCLD.

Information Technology
Email exchange server migrating to hosted exchange on January 5. All email accounts at josephinelibrary.org will be inaccessible from January 5–8.

Administration
Set up healthcare for two qualified employees with payroll deductions in place.
Preparing retirement set up for January qualifying employees.
JCLI extended Coraggio contract through February 28 with additional time to support stakeholder engagement to set new library hours at all branches and set up measurement metrics for operations plan.
Transition Work Plan Update, December 20, 2017
An update to the JCLD board of JCLD startup and transition activities.
* indicates change from previous report.

<table>
<thead>
<tr>
<th>Status</th>
<th>Task</th>
<th>Details</th>
<th>Dates</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Select and set up the accounting system.</td>
<td>QuickBooks and CoA setup.</td>
<td>12/6/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Completed</td>
<td>Adopt FY18 budget.</td>
<td>*Budget adopted.</td>
<td>12/7/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Completed</td>
<td>Pay election bill to County Clerk.</td>
<td>*The bill has been paid.</td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Completed</td>
<td>Develop the JCLD 12- to 18-month operations plan.</td>
<td>*Completed.</td>
<td>12/18/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>In progress</td>
<td>Develop staffing plan and hire staff</td>
<td>*8 jobs filled, 5 jobs in process, 0 now posted, 13 total.</td>
<td>1/1/2018</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>In progress</td>
<td>Implement the staffing plan.</td>
<td></td>
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<tr>
<td>In progress</td>
<td>Implement the employee benefits package.</td>
<td>Health benefits started 12/1 for eligible employees. *Retirement benefits start Jan.</td>
<td>12/1/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>In progress</td>
<td>Develop and adopt policies</td>
<td>*Annexation process developed; petitions are ready for district board review.</td>
<td>12/21/2017</td>
<td>N. Singer</td>
</tr>
<tr>
<td>In progress</td>
<td>Adopt second set of personnel policies, including leave and harassment policies</td>
<td>*Benefits Task Force to meet in January.</td>
<td>1/2018</td>
<td>K. Lasky, board</td>
</tr>
<tr>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td>Adopt agreement with Josephine County Library Foundation (JCLF)</td>
<td>*JCLF approved the Library Development Program Proposal for a $40,000 grant</td>
<td>12/15/2017</td>
<td></td>
</tr>
<tr>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td>Activate property insurance.</td>
<td>Full coverage scheduled to take effect January 1.</td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td>Secure volunteer accident insurance.</td>
<td>*Application submitted to Hart’s Insurance on 12/20.</td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td>Request assets and lease from Josephine County.</td>
<td>*Request approved by BOCC on 12/20.</td>
<td>12/31/2017</td>
<td>BOCC</td>
</tr>
<tr>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td>Transfer contracts.</td>
<td>*Contracts continue to be transferred.</td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>Upcoming priorities</td>
<td>Adopt compensation schedule.</td>
<td>To board review in early 2018.</td>
<td>2018</td>
<td>K. Lasky, board</td>
</tr>
<tr>
<td>Upcoming priorities</td>
<td>Develop RFP for municipal audit firm.</td>
<td>*Delayed until January.</td>
<td>1/2018</td>
<td>K. Lasky/T. Stover</td>
</tr>
<tr>
<td>Upcoming priorities</td>
<td>Request assets owned by JCLI.</td>
<td>*Asset transfer delayed until 2018.</td>
<td>2018</td>
<td></td>
</tr>
</tbody>
</table>
Overview
The consulting business manager from Baker County Library District (BCLD, Ms. Christine Hawes), covered the following items during her 3-day consultation visit in November.

- **QuickBooks setup**: chart of accounts, use of class and job, budget entry, grant tracking, bank balances, payroll posting, accounts payable, revenues
- **Internal controls**: Procedures for accounts payable, receivables, bank statements, check signers, and departmental responsibilities
- **Financial statement, year-end prep, audit**: deadlines, timing, modified accrual reporting for audit
- **Financial reporting**: board reports, staff reports, monthly income statement, memorized reports
- **Personnel records/HR**: personnel files, policies, new hires, timesheets, HR reference book, public notices
- **Professional development**: budget and employment law classes, legal newsletters (SDAO, OSHA)

As expected, some processes and procedures are already in place for the district. However, Ms. Hawes shared new information and provided training, assisting in the setup of a chart of accounts.
Ms. Hawes provided samples of financial forms, internal controls procedures, records retention schedules, policies, and more.
Ms. Hawes has agreed to be an ongoing resource by email and phone at no charge.

Accounting recommendations
**Chart of Accounts**: recommended and assisted in setup of the chart of accounts with accounts and subaccounts to reflect the established budget categories and provide all other necessary data in anticipation of the annual financial audit.

**Utilizing the “class” function to track funds**: special funds and general funds. Within the special funds category, setup subclasses for specific grant tracking, such as grants received from JCLI and from the Ready to Read program.
In addition to using the class function for tracking specific funds, BCLD recommended we classify special funds into four different categories to better prepare for the annual financial audit:
- **Restricted**: designated for specific purposes as stipulated by the donor agency.
- **Committed**: designated for specific purposes as determined the Board of Directors.
- **Assigned**: designated for specific purposes which are not instructed by the donor agency nor the Board of Directors, and which do not require legal or formal authorizations.
- **Unassigned**: designated for general administration in the same manner as the general fund.
**LGIP management recommendations**
BCLD recommended the district make transfers once or twice per month, as needed.

**Internal controls recommendations**
BCLD recommended segregation of duties for the authorization and processing of checks, processing of credit card charges, and for the handling of revenues, which the district is already imposing.
BCLD recommended strategies for filing of support documentation and proper paper trails for the annual audit.

**Financial reporting recommendations**
BCLD recommended a monthly financial statement be presented to the board of directors at each monthly meeting to keep the directors apprised of the most current financial activity and be better prepared for the financial audit.

**Personnel and HR recommendations**
BCLD recommended purchase of a paper copy of the Wage and Hour Laws Handbook published by the Bureau of Labor and Industries as a ready resource, even though the information within the handbook is also available on the BOLI website.
TO:    Board of Directors, Josephine Community Libraries, Inc.
FROM:  Board of Directors, Josephine Community Library District
DATE:  December 21, 2017
RE:    JCLI-JCLD MOU Final Report

According to the terms of the JCLI-JCLD Memorandum of Understanding dated July 5, 2017, we are pleased to submit this final progress report, due January 1, 2018.

Progress on activities
The following table details progress on JCLD responsibilities committed in the MOU.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Deadline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participate in the development and implementation of the JCLI-JCLD</td>
<td>12/31/2017</td>
<td>In progress. The JCLI-JCLD Transition</td>
</tr>
<tr>
<td></td>
<td>Transition Plan and JCLI-JCLD</td>
<td></td>
<td>Committee formed July 13 and typically met</td>
</tr>
<tr>
<td></td>
<td>Communications Plan as facilitated by Coraggio Group.</td>
<td></td>
<td>once or twice a month. The committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>monitored progress of JCLI-JCLD transition</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>activities including deadlines and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>responsibilities, and ensured the timelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of JCLD, JCLI, and JCLF transition activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>were aligned. It’s expected that the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>committee will probably meet once more, then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>will consider its work completed, and will</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>disband.</td>
</tr>
<tr>
<td>2</td>
<td>Report on the expenditure of the $122,000 grant from JCLI.</td>
<td>1/1/2018</td>
<td>Complete. See the section titled “Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>expenditure report” below.</td>
</tr>
<tr>
<td>3</td>
<td>Participate in strategic planning as facilitated by Coraggio Group to</td>
<td>1/1/2018</td>
<td>Complete. JCLD board members adopted its</td>
</tr>
<tr>
<td></td>
<td>develop its three- to five-year strategic plan and the associated</td>
<td></td>
<td>strategic plan on November 9, and</td>
</tr>
<tr>
<td></td>
<td>12- to 18-month operational plan.</td>
<td></td>
<td>participated in its wrap-up strategic planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>workshop on December 7. Staff has</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>completed development of the 12- to 18-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>month operational plan.</td>
</tr>
<tr>
<td>4</td>
<td>Work with JCLI to prepare a list of assets JCLD would like to acquire;</td>
<td>10/31/2017</td>
<td>In progress. The district board submitted its</td>
</tr>
<tr>
<td></td>
<td>transfer to take place by January 1.</td>
<td></td>
<td>request to the JCLI board for the full set of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>inventoried assets on September 29, 2017.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Awaiting action by the JCLI board.</td>
</tr>
</tbody>
</table>
The following table details progress on JCLD activities committed in the Proposal for Funding of Library District Startup Activities dated July 13, 2017.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Deadline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Develop the methods for residents outside the district to obtain a library card: annexation, annual library card purchase, volunteering. Incorporate into Communications Plan.</td>
<td>10/31/2017</td>
<td><strong>Complete.</strong> The district board adopted the library card fee schedule on September 7. Effective April 2018, non-district households and individuals will be charged $60 annually. Active volunteers receive a fee waiver benefit. In working with Josephine County, the annexation process has been established. The first annexation petitions will be reviewed for endorsement by the JCLD board on December 21.</td>
</tr>
<tr>
<td>6</td>
<td>Develop the necessary infrastructure to become an employer.</td>
<td>1/1/2018</td>
<td><strong>Complete.</strong> The district now has nine employees: Library Director, Public Services Director, Collection Development Librarian, Cataloging Manager, Volunteer Manager, Business Manager, Reference Librarian, Illinois Valley Branch Manager, and Maintenance Coordinator. Five more positions are in process: Williams and Wolf Creek branch managers, Children’s Librarian, Partnership Manager, and Communications Coordinator. In place are the ADP payroll service, workers compensation through SAIF, and the QuickBooks accounting system along with the chart of accounts.</td>
</tr>
</tbody>
</table>

---

**No.** | **Activity** | **Deadline** | **Progress** |
---|---|---|---|
7 | Retain the services of legal counsel. | | **Complete.** On July 13, 2017, JCLD retained Charles Bolen of Hornecker Cowling LLP. |
8 | Hire an interim board secretary/transition administrator. | | **Complete.** On July 13, 2017, JCLD entered an agreement with Teresa Stover of Stover Writing Services as its Transition Administrator. This agreement will terminate within a month. |
9 | Enlist administrative and technology support. | | **Complete.** Administrative and technology support has been provided by the Transition Administrator and the JCLD Library Director. The district is contracting with IT’s Managed for IT support. |
10 | Purchase and set up an accounting system. | | **Complete.** QuickBooks has been purchased and set up as the JCLD accounting system. |
11 | Engage the services of a municipal audit firm. | | **In progress.** An RFP will be developed to select a municipal audit firm in early 2018. |
12 | Purchase insurance. | | **In progress.** Coverage through Special Districts Insurance Services (SDIS) for Public Entity Liability, Non-owned and Rented Auto Liability, |
Grant expenditure report

The following table shows the budget and actual expenditures as of 12/21/2017. Some planned budget items were either not used or greatly underused, for example, administrative support and municipal audit expenses. Other unanticipated startup or transition expenses were paid with this grant. For example, staff salaries and staff recruitment was paid with this grant because we discovered that staff needed to start being hired in October rather than December. Contract transfers needed to be paid upon their expiration dates in November and December. All expenses paid with this grant were in keeping with the goal of both JCLI and JCLD for the seamless transition of library services.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal fees</td>
<td>$15,000</td>
<td>$1,768</td>
</tr>
<tr>
<td>Accounting system purchase and configuration</td>
<td>$20,000</td>
<td>$2,125</td>
</tr>
<tr>
<td>Administrative support</td>
<td>$20,000</td>
<td>$627</td>
</tr>
<tr>
<td>Interim board secretary/transition administrator</td>
<td>$40,000</td>
<td>$37,305</td>
</tr>
<tr>
<td>Municipal audit expenses</td>
<td>$10,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information technology support</td>
<td>$7,000</td>
<td>$6,156</td>
</tr>
<tr>
<td>Insurance</td>
<td>$8,000</td>
<td>$2,984</td>
</tr>
<tr>
<td>Food and room rental for seven strategic planning sessions</td>
<td>$2,000</td>
<td>$300</td>
</tr>
<tr>
<td>SDAO membership dues and board training</td>
<td>$0</td>
<td>$275</td>
</tr>
<tr>
<td>Staff salaries</td>
<td>$0</td>
<td>$14,583</td>
</tr>
<tr>
<td>Staff recruitment (ads and tests)</td>
<td>$0</td>
<td>$1,006</td>
</tr>
<tr>
<td>ADP payroll processing fees</td>
<td>$0</td>
<td>$176</td>
</tr>
<tr>
<td>Contract transfers</td>
<td>$0</td>
<td>$23,131</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$122,000</strong></td>
<td><strong>$90,436</strong></td>
</tr>
</tbody>
</table>

Thank you

Thank you again, for making the startup of Josephine Community Library District and the transition of library operations and governance from JCLI to the district as smooth as possible. Because of this grant, the district will be able to fund operations year to year without debt. Your investment in the library district will have positive effects that will reach across years of responsible and effective library operations.
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: December 21, 2017  
SUBJECT: District annexation process and petition approval criteria

The Josephine Community Library District is made up of four noncontiguous areas within Josephine County, consisting of specific voting precincts generally surrounding the four library branches in Grants Pass, Cave Junction, Williams, and Wolf Creek. Only those property owners within the district boundaries pay the library district tax and therefore enjoy the privileges of free library cards, voting on district matters, candidacy on the elected district board, and appointment to budget committees.

Because scores of property owners outside the district boundaries have expressed the desire to join their properties to the library district, district staff has worked with the Josephine County assessor, clerk, legal counsel, and commissioners to articulate the annexation process. This process is governed by ORS 198.850, Annexation Petition or Resolution, and ORS 198.857, Annexation without Election by Petition of Landowner. See the text of ORS 198.857 attached.

Annexation petition process
The annexation petition process is as follows:

1. Patrons complete annexation petitions, with the assistance of district staff and volunteers as needed. The petition includes the names and addresses of the petitioner(s), signature sheets for each property owner, and boundary description. The petitions are submitted to the district board.

2. The district board reviews and approves each petition, and the board President and Secretary sign the District Endorsement of Approval. The district board submits the petitions to the county assessor as they come in.

3. The county assessor validates the signatures on the petitions within 10 days and the county clerk approves the petitions. They are then submitted to the Board of County Commissioners.

4. The Board of County Commissioners holds a public hearing between the 20th and 50th day after receiving the petitions from the assessor, and then votes on the petitions.

5. The county assessor submits approved petitions to the Oregon Department of Revenue for final approval.

6. The Department of Revenue reviews the petitions for accuracy, certifies tax lot information for the county assessor and county clerk, and approves the petitions.

7. The Department of Revenue forwards the approved petitions to the Board of County Commissioners, the county assessor to update the tax rolls and to the county clerk to update the voting rolls.
Landowners whose petitions have been sent to the Department of Revenue by March 31 and then approved may have their property included in the November tax collection for that year. They may also run for elected office, be appointed to the budget committee, and vote for elected board positions by May of that year. Unapproved petitions that are revised and resubmitted for approval may still be eligible for that year's November tax collection. See Annexation Process Timeline below for more details.

Each of the county departments and the state Department of Revenue must process the petitions in turn. At this point, the processing time needed by the Department of Revenue is only estimated. However, if these estimates are accurate, the district board must approve petitions by the first week of January for a petition to be approved and submitted to the Department of Revenue by the deadline of March 31 and the property be entered into the tax rolls for tax collection in November of that year.

The county assessor has affirmed that no separate agreement or understanding is required to process annexation petitions, as this duty is part of the assessor's customary responsibilities.

**Board approval criteria for annexation petitions**
When the district board reviews an annexation petition, it is affirming the following on the District Endorsement of Approval:

> The District Board, being the governing body of the below listed district, by and through its Chairman and Secretary, hereby certify that the attached petition for annexation to said district of the properties owned by petitioners herein and described in Exhibit "A," has been considered by said governing board and by vote of said board, at a special meeting thereof, said petition has been approved.

The three criteria for approval are as follows:

- The petitioners must be property owners, as proven by the deed and boundary description attached to the petition.
- The petitioners must desire that their property be annexed into the district, as indicated by the petition and accompanying signature sheets.
- The annexation petition package is complete and accurate, as affirmed by district staff.
ORS 198.857 Annexation without election by petition of landowner.

(1) Notwithstanding ORS 198.750, 198.755, 198.760, 198.765, 198.775, 198.850 and 198.855, a parcel of land may be annexed to a district as provided in this section.

(2) When the owner of a parcel of land wants to annex that land to a district, the owner may file an annexation petition with the county board. The petition shall declare that the petition is filed pursuant to this section, state the name of the affected district and all affected counties, indicate the principal Act of the affected district and be signed by the owner of the parcel of land. Before the petition is filed with the county board, the petition must be approved by indorsement thereon by the board of the affected district and by any other agency also required by the principal Act to indorse or approve the petition.

(3) If a petition filed under this section meets the requirements of this section and is otherwise sufficient under the principal Act, the county board shall set a date for a public hearing on the petition. The hearing shall be held not sooner than 20 days nor later than 50 days after the date on which the petition is filed. Written notice of the hearing shall be mailed to the petitioner and to the board of the affected district.

(4) At the time stated in the notice described in subsection (3) of this section, the county board shall hold a public hearing to consider the petition. When determining whether to approve the petition, the county board shall consider the local comprehensive plan for the area and any service agreement executed between a local government and the affected district. If the petition is approved, the county board shall enter an order describing the boundaries of the land and declaring the land annexed to the district. [1999 c.392 §2]
**Annexation Process Timeline**

This timeline outlines the tasks and dates associated with the annexation process, associated library processes and events, and corresponding communication with stakeholders.

Highlighted questions indicate process, tasks, durations, and dates that are yet to be discovered while working with elected county department officials.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library staff and volunteers announce and maintain a waiting list</td>
<td>October 16, 2017</td>
</tr>
<tr>
<td>for people who want to annex their property in to the district.</td>
<td></td>
</tr>
<tr>
<td>Annexation petition and instructions for process and procedures</td>
<td>October 31, 2017</td>
</tr>
<tr>
<td>complete and ready to roll out.</td>
<td></td>
</tr>
<tr>
<td>Assessor prepares online fillable petition form for applicants.</td>
<td>November 1, 2017</td>
</tr>
<tr>
<td>Library staff and volunteers start assisting out-of-district patrons</td>
<td>November 1, 2017</td>
</tr>
<tr>
<td>in completing forms and working through the annexation process. Staff</td>
<td></td>
</tr>
<tr>
<td>and volunteers would be trained to not offer legal advice.</td>
<td></td>
</tr>
<tr>
<td>Library district assumes library systems operations and management.</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>Library district board formally approves completed annexation petitions and submits them to the Assessor.</td>
<td>January 5, 2018</td>
</tr>
<tr>
<td>Assessor validates signatures on petitions no later than 10 days after submission.</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>Clerk approves petitions.</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>Assessor submits approved petitions to Board of Commissioners</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>Board of Commissioners reviews petitions and sets a public hearing</td>
<td>January 17, 2018</td>
</tr>
<tr>
<td>date.</td>
<td></td>
</tr>
<tr>
<td>Library district holds grand opening celebration (annexation process</td>
<td>January 24, 2018</td>
</tr>
<tr>
<td>announced to the media).</td>
<td></td>
</tr>
<tr>
<td>Board of Commissioners holds a public hearing between the 20th and</td>
<td>February 27, 2018</td>
</tr>
<tr>
<td>50th day after receipt of petitions from Assessor.</td>
<td></td>
</tr>
<tr>
<td>Board of Commissioners votes on the petitions.</td>
<td>February 27, 2018</td>
</tr>
<tr>
<td>Assessor submits approved petitions to Department of Revenue for final approval.</td>
<td>February 28, 2018</td>
</tr>
<tr>
<td>Department of Revenue reviews petitions for accuracy and certifies tax lot information for Clerk and Assessor.</td>
<td>Unknown</td>
</tr>
<tr>
<td>Department of Revenue approves petitions.</td>
<td>Unknown</td>
</tr>
<tr>
<td>Approved annexation petitions(s) are forwarded to the County Assessor to update the tax rolls and to the County Clerk to update the voting rolls.</td>
<td>Unknown</td>
</tr>
<tr>
<td>Annexation petitions sent to the Department of Revenue by this date are included in the November 2018 tax collection. Disapproved petitions may be revised and included in 2018 tax collection. Any property owners annexed by this date may run for elected office in May 2018 and receive a ballot to vote for elected board positions.</td>
<td>March 31, 2018</td>
</tr>
<tr>
<td>Library district starts charging out-of-district library patrons for library cards. Staff and volunteers will check the patron’s address on the Josephine County library district map tool to determine district status, and will field questions about how to annex in to the district.</td>
<td>April 1, 2018</td>
</tr>
<tr>
<td>Tax collection begins for the annexation petitions approved by March 31, 2018.</td>
<td>November 2018</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF JOSEPHINE COUNTY, OREGON

IN THE MATTER OF THE ANNEXATION
OF A SINGLE PARCEL OF PROPERTY
INTO THE Josephine Community Library District

PETITION

PETITIONERS (Names and Mailing Addresses) [ORS 198.760(3)]:
Karin J. Callahan
435 Sky Crest Dr.
 Grants Pass, OR 97527

DATE SUBMITTED TO COUNTY ASSESSOR:

The undersigned do hereby petition the Board of County Commissioners of Josephine County, Oregon, for annexation of land to a special district and in support thereof do state as follows:

1. [ORS 198.705] The type of special district to which land is being annexed is: Library District

2. [ORS 198.750(1)] This petition is filed pursuant to ORS 198.857.

3. Josephine County is the only affected county. The name and principal Act of the district to which land is being annexed is: Josephine Community Library District Principal Act: ORS 357

4. The names and principal Acts of all other affected districts are:
   Name: RCC
   Principal Act: ORS 314
   Name: SOESD
   Principal Act: ORS 334
   Name: 4H-Extension Service
   Principal Act: ORS 451
   Name: Three Rivers School District
   Principal Act: ORS 328
   Name: 
   Principal Act: ORS

5. This petition is for annexation of land to the above-named district.

6. The territory subject to the petition is (strike out one) inhabited / uninhabited.

7. The annexation (strike out one) is / is not to be subject to any proposed terms and conditions. If it is, they are set forth as follows: 

Petition for Annexation to a Special District (ORS 198.857) - 1 - 34
8. The signature sheets attached hereto are a part of this petition. The signature sheets are signed by 100% of the owners of the single parcel of property subject to this petition.

9. This petition requires that proceedings be taken for the annexation of the specified land to the district.

10. [ORS 198.750(2)] Attached hereto is a description of the boundaries of the territory proposed to be annexed to the district.

11. [ORS 198.750(4)] This petition is verified by the affidavit of the person circulating the petition.

12. [ORS 198.760(1)] Each person signing the petition has also printed the person’s name and has added after the signature the date of signing.

13. If the signer is a legal representative of the owner, the signature is accompanied by a certified copy of the signer’s authority to sign as legal representative.

14. [ORS 198.766(1)] All signatures on the signature sheets attached to this petition have been secured within six (6) months of the date on which the first signature on the petition was affixed.

15. [ORS 198.800] This petition has been approved by endorsement thereon by any agency required by the principal Act to endorse or approve the petition.

[ORS 198.850] This petition has been approved by endorsement thereon by the board of the special district to which the land is being annexed.

16. The petitioners are aware that this form is provided to them by Josephine County as a convenience only and that Josephine County cannot give petitioners any legal advice concerning the annexation of land to the district.

17. The principal Act of this proposed special district additionally requires that this petition state the following: ________________________________

18. Is any part of the territory subject to this petition for annexation within a city?  
   [ ] Yes  [X] No     If yes, then this petition must be accompanied by a certified copy of a resolution of the governing body of the city approving the petition.

19. Is any part of the territory subject to this petition for annexation outside a city’s limits but within a city's urban growth boundary?  
   [ ] Yes  [X] No

20. ATTACHMENTS TO PETITION:  
   Attached hereto and by this reference incorporated herein are the following attachments: (check as applicable)  
   _X_ Signature sheets consisting of ___ number of pages.  
   ___ Description of the boundaries of the land to be annexed.  
   ___ Certified copies of signers’ authority to sign as legal representative consisting of ___ number of pages.  
   _X_ Endorsement by the board of the special district to which land is being annexed.  
   _X_ Other attachments or maps consisting of ___ number of pages.
SIGNATURE SHEET

NOTE: Each of the owners of a single parcel of property subject to this petition must provide a signature sheet. If the signer is a legal representative of the owner, the signature shall be accompanied by a certified copy of the signer's authority to sign as a legal representative.

<table>
<thead>
<tr>
<th>SIGNATURE OF OWNER OF THE PARCEL OF LAND</th>
<th>Karin J. Callahan</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINTED NAME</td>
<td>Karin J. Callahan</td>
</tr>
<tr>
<td>DATE SIGNED</td>
<td>12/12/2017</td>
</tr>
<tr>
<td>LEGAL REPRESENTATIVE OF OWNER?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td></td>
<td>No ☐</td>
</tr>
<tr>
<td>NUMBER OF ACRES OF LAND OWNED BY THE SIGNER</td>
<td>3.43</td>
</tr>
<tr>
<td>COUNTY</td>
<td>JOSEPHINE</td>
</tr>
<tr>
<td>ASSESSOR’S MAP AND TAX LOT NUMBER</td>
<td>36-05-29-CA-000200-00</td>
</tr>
</tbody>
</table>

CERTIFICATION:

I, (print name) ________________________________
verify that I witnessed the signing of this signature sheet by the individual whose signature appears on this signature sheet.

SIGNATURE of person making the certification: ___________________________________________
District Endorsement of Approval

The District Board, being the governing body of the below listed district, by and through its Chairman and Secretary, hereby certify that the attached petition for annexation to said district of the properties owned by petitioners herein and described in Exhibit "A," has been considered by said governing board and by vote of said board, at a special meeting thereof, said petition has been approved.

Josephine Community Library District______.
District Name

Chairman ______________________

Secretary ______________________
Legal Description

36-05-29-CA-000200-00

Josephine County, Oregon

PARCEL 1:
Beginning at the most Northerly Northwest corner of Lot 12, SKY CREST HEIGHTS 1ST ADDITION in Josephine County, Oregon; thence South 65°51'43" East 163.53 feet along the North line of said lot to an iron rod at the Northeast corner of said lot; thence North 65°39'11" East along the North line of Lot 10 of said subdivision to an iron rod; thence South 70°59'37" East 51.00 feet along said North line; thence South 65°39'11" West 145.36 feet; thence South 88°22'00" West to a point on the West line of Lot 10; thence continue South 88°22'00" West 62 feet; thence North 77°04'44" West 50.62 feet; thence North 53°10'00" West 83.20 feet to a point on the Easterly right of way line of Sky Crest Drive; thence Northeasterly along said right of way line 54.96 feet to the point of beginning.

PARCEL 2:
Beginning at the initial point for SKY CREST HEIGHTS 1ST ADDITION, said point being the Northwest Corner of Lot 6 of said Subdivision; thence South 0°08'25" East along the West line of said Lot 6, a distance of 440.09 feet to the Southwest corner of said Lot; thence South 89°47'27" West 122.00 feet along the North line of Lot 7 of said Subdivision to the Northwest corner thereof; thence along the North line of Lot 10 of said Subdivision the following courses and distances: North 59°07'37" West 200.41 feet; thence North 70°59'37" West 90.81 feet to an iron rod; thence leaving said lot line North 24°09' East 87.72 feet; thence North 17°19'30" West 108.30 feet; thence North 41°42'30" East 152.19 feet to a point which bears North 89°49'40" West of the point of beginning; thence South 89°49'40" East 266.00 feet to the point of beginning.
Annexation Petitions  
December 20, 2017

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the December 21 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Brown Family Trust</td>
<td>445 Timber Lane Grants Pass, OR 97526</td>
</tr>
<tr>
<td>%Brown, Charles D &amp;</td>
<td></td>
</tr>
<tr>
<td>Brown, Marlene McFarlane trustees</td>
<td></td>
</tr>
<tr>
<td>2 Callahan, Karin J</td>
<td>435 Sky Crest Dr. Grants Pass, OR 97527</td>
</tr>
<tr>
<td>3 Conley, Marvin E &amp;</td>
<td>134 Allman Way Grants Pass, OR 97526</td>
</tr>
<tr>
<td>Conley, Susan I</td>
<td></td>
</tr>
<tr>
<td>4 Hall Liv Trust</td>
<td>950 Kubli Road Grants Pass, OR 97527</td>
</tr>
<tr>
<td>%Hall, Fred &amp; Hall, Jean Trustees</td>
<td></td>
</tr>
<tr>
<td>5 Milbradt, Dennis &amp;</td>
<td>2833 Lower River Rd Grants Pass, OR 97526</td>
</tr>
<tr>
<td>King Amy</td>
<td></td>
</tr>
<tr>
<td>6 Spratley, Stephen</td>
<td>712 Colleen Ct. Grants Pass, OR 97528</td>
</tr>
<tr>
<td>David &amp;</td>
<td></td>
</tr>
<tr>
<td>Spratley, Annette</td>
<td></td>
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</tbody>
</table>
Agreement for Consulting Services

As of the date indicated below, an Agreement is made between Josephine Community Library District (JCLD) and Stover Writing Services. The two parties are mutually agreed to the following terms and conditions.

Terms and Conditions

Scope
This Agreement covers consulting services for the following activities:

- JCLD grants program coordination, including planning, grant writing, and grant project tracking and reporting
- JCLD web development, including web content retooling from JCLI to JCLD, web support for district rebranding activities, and staff training
- Technical writing to support JCLD organizational development and other initiatives, for example, requests for proposal, business plan, and policies and procedures

Stover Writing Services will work with JCLD staff and volunteers to carry out this project. Status reports will be submitted monthly.

If the scope of this project changes, this contract might have to be revised accordingly.

Term
The term of this contract is for January 1 through December 31, 2018. After that time, the contract may be renegotiated/renewed as the parties deem appropriate.

At any time during the term of this contract, either party may terminate the contract without cause, given at least two weeks written notice. Upon termination, Stover Writing Services will return all notes, electronic data, books, and other materials belonging to JCLD, provided that all invoices due Stover Writing Services have been paid.

Requirements
Stover Writing Services will perform consulting services to accomplish the tasks listed under “Scope” above.

JCLD will provide information, direction, and access to relevant files, as well as access to subject matter experts as necessary to fulfill the scope of this project. JCLD will also be responsible for reviewing grant proposals, web frameworks, document drafts, and other written materials, and participating in grant program reviews.

Payment
The cost for this project will be based on actual hours worked at an hourly rate of the discounted rate of $60 per hour, not to exceed $30,500. Ordinary operating expenses are covered by this cost. Stover Writing Services will invoice monthly. Terms are Net 30.
Ownership
Stover Writing Services understands that the work delivered to Josephine Community Library District under this contract includes material subject to copyright. Because of this, Stover Writing Services agrees that the work is done as a “work for hire” as defined under U.S. copyright law, and that as a result, JCLD shall own all copyrights in the work. Any documents or other materials created by Stover Writing Services under this Agreement shall be owned by JCLD.

Confidentiality and Non-Disclosure
Stover Writing Services understands that in the course of implementing this project, it will have access to confidential JCLD donor lists, staff lists, volunteer lists, financial information, policies and procedures, and other sensitive information. Stover Writing Services agrees to hold all confidential information in trust and confidence, and agrees that it shall be used only for the agreed-upon purpose, and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever.

Contractor Status
The relationship between Josephine Community Library District and Stover Writing Services is an independent contractor relationship. Stover Writing Services meets independent contractor status as defined by IRS SS-8 and ORS 670.600. Stover Writing Services shall be solely responsible for the personal income, self-employment, business, and any other applicable tax withholding and payment due on monies earned by Stover Writing Services through this Agreement. The Stover Writing Services Federal Tax ID is #91-1639374.

Applicable Law
This Agreement shall be governed by and construed in accordance with all governing state and federal laws. Any disputes are covered pursuant to the laws of the State of Oregon and shall be brought in Josephine County, Oregon. If litigation proves necessary, prevailing parties will be awarded reasonable attorneys fees.

__________________________________________________________________________________
Teresa S. Stover, Owner                                  Kate Lasky, Library Director
Stover Writing Services                                  Josephine Community Library District
1026 NW Prospect Avenue                                  200 NW C Street
Grants Pass, OR  97526                                  Grants Pass, OR  97526

__________________________________________________________________________________
Date                                                     Date