## Josephine Community Library District

**Board of Directors Regular Meeting**

**Thursday, January 18, 2018 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>
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</thead>
<tbody>
<tr>
<td>Beecher Ellison</td>
<td>Laurel Samson, President</td>
<td>Jennifer Roberts,</td>
<td>Judy Williams</td>
<td>John Harelson</td>
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**Agenda Items**

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td></td>
<td>L. Samson</td>
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</tr>
<tr>
<td><strong>Standing Items</strong></td>
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<tr>
<td>1. Approval of agenda</td>
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<tr>
<td>2. Approval of January 4 meeting minutes</td>
<td>Motion</td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>3. Public comment</td>
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<tr>
<td>4. Correspondence</td>
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<tr>
<td>5. Annexation petition review</td>
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<tr>
<td><strong>Presentation</strong></td>
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<tr>
<td>1. Terry Faulkner of Hart Insurance</td>
<td>Report</td>
<td>T. Faulkner</td>
<td>15 min</td>
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<tr>
<td><strong>Staff Reports</strong></td>
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<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>2. Financial report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>3. Strategic plan / board work plan</td>
<td>Report</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td><strong>Action Items</strong></td>
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<tr>
<td>1. Rescind resolution 2017-012 to establish attorney liaison</td>
<td>Resolution</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td>2. First reading of policies: travel reimbursement, orientation, vacation, operations, volunteers</td>
<td>Discussion</td>
<td>L. Samson</td>
<td>20 min</td>
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<tr>
<td>3. Disband of Transition Committee</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td>4. Disband of Benefits Task Force</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td>5. Review and approve job description: branch manager substitute on-call</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
</tr>
<tr>
<td><strong>Committee and Board Reports</strong></td>
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<tr>
<td>1. Library Foundation liaison report</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
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</tr>
<tr>
<td>1. Date and agenda items for next meeting</td>
<td></td>
<td>All</td>
<td>5 Min</td>
</tr>
<tr>
<td>2. Comments from board members</td>
<td></td>
<td>All</td>
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<tr>
<td><strong>Adjourn</strong></td>
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<td></td>
<td>L. Samson</td>
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### Upcoming Meetings and Events

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Upcoming Meetings and Events</th>
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<tbody>
<tr>
<td>Jan 3-31, 2018</td>
<td>Frederick Douglass exhibit and programs, Grants Pass branch</td>
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<tr>
<td>Sat, Jan 20, 2018, 11 am to 4 pm</td>
<td>Illinois Valley branch art reveal and open house</td>
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<tr>
<td>Wed, Jan 24, 2018, 10 am</td>
<td>Library District Grand Opening, Chamber of Commerce ribbon-cutting ceremony, Grants Pass branch</td>
</tr>
<tr>
<td>Wed, Jan 24, 2018, 11 am to 4 pm</td>
<td>Library District Grand Opening open house, Grants Pass branch</td>
</tr>
<tr>
<td>Thurs, Feb 15, 2018 5:15 pm</td>
<td>JCLD regular board meeting, Grants Pass branch, Ben Bones Room</td>
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Josephine Community Library District
Board Regular Meeting Minutes
Thursday, January 4, 2018 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Jennifer Roberts, John Harelson, Judy Williams, Beecher Ellison
Members absent: None
Staff present: Library Director Kate Lasky, Business Manager Kevin Mee,

Guests: Teresa Stover, Sydney Bebb, Pat Fahey, Nancy Hitchcock

CALL TO ORDER. President Samson called the meeting to order at 5:16pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda. Mr. Ellison reminded the board that two sets of original signatures are required for record keeping on the documents for the lease agreement with Josephine County for 200 NW C Street in Grants Pass, and for the sale and transfer agreement of the Williams branch library building and the library collections from Josephine County to the district. The board signed a second set and retained them for their records.

Approval of December 21 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Mr. Ellison moved that the minutes to the December 21, 2017 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Public comment. Ms. Teresa Stover congratulated the board for a successful transition of the district taking over the operation and management of the library. Ms. Samson thanked Ms. Stover for Ms. Stover’s efforts in making the transition successful. Ms. Samson also mentioned that the library was documented in three different articles in The Daily Courier newspaper.

Correspondence. There was no correspondence.

ACTION ITEMS
Annexation Petition Review.
Ms. Lasky announced that there are 10 petitions for review. The board discussed the approval process. Ms. Samson asked if the current petitions presented are the final ones, or if there will be more. Ms. Lasky stated that there may be more petitions in the future, but that the current ones met the deadline put forth by the county assessor’s office in order to be processed onto the tax rolls for next November. Mr. Harelson asked what happens to petitions that are submitted after this current date. Ms. Lasky said that
any future petitions which are completed correctly will be reviewed and processed at that time.

The board reviewed the 10 annexation petitions presented for approval, named:

1) Barnard Fam Joint Rev Trust %Barnard, Jeffrey & Barnard, Elizabeth Q Trustees
2) Brockman Liv Trust, Mark T & Andrea J %Brockman, Andrea J Trustee
3) Baez, Melvyn & Ciejek-Baez, Elena
4) Etchells Rev Trust, John & Patricia %Etchells, John E & Etchells, Patricia E Trustees
5) Everett, Robert Branch & Keliher Trust, Mary Lu %Everett, Mary Lu Trustee
6) Fahey Family Trust %Fahey, Patrick D & Fahey, Susan R Trustees
7) Harmony, Clair W & Harmony, Susanne Y
8) Mersman Rev Liv Trust, Patricia Sue %Mersman, Patricia Sue Trustee
9) Rookwood Rev Trust, James O & Mary A %Rookwood, James O & Rookwood, Mary A Trustees
10) Rubenstein Liv Trust, Donald %Rubenstein, Donald Trustee

Motion: Mr. Ellison moved to accept and endorse/approve the 10 annexation petitions. Ms. Roberts seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

Final MOU progress report to JCLI. Ms. Stover reviewed the JCLI-JCLD Memorandum of Understanding (MOU) Final Report dated January 3, 2018. Ms. Stover said that this final report is similar to the progress reports submitted at the board meeting on 12/21/17, but more items are marked as complete. Ms. Stover announced the Grant Expenditure report is final, all transition expenses are complete, and the report is to be submitted to JCLI, tomorrow, for their finance committee meeting on Monday, 1/8/18, and for their board meeting on Thursday, 1/11/18, in order for the JCLI board to sign-off on this report.

Motion: Ms. Roberts moved that the MOU Final Report be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

Signing of the second set of original documents for the lease agreement with Josephine County for 200 NW C Street in Grants Pass, and for the sale and transfer agreement of the Williams branch library building and the library collections from Josephine County to the district. The second set of original copies of the two named documents were passed around to all board members for signature.

ANNOUNCEMENTS

Ms. Lasky announced that emails will be migrated off of the district file server and onto the Microsoft 360 cloud server on Friday afternoon. Emails accessed both by computer
and by the remote access feature will be unavailable from Friday morning until Monday evening. When the migration to the cloud server is complete. The IT consultant will go first to the library branches to ensure email system recovery, and afterward will address those who remote into the server. Announcement of this email migration is on the district website and in the district newsletter.

Ms. Roberts congratulated the district on the newspaper articles published in the Daily Courier. Ms. Lasky described two of the articles as being reports of gratitude, one of which thanked all 3 county commissioners.

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, January 18, 2018. The agenda will include a presentation by Terry Faulkner of Hart Insurance, a Library Director’s report on strategic planning including an update on expanded library hours, the budget planning timeline, the financial statement and memo, a strategic board work plan report, a first reading of policies in areas of operations, governance, and personnel, possible acceptance of the transfer of assets, introduction of partnerships, and possible annexation requests.

**Comments from board members.** Mr. Ellison reminded the board that he will not be present at the board meeting on 01/18/18.

**ADJOURNMENT**
The meeting adjourned at 5:36 pm.

Respectfully submitted,

[Signature]

Kevin Mee for Board Secretary Kate Lasky
Josephine Community Library District
Grand Opening Ribbon Cutting
Join the Library District as they celebrate taking over operations of all four library branches on Wednesday, January 24 at 10 am at the Grants Pass branch. The Josephine County/Grants Pass Chamber of Commerce Ambassadors will kick off the celebration with a ribbon cutting. Open house to follow from 11am-4 pm. January 24 is the anniversary of the JCLI grand re-opening of the libraries in Josephine County in 2009 and a day to commemorate the heroic efforts of all the volunteers who’ve contributed time, talent, and treasure for the past 10 years.

Updates
IT email server migration is complete.
Request for special board meeting to select a brand transition marketing professional.
JCLD was awarded the SDAO Safety and Security grant for $1,211.50 (half of the project cost) to fence in the back area of the Illinois Valley branch. Funds have not yet been received.

Successes
Partnership development with Blue Zone Project and the four area Rotary clubs for Dolly Parton Imagination Library under development. Other partnerships receiving additional support include SOESD Early Literacy to Storytime in a Bag and Sensational Storytime, Hearts with a Mission disbursement of discarded and donated books to at-risk teens, Food Bank pop-up distribution center and storytime at Wolf Creek branch.
Partnership with Three Rivers School District (TRSD) under development to ensure a new IGA for use of the property at the Williams branch library. TRSD Superintendent Dave Valenzuela and Board Member Kate Dwyer have expressed support of partnering with the library.

Challenges
Daily financial process and procedures are taking longer than expected to put into place. With the additional work of policy development, financial planning, and human resources necessary at this time, the JCLF grant project planning, communications plan update and implementation, and reference librarian project development are delayed.
Human resources and staffing

JCLD is fully staffed except for the Wolf Creek branch manager. This position is open until filled with ongoing recruitment. Currently, the former JCLI Wolf Creek branch manager is serving as interim branch manager until the position can be filled. The new Williams branch manager beings on January 18, with the JCLI Williams branch manager serving as interim until that date. The new reference librarian begins on January 23. The new children’s librarian is slated to begin in mid-February depending on housing as she is moving from Roseburg to Grants Pass.

Developed an orientation binder which includes:
1. New employee paperwork
2. Organizational chart
3. Strategic plan
4. *Operations policies
5. *Volunteer policies
6. Personnel policies

New employees visit the following department heads in their first two weeks of employment to learn procedures, gather forms, and train when applicable:
- Accounting and finance
- Collection development
- Circulation
- Cataloging
- Partnerships and fundraising
- Human resources
- Communications
- Volunteers
- **Reference & adult services
- **Children’s services

*policies to be adopted
**temporary substitute in place

Planning to distribute the Gallup Q12 staff satisfaction survey in March when the district is fully staffed and employees have had a chance to develop a workflow. This early survey will establish a baseline for comparison to next year as a part of the JCLD strategic plan.

Transition and transfer of assets

JCLI declared dissolution at its January 11 board meeting. Attorney Ben Freudenberg is processing JCLI’s Plan of Dissolution with the Oregon Attorney General. Once the Plan of Dissolution is approved, JCLI will transfer its assets to the district and the foundation. JCLI accepted and approved the MOU Final Report submitted by the district at their January 11 board meeting. See motion below:

**Motion:** Mr. Fahey moved to accept the JCLI-JCLD MOU Final Report dated January 3, 2018 with the changes to expenditures and scope as presented. Ms. Krauss seconded, and the motion passed.
The JCLI Board reviewed and discussed the use of the remaining funds in the Transition Grant awarded to the district, approximately $26,000. JCLI reviewed its and made the following motion at its January 11 board meeting to designate the remaining funds:

**Motion:** Mr. Fahey moved that JCLD be directed to use unexpended funds from the transition grant to pay the balance of the Coraggio Group bill and to designate the rest for library card scholarships. Ms. Robinson seconded, and the motion passed.

The Foundation raised $36,116 with 204 donors contributing during the end-of-year fundraising drive. In addition, JCLF received a $25,000 restricted gift (for books), given annually by a former JCLI donor. With the partnership of JCLI, JCLF gained 880 new donors, quadrupling their donor base.

**Administration**

Email exchange server migrating successfully completed. Board member network email addresses were not reinstated due to lack of use. If board members would like a personal JCLD email address, please make a request to the library director.

JCLD working with Coraggio to establish metrics for strategic plan objectives.

Life and disability insurance implementation delayed. Only library director affected at this time.

**Financial planning**

Beginning FY18–19 budget planning process with department heads. Budget Committee slated for its budget committee orientation workshop the week of February 26 with additional meetings to follow in April and May, and board adoption at the regular board meeting in June. Library director will send request for availability prior to the next JCLD board meeting. The first meeting agenda will be sent one week prior to the meeting, February 21.

SDAO advised that the current JCLD Bylaws are the governance policies. Library director will review the bylaws for additions required by OLA public library standards and/or recommended by SDAO.

Reviewed and recreated chart of accounts to match JCLD budget.

Developed expense and revenue performance statement and balance sheet.

RFP for financial audit delayed.

E-rate filing delayed.

**Programs and service**

**Expanding hours:** In order to meet strategic initiatives to deliver on campaign promises, JCLD plans to open the rural branch libraries branches for additional hours in mid-February. Library director, public services director, and volunteer manager are working
together to ensure volunteer input on hours available to work and community input on desired hours (times and days of week) for service. JCLD has results from the patron survey to support the decision-making process. Coraggio Group is providing analytics of the 800 comments from survey respondents to identify main themes of interest and concerns of the public. Staff convened an advisory committee of branch library community stakeholders on January 12 to review survey data and draft hours. An advisory committee for the Grants Pass branch will meet in late January. The Grants Pass branch hours will be expanded in two phases to ensure volunteer support. Phase one will occur in mid-March and phase two by the end of the fiscal year, June 30. It is the hope that two phases will allow staff to recruit and train the additional volunteers needed at the busiest branch. Communications coordinator is planning internal and external communications for the expansion of hours. Collection development plan: The collection development librarian is in the process of modifying the collection development plan for increased financial support. The cataloging manager and librarian finalized departmental budget subcategories and are purchasing accordingly. Additional volunteers are not needed at this time.

Facilities
Josephine County Legal Counsel provided a termination of lease agreement for Three Rivers School District, JCLI, and the Board of County Commissioners to sign. JCLD is in process of writing an IGA with the school district to serve the same purpose. Facilities Master Plan may be paid for and administered by the Foundation. The Foundation will discuss at their January 16 board meeting.

Communications
In order to implement the communication plan as stated in the strategic plan and meet the deadline of charging for library card beginning in April, JCLD launched an intermediate procurement process to recruit a marketing professional for the Library Brand Transition Project in preparation of ordering new library cards no later than mid-February. A board meeting is requested for January 25 to select the design and marketing firm for service and contract to meet these strategic plan deadlines. At this time, the board will also review a personal services contract and delegation of authority policy to better facilitate the procurement process in the future, as advised by SDAO.
TO: Josephine Community Library District Board of Directors  
FROM: Teresa Stover, Communications Specialist  
DATE: January 11, 2018  
SUBJECT: Library Brand Transition Project

To effectively reflect the organizational change from Josephine Community Libraries, Inc. (JCLI) to the Josephine Community Library District (JCLD), the district is initiating the Library Brand Transition Project. The goal of this project is to assess the branding elements (logo, tagline, colors, fonts) used for the past several years by JCLI, to recommend branding changes that can reflect the transformation of JCLI into JCLD, and to design and implement those branding changes into specific print and online collateral and templates.

It’s critical for the project to start in January to produce branding for the new JCLD library cards which will start to be issued to patrons in April. As noted in the adopted FY18 JCLD budget, the appropriation for this project is $25,000. The project must be completed by June 30, the end of FY18.

Scope of work  
The following is a summary of Library Brand Transition Project activities:

1. Assess existing JCLI branding, including its logo, tagline, color scheme, font scheme as well as the JCLI and JCLD story and image as related to brand.
2. Recommend branding changes and key messages, reflecting continuity amid the transformation from JCLI to JCLD.
3. If indicated by steps 1 and 2, design the brand elements by February 15, 2018.
4. Develop print materials including stationery, library cards, brochure, bookmarks, flier templates, annual report template, ad templates, and library signage.
5. Recommend how the branding elements should be used to update the JCLD online presence, including social media, website, and enews.
6. Determine the need and specifications for photography and/or video for district messaging, and then produce.

Details about these project activities are available in the Library Brand Transition Project Scope of Work document dated January 11, 2018.

Intermediate procurement process  
ORS 279B.070 Intermediate Procurements, states that for procurement of goods and services between $10,000 and $150,000, a district shall seek at least three informally solicited competitive proposals from prospective contractors.

Given that this is a $25,000 project, JCLD has invited three marketing design firms to submit proposals to implement the Library Brand Transition Project. The three firms are Sheepscot Creative, Moving Mountains, and VanDusen Design.
Proposals are due Friday, January 19 and will be reviewed by staff. As the Local Contract Review Board (LCRB), the JCLD Board of Directors is responsible for selecting the contractor and approving its contract. The proposals will be brought to a special board meeting tentatively scheduled for Thursday, January 25, at which time the board will select the contractor. At the will of the board, the board president will work with library director to finalize the contract with the selected marketing design firm.

**Evaluation and selection criteria**

According to the intermediate procurement process, the district shall award the contract to the firm whose proposal will best serve the interests of JCLD, taking into account not only price but also experience, expertise, and suitability for the purpose.

Evaluation criteria include:

1. Experience and technical competence to perform brand transition, marketing design, and print and online collateral development.
2. Project timeline and cost proposal.
3. Experience and competence in oral and written communication and in interpersonal relationships.
5. Proposal submission requirements.
6. Knowledge of project.

For more about evaluation criteria and other details about the project and proposal process, refer to the Library Brand Transition Project Scope of Work document dated January 11, 2018.
ORS 279B.070 Intermediate Procurements

(1) A contracting agency may award a procurement of goods or services that exceeds $10,000 but does not exceed $150,000 in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed $150,000 only in accordance with rules adopted under ORS 279A.065.

(2) A contracting agency may not artificially divide or fragment a procurement so as to constitute an intermediate procurement under this section.

(3) When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort the contracting agency makes to obtain the quotes or proposals.

(4) If a contracting agency awards a contract, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110.

ORS 279A.060 Local contract review boards

If the governing body of a local contracting agency takes no action to provide otherwise, the governing body is the local contract review board of that local contracting agency. However, the governing body of a local contracting agency may, by charter, ordinance or other local legislation, authorize a body, board or commission other than the governing body to serve as the local contract review board of the local contracting agency. The governing body of a local contracting agency also may enter into intergovernmental agreements under ORS chapter 190 to permit the local contract review board of another local contracting agency or the Director of the Oregon Department of Administrative Services to exercise authority under ORS 279B.085.

ORS 279A.075 Delegation

(1) Unless otherwise provided in the Public Contracting Code, a person or agency that has an authority under the code may delegate and subdelegate the exercise of the authority in whole or in part. Notwithstanding delegations of authority under this section, the code and rules adopted under the code govern a person’s or agency’s exercise of the delegated authority.

(2) The Secretary of State, State Treasurer, Director of the Oregon Department of Administrative Services, State Chief Information Officer and Director of Transportation and other heads of state agencies with specific limited authority identified in ORS 279A.050 (6) may delegate authority to contract for and manage public contracts for their offices or agencies. The State Chief Information Officer may require the Director of the Oregon Department of Administrative Services to obtain the State Chief Information Officer’s review and approval before the director delegates authority to a state contracting agency to conduct a procurement for information technology or telecommunications.
TO:  Josephine Community Library District Board of Directors  
FROM:  Kevin Mee, Business Manager  
DATE:  January 18, 2018  
SUBJECT:  December Financial Statement

The following is a report of the current statement of financial activities (or income statement) and the current statement of position (or balance sheet) as of December 31, 2017, half year.

Statement of Financial Activities

Revenue:
- In comparing the year-to-date income and expenditures through December 31, 2017: the district has received $1,321,719 in tax levy income, and budgeted for $1,276,153, which is a difference of $45,566 gained beyond the budgeted amount.
- The total YTD combined revenue is $1,419,243, compared to the budgeted forecast of $1,514,205, leaving a difference of $94,962 under budget for FY18 due to grants. New grant income is expected in FY18.
- JCLD is projected to meet revenue budgeted by fiscal year end.
- The district received a Friends of the Library grant for $2,000. As of December 31, $452.25 was spent, leaving $1,547.75 in deferred revenue.

Expenses: The following are the YTD expenses compared to the YTD budget.
- The JCLI grant paid for $95,070 of expenses in the first six months of the fiscal year. Of this amount, $80,542 is listed in Grant Expenses account for Special Funds, and $14,528 is reported within Personal Services account for district salaries. The remaining funds in the JCLI grant are shown on the balance sheet under deferred income, $26,930.
- District salaries total $36,912 YTD, with $22,384 for December payroll. Eight new hires began employment with JCLD between December 1, 2017 and January 2, 2018. Current personnel expenses do not reflect a full staff because only seven of 14 positions were filled as of the last payroll period in December. Branch managers are not starting at full hours until the rural libraries are opened for additional hours. The permanent Williams branch manager and reference librarian are slated to begin employment in mid-January. The children’s librarian may start as late as March due to housing issues. With later hire dates and additional support from the JCLI grant, the district is set to be underbudget in payroll for the year. This is dependent on the outcome of the staffing evaluation scheduled for April and possible new hires as well.
- Regarding materials and services expenses, collection development has underspent YTD, but is poised to ramp up and meet budget by fiscal year end.
Statement of Financial Position: The statement of position, or balance sheet, as of December 31, 2017, is as follows:

- The district assets include $140,391 in the district bank account, $1,063,000 in the general pool account (entitled the LGIP account), and $160,679 in the treasury account of Josephine County which has not yet been transferred into the general pool account. The total combined assets of these accounts are $1,364,070. This amount includes $11,085 for the Ready to Read Grant, $40,000 for the Josephine County Library Foundation Grant, and the remaining available balance of $26,930 from the JCLI Grant.

- Current liabilities include $10,801 in accounts payable for expenses to be paid in the following month for the following vendors: City of Cave Junction, Pacific Power, Frontier Telecom, Demco, Southern Oregon Sanitation, Benson Janitorial Supply, Roley’s Pacific Supply, employee mileage reimbursement, Stover Writing Services, and People’s Bank for corporate visa card purchases. Additionally, $194 in payroll liabilities are for employee benefits to be paid in the following month.
### Josephine Community Library District
#### Profit Loss Budget Performance

**Report A**

**Jul - Dec 17**

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Dec 17</th>
<th>Jul - Dec 17</th>
<th>Annual Budget</th>
<th>Variance</th>
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<tr>
<td><strong>Income</strong></td>
<td></td>
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<tr>
<td>4000 · Current Year Tax Levy</td>
<td>554,192.69</td>
<td>1,321,718.78</td>
<td>1,276,153.00</td>
<td>45,565.78</td>
</tr>
<tr>
<td>4050 · Grant Revenue</td>
<td>95,522.21</td>
<td>95,522.21</td>
<td>198,052.00</td>
<td>(102,529.79)</td>
</tr>
<tr>
<td>4100 · Fines and Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>9,000.00</td>
<td>(9,000.00)</td>
</tr>
<tr>
<td>4200 · Interest Income</td>
<td>1,735.25</td>
<td>1,961.06</td>
<td>3,500.00</td>
<td>(1,538.94)</td>
</tr>
<tr>
<td>4310 · Donations</td>
<td>40.69</td>
<td>40.69</td>
<td>2,500.00</td>
<td>(2,459.31)</td>
</tr>
<tr>
<td>4500 · Transfer Income</td>
<td>0.00</td>
<td>0.00</td>
<td>25,000.00</td>
<td>(25,000.00)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>651,490.84</td>
<td>1,419,242.74</td>
<td>1,514,205.00</td>
<td>(94,962.26)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 · Personal Services</td>
<td>22,384.10</td>
<td>36,911.92</td>
<td>448,861.00</td>
<td>(411,949.08)</td>
</tr>
<tr>
<td>6100 · Collection Development</td>
<td>5,503.65</td>
<td>5,503.65</td>
<td>87,500.00</td>
<td>(81,996.35)</td>
</tr>
<tr>
<td>6200 · Library Catalog (Polaris)</td>
<td>0.00</td>
<td>0.00</td>
<td>23,140.00</td>
<td>(23,140.00)</td>
</tr>
<tr>
<td>6310 · Building Improvements</td>
<td>0.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>(2,500.00)</td>
</tr>
<tr>
<td>6320 · Facilities &amp; Equipment</td>
<td>501.00</td>
<td>501.00</td>
<td>6,250.00</td>
<td>(5,749.00)</td>
</tr>
<tr>
<td>6350 · Computer Maintenance</td>
<td>0.00</td>
<td>0.00</td>
<td>17,250.00</td>
<td>(17,250.00)</td>
</tr>
<tr>
<td>6610 · Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td>(6,000.00)</td>
</tr>
<tr>
<td>6620 · Travel &amp; Training</td>
<td>15.00</td>
<td>15.00</td>
<td>8,500.00</td>
<td>(8,485.00)</td>
</tr>
<tr>
<td>6630 · Election</td>
<td>17,794.43</td>
<td>17,794.43</td>
<td>17,795.00</td>
<td>(0.57)</td>
</tr>
<tr>
<td>6640 · Auditor</td>
<td>0.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>(15,000.00)</td>
</tr>
<tr>
<td>6650 · Patron Services and Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>5,500.00</td>
<td>(5,500.00)</td>
</tr>
<tr>
<td>6660 · Volunteer Support</td>
<td>148.80</td>
<td>148.80</td>
<td>5,300.00</td>
<td>(5,151.20)</td>
</tr>
<tr>
<td>6670 · Events at Library</td>
<td>0.00</td>
<td>0.00</td>
<td>5,250.00</td>
<td>(5,250.00)</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>40.69</td>
<td>40.69</td>
<td>22,500.00</td>
<td>(22,459.31)</td>
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<tr>
<td>6690 · Special Contracts</td>
<td>0.00</td>
<td>0.00</td>
<td>37,750.00</td>
<td>(37,750.00)</td>
</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>(1,500.00)</td>
</tr>
<tr>
<td>6700 · Administrative Support</td>
<td>398.10</td>
<td>398.10</td>
<td>7,250.00</td>
<td>(6,851.90)</td>
</tr>
<tr>
<td>6800 · Telecommunications</td>
<td>584.58</td>
<td>584.58</td>
<td>18,000.00</td>
<td>(17,415.42)</td>
</tr>
<tr>
<td>6850 · Utilities</td>
<td>3,159.03</td>
<td>3,159.03</td>
<td>15,000.00</td>
<td>(11,840.97)</td>
</tr>
<tr>
<td>6900 · Grant Expenses</td>
<td>15,299.73</td>
<td>80,542.14</td>
<td>97,000.00</td>
<td>(16,457.86)</td>
</tr>
<tr>
<td>7000 · Capital Outlay</td>
<td>0.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>(50,000.00)</td>
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<tr>
<td>8000 · Transfers &amp; Contingency</td>
<td>0.00</td>
<td>0.00</td>
<td>351,052.00</td>
<td>(351,052.00)</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>65,829.11</td>
<td>145,599.34</td>
<td>1,248,898.00</td>
<td>(1,103,298.66)</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>585,661.73</td>
<td>1,273,643.40</td>
<td>265,307.00</td>
<td>1,008,336.40</td>
</tr>
</tbody>
</table>
# Balance Sheet

**As of December 31, 2017**

**ASSETS**

**Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Dec 31, 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1000 · People's Bank of Commerce</td>
<td>140,391</td>
</tr>
<tr>
<td>1100 · General Pool 6000</td>
<td>1,063,001</td>
</tr>
<tr>
<td>1120 · Jo Co Treasury Account</td>
<td>160,679</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>1,364,070</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>1450 · A/R Due From Other Funds</td>
<td>131</td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>131</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>1,364,202</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**

1,364,202

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th>Dec 31, 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>2000 · Accounts Payable</td>
<td>10,801</td>
</tr>
<tr>
<td><strong>Total Accounts Payable</strong></td>
<td>10,801</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2050 · Deferred Revenue</td>
<td></td>
</tr>
<tr>
<td>2051 · JCLI Grant</td>
<td>26,930</td>
</tr>
<tr>
<td>2052 · Ready to Read Grant</td>
<td>11,085</td>
</tr>
<tr>
<td>2053 · Josephine Co Library Foundation</td>
<td>40,000</td>
</tr>
<tr>
<td>2054 · Friends of the Library</td>
<td>1,548</td>
</tr>
<tr>
<td><strong>Total 2050 · Deferred Revenue</strong></td>
<td>79,563</td>
</tr>
<tr>
<td>2100 · Payroll Liabilities</td>
<td>194</td>
</tr>
<tr>
<td><strong>Total Other Current Liabilities</strong></td>
<td>79,757</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>90,558</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>90,558</td>
</tr>
</tbody>
</table>

**Equity**

<table>
<thead>
<tr>
<th>Description</th>
<th>Dec 31, 17</th>
</tr>
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<tbody>
<tr>
<td>Net Income</td>
<td>1,273,643</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>1,273,643</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & EQUITY**

1,364,202
TO: Josephine Community Library District  
FROM: Kevin Mee, JCLD Business Manager  
DATE: January 18, 2018  
SUBJECT: Financial Internal Controls

After productive consultation with Baker County Library District, JCLI fiscal coordinator, and a JCLD board member, the following are internal control procedures for processing accounts payable and corporate credit card purchases made by staff.

Procedures for corporate credit card purchases

Cardholder responsibility
- Cardholders document on each purchase receipt a brief description of their purchase, an expense code, and their initials as personal verification of the purchase.
- Cardholders record each purchase onto a credit card purchase report, and attach the purchase receipts to the report.
- At the end of each monthly purchase period, cardholders turn in the purchase report with all purchase receipts to the business manager.

Business manager, director, board member responsibility
- The business manager reviews and initials each purchase receipt and initials the credit card report.
- When monthly credit card statements arrive, the business manager matches all purchases to the credit card statements, joins receipts, credit card reports, and monthly credit card statements together, and presents each packet to the director for review.
- The director reviews and signs the bottom of each credit card report.
- The board president reviews and signs the bottom of each credit card report.
- The business manager records the purchases in the accounting system and files the reports and statements.

Method of payment
- The monthly payment on each credit card is deducted electronically through the district’s bank account as an auto-pay on the statement due date.

To be implemented: This process is not conducive to library purchasing processes because payments are held for one month. Business manager will contact credit card company to adjust payment dates or train staff to make direct payments from their online banking interface.
Procedures for processing accounts payable purchases

Staff member responsibility

- Staff members who make purchases for which an invoice is received must document on each invoice a brief description of their purchase, an expense code, and their initials.
- Staff members turn in their invoices to the business manager. (Possibly change process to require supervisor’s signature on all invoices before submission to business manager.)

Business manager, director, board member responsibility

- The business manager reviews and initials the invoices, enters the invoices into the accounting system and prints checks.
- The business manager presents the checks with attached invoices to the director and board president for signatures.

To be implemented: Before printing checks, the business manager will print an accounts payable aging report which lists all invoices to be paid, attach the invoices to the report, and submit the report to the library director for review. The library director will review and initial the aging report and return the report and invoices to the business manager. The business manager will then print checks for the library director and board president to sign.

Payments by electronic withdrawal (ACH)

- Authorized payments may be made by ACH for selected vendors which are preapproved by the director and designated board member. ACH payments are made on secure vendor websites, are guaranteed to pay only the vendors in question, and therefore prevent any breach of internal controls. Typical ACH vendors are telephone and utility companies.
- The business manager will provide a list of vendors to be paid by ACH to the director and the board member for pre-approval. After approval the business manager may make future payments via ACH to these vendors.
- All invoices for payments made via ACH are to be reviewed and initialed by the director and the board member.

Additional internal controls

Business manager restriction

The business manager is not allowed to use the electronic bill pay feature available in the district bank account, as this would constitute authority to be a signer on the account and would breach necessary internal controls.

The business manager does not make deposits. Another designated district staff person makes deposits (partnership manager).
**Fraud protection – “Positive Pay”**

The district bank account provides a fraud protection feature entitled “Positive Pay.” This feature prevents acceptance of any withdrawals from the district’s bank account unless authorized by the district in advance. After checks have been processed, the business manager completes a notification process on the bank website, identifying and authorizing all processed payments. If an unrecognized withdrawal is being attempted within the checking account the bank notifies the district by email. If the withdrawal is a valid district payment, the district must respond with an approval by the same business day of the email notification. If no approval is given by the district, the withdrawal will not be allowed. The cost for this feature is a one-time set up fee of $50.00, and a monthly maintenance fee of $40.00.

Library director opted not to pay for ACH fraud protection. JCLD is currently not using ACH automatic monthly payments with its vendors and has no plan to.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Rescinding the Attorney Liaison for the Josephine Community Library District) Resolution No. 2018-001

WHEREAS, the Board has retained the services of Charles Bolen of the Medford firm of Hornecker Cowling LLP to serve as legal counsel for the District according to the agreement attached to Resolution 2017-012 (Arranging Legal Representation for the Josephine Community Library District); and

WHEREAS, the Library Director’s responsibilities include carrying out day-to-day operations of District business including legal matters; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The provision in Resolution No. 2017-012 (Arranging Legal Representation for the Josephine Community Library District) dated July 13, 2017 in which Beecher Ellison is designated as liaison between the Board and the Attorney is rescinded.

DONE AND DATED this _______ day of January, 2018.

____________________________  ________________________
Jennifer Roberts, Board Member  Judy Williams, Board Member

____________________________  ________________________
John Harelson, Board Member  Beecher Ellison, Board Member

____________________________
Laurel Samson, Board Member
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Arranging Legal Representation for the Josephine Community Library District Resolution No. 2017-005

WHEREAS, the Board of Directors of the Josephine Community Library District have begun conducting the business of the District and have adopted Bylaws for that purpose; and

WHEREAS, the Board have determined that the conduct of District business requires that the Board retain the services of an attorney to assist with the conduct and direction of such business; and

WHEREAS, Charles Bolen of the Medford firm of Hornecker Cowling LLP has offered to act in that capacity at a reduced rate that the Board finds beneficial; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. Becoinn Ellison, member of the Board, is designated to sign the fee agreement, a copy of which is attached to this Resolution and incorporated herein, and to act as liaison between the Board and the Attorney.

DONE AND DATED this 13 day of July, 2017

Absent at Signing
Jennifer Roberts Board Member

Judy Williams Board Member

John Harelson Board Member

Beecher Ellison Board Member

Laurel Samson Board Member
TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 18, 2018
SUBJECT: First reading of Volunteer and Operations policies, and Travel Reimbursement

Recommended changes to Holiday, Health and Retirement, and Vacation policies

Introduction: According to the JCLD strategic plan, the library will develop efficient operating systems and structures by adopting high priority governance, finance, personnel, operations, and volunteer policies.

Resources: Oregon Revised Statutes
Special Districts Association of Oregon (SDAO) and HR Answers
Library policies from Newport, Hood River, Bedford, and Deschutes library systems
JCLI policies (personnel, volunteer, and operations) developed by human resources advisory committee made up of the City of Grants Pass former and current HR directors, a private business owner, and the executive director

Background: For the first six months of the current fiscal year, JCLI operated the library system under its volunteer and operations policies. Now that JCLD is operating the library system, new policies are required for implementation of services. The policies are most urgently needed for new Williams branch manager and reference librarian who begin employment in mid-January as they do not have the history of working under JCLI’s policies, processes, and procedures.

Operations policies: Utilized OLA public library standards to determine priority operations policies required to meet the essential level of standards. The following policies are required:

<table>
<thead>
<tr>
<th>Policy: SDAO reviewed all policies</th>
<th>JCLD Source/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>in progress</td>
</tr>
<tr>
<td>Collection Development and Maintenance of Collection</td>
<td>JCLI and JCLD Librarian</td>
</tr>
<tr>
<td>Emergencies and Safety</td>
<td>Bedford Library</td>
</tr>
<tr>
<td>Gifts and Donations</td>
<td>Newport and Deschutes</td>
</tr>
<tr>
<td>Interlibrary and Interagency Cooperation</td>
<td>Newport</td>
</tr>
<tr>
<td>Internet and Other Technology Issues</td>
<td>Newport</td>
</tr>
<tr>
<td>Patron Suggestions</td>
<td>Newport</td>
</tr>
<tr>
<td>Public Relations</td>
<td>in progress</td>
</tr>
<tr>
<td>Rules of Conduct for Library Users</td>
<td>Newport and JCLI</td>
</tr>
<tr>
<td>Exhibits and Displays</td>
<td>Newport</td>
</tr>
<tr>
<td>Programming</td>
<td>Newport</td>
</tr>
<tr>
<td>Use of Library Meeting Rooms and Equipment</td>
<td>Newport</td>
</tr>
<tr>
<td>Request for Reconsideration of Materials</td>
<td>JCLI and JCLD Librarian</td>
</tr>
<tr>
<td>ALA Code of Ethics</td>
<td>ALA</td>
</tr>
<tr>
<td>ALA Library Bill of Rights</td>
<td>ALA</td>
</tr>
<tr>
<td>ALA statement on the Confidentiality of Library Records</td>
<td>ALA</td>
</tr>
<tr>
<td>ALA Freedom to Read Statement</td>
<td>ALA</td>
</tr>
<tr>
<td>ALA Freedom to View Statement</td>
<td>ALA</td>
</tr>
<tr>
<td>ALA Free Access to Libraries for Minors Statement</td>
<td>ALA</td>
</tr>
</tbody>
</table>
Personnel policies:

Travel reimbursement: This policy was reviewed by the SDAO and developed using SDAO policy manual as well as John Harelson’s research and JCLI’s existing policies and procedures. SDAO suggested the district reimburse as per IRS mileage rates, rather than the $0.40 stated in the JCLD policy. JCLD’s staff requested the $0.40 lower rate. The staff opted to have more funds reserved in their travel and training for annual professional development by reducing the mileage amount and using their funds for classes and possibly airfare. The IRS federal rate is for tax deductions and filing and does not necessarily reflect the true cost of mileage (including insurance and wear and tear). The SDAO agreed that staff input is important and should be valued. Travel reimbursement form was created by Stover Writing Services.

Recommended changes to existing personnel policies:

1. Holiday: Delete highlighted statement which was borrowed from SDAO manual as it does not apply to the library’s service hours schedule. Requested by JCLD staff.
2. Health and Retirement: Clarifying change recommended by JCLD Benefits Task Force to meet the provider’s schedule for implementation of health benefits.
3. Vacation: Recommend placing a cap on maximum accrued hours for part-time employees different from the maximum accrued for full-time staff. Under the current cap, a senior part-time employee who works 20 hours a week could be on vacation for 10 weeks a year, whereas a senior full-time employee could be on vacation for 3 weeks a year. At 10 weeks of vacation annually, the district would need to employee additional temporary on-call staff to support the branch libraries in Williams and Wolf Creek. Recommend a part-time cap equal to three weeks a year at 60 hours.

Volunteer policies:

Volunteer policies were developed from JCLI’s existing volunteer handbook which had been revised in 2017. These policies comply with Oregon Revised Statutes regarding background checks and record retention of confidential information. Other individual policies were developed based on JCLI’s experience managing a volunteer workforce and reviewed by the SDAO for approval.
3. Operations Policies  

Table of Contents

<table>
<thead>
<tr>
<th>New Number</th>
<th>Title</th>
<th>Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1</td>
<td>Patrons</td>
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</tr>
<tr>
<td>3-1-1</td>
<td>Privacy and Confidentiality of Library Records</td>
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</tr>
<tr>
<td>3-1-2</td>
<td>Patron Responsibilities and Rules of Conduct</td>
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<td>3-1-3</td>
<td>Library Programs</td>
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<td>3-1-4</td>
<td>Safe Children</td>
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<td>3-1-5</td>
<td>Public Records Policy</td>
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<td>3-2</td>
<td>Collection</td>
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<tr>
<td>3-2-1</td>
<td>Collection Development</td>
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<td>3-2-2</td>
<td>Donated and Gifted Materials</td>
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<td>Patron Input</td>
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<td>Technology</td>
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<td>Use of the Internet and Other Digital Reference Tools</td>
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<td>3-3-3</td>
<td>Social Software Policy</td>
<td></td>
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<tr>
<td>3-4</td>
<td>Facilities</td>
<td></td>
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<td>3-4-1</td>
<td>Use of Library Buildings by Other Organizations</td>
<td></td>
</tr>
<tr>
<td>3-4-2</td>
<td>Meeting Space</td>
<td></td>
</tr>
<tr>
<td>3-4-3</td>
<td>Displays and Exhibits</td>
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<tr>
<td>3-4-4</td>
<td>Bulletin Boards</td>
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<td>3-4-5</td>
<td>Distribution of Free Materials</td>
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</tr>
<tr>
<td>3-4-6</td>
<td>Petitions</td>
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<td>3-4-7</td>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td>3-4-8</td>
<td>Disasters and Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>3-6</td>
<td><strong>Appendix A. ALA Policies</strong></td>
<td></td>
</tr>
<tr>
<td>3-6-1</td>
<td>ALA Library Bill of Rights</td>
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</tr>
<tr>
<td>3-6-2</td>
<td>ALA Freedom to Read</td>
<td></td>
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<td>3-6-3</td>
<td>ALA Freedom to View</td>
<td></td>
</tr>
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<td>3-6-4</td>
<td>ALA Free Access for Minors</td>
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</tr>
<tr>
<td>3-6-5</td>
<td>ALA Confidentiality of Library Records</td>
<td></td>
</tr>
<tr>
<td>3-6-6</td>
<td>ALA Code of Ethics</td>
<td></td>
</tr>
</tbody>
</table>
Josephine Community Library District (JCLD) protects the privacy and confidentiality of all library users, no matter their age. JCLD privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.

Oregon Revised Statute 192.502 (23) exempts from disclosure under Open Records law the records of a library, including:

- Circulation records, showing use of specific library material by a named person.
- The name of a library patron together with the address or telephone number of the patron.
- The email address of a patron.

JCLD’s commitment to patron privacy and confidentiality has deep roots not only in the law but also in the ethics and practices of librarianship. In accordance with the American Library Association’s Code of Ethics: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

This policy explains JCLD patrons’ privacy and confidentiality rights and responsibilities, the steps JCLD takes to respect and protect the privacy of patrons who use library resources, and how JCLD deals with personally identifiable information it collects from its users.

A. Privacy and Confidentiality Practices

JCLD avoids creating unnecessary records, avoids retaining records not needed for library business purposes, and does not engage in practices that might place information on public view.

Information JCLD may gather and retain about current library users includes the following:

- Information required to register for a library card.
- Records of material checked out, charges owed, payments made.
- Electronic access information.
• Requests for interlibrary loan or reference service.
• Sign-up information for library classes, programs, and so on.

B. User Access and Responsibility
Patrons are entitled to view their personally identifiable information and are responsible for keeping their information accurate and up-to-date.

C. Data Integrity and Security
JCLD takes reasonable steps to assure data integrity. JCLD protects personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes. JCLD has invested in appropriate technology to protect the security of any personally identifiable information while it is in the library’s custody. JCLD ensures that aggregate summary data is stripped of personally identifiable information. JCLD regularly removes cookies, web history, cached files, and other computer and Internet use records and other software code that is placed on library computers or networks.

D. Parents and Children
JCLD respects the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child’s library records must provide the child’s library card or card number.

E. Third-Party Security
JCLD ensures that the library’s contracts, licenses, and offsite computer service arrangements reflect JCLD’s policies and legal obligations concerning user privacy and confidentiality. JCLD agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information, particularly information about minors.

When connecting to licensed databases outside the library, JCLD releases only information that authenticates users as registered JCLD borrowers. Nevertheless, when accessing remote sites, users must be aware that there are limits to the privacy protection the library can provide.

F. Cookies
Users accessing the library’s website must enable cookies to access a number of resources available through the library. The library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize web pages to that user’s specification. Cookies sent by the library servers disappear soon after the user’s computer browser is closed.
G. Security Measures
JCLD procedures limit access to data and ensure that those individuals with access do not use the data for unauthorized purposes. JCLD limits access through use of passwords and storage of data on secure servers or computers that are inaccessible from a modem or network connection.

H. Volunteer and Staff Access to Personal Data
Library volunteers and staff may access personal data stored in the library’s computer system only for the purpose of performing their assigned library duties. Volunteers and staff will not disclose any personal data collected from patrons to any other party except where required by law or to fulfill the patron’s service request. The library does not sell, lease, or give users’ personal information to companies, governmental agencies, or individuals except as required by law or with the user’s authorization.

I. Enforcement and Redress
Patrons with questions, concerns, or complaints about JCLD’s handling of privacy and confidentiality rights may file written comments with the library public services director. JCLD will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures.

The library director is the custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The library director may delegate this authority to designated members of the library’s management team. The library director confers with the JCLD Board of Directors before determining the proper response to any request for records. JCLD does not make library records available to any agency of the state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. JCLD has trained all library staff and volunteers to refer any law enforcement inquiries to the library director.

J. Illegal Activity Prohibited and Not Protected
Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce Policy 3-1-2, Patron Responsibilities and Rules of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically monitor public computers and external access to its network and reserves the right to do so when a
violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.
Josephine Community Library District (JCLD) serves all residents of the community and the surrounding region. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; or sexual orientation.

It is a patron’s responsibility to maintain necessary and proper standards of behavior in order to protect his or her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

The use of the library may be denied for due cause. Such causes may include:

- Failure to return library materials or to pay penalties.
- Destruction of library property.
- Disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

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; profanity, name-calling, and other disruptive behaviors will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Smoking, chewing, and other tobacco use 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.
- Service animals, but no pets, are welcome in the library.
- Patrons must wear shoes and shirts at all times in the library.
• Patrons are responsible for their personal property and should not leave items unattended.
• Bicycles must be left outside at the bike rack; skateboards/skates must be left at the circulation desk.
• Patron’s personal hygiene (body odor) should not interfere with other patrons’ ability to use 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:

• For minor violations, the staff person may simply ask the patron to comply with the rule.
• For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave JCLD premises and not return the same day.
• Any instance of serious violation shall be reported to the JCLD library director or designee, who shall decide whether an additional sanction is appropriate. First-time offenders will be excluded from JCLD for a period of 30 days. A second violation results in a 90-day exclusion and a third violation results in a 180-day exclusion.
• When persons under the age of 18 have been excluded, they must meet with library staff to discuss their behavior before the exclusion will be terminated.
• Failure to leave or re-entering JCLD property prior to termination of a suspension will be constitute a trespass.
• Any criminal activity shall be reported to the appropriate law enforcement agency.
Policy 3-1-3. Library Programs

Adopted XX/XX/XXXX

Library-sponsored programs promote the use of library materials, facilities, or services and offer the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. JCLD strives to offer a variety of programs that reflect the broad range of community interests. Library-sponsored programs are free and open to the public. Attendance shall not be restricted because of age, gender, race, background, or beliefs.

Program presenters should provide a summary of their proposed program, with references, reviews, and relevant supporting material, such as books, brochures, photos, videos, or CDs.

Programs should fit JCLD’s mission, programming objectives, themes, budget, and schedule.

The decision to sponsor or present a program rests with JCLD staff.

Press releases and other promotional materials must be approved by the JCLD library director.

JCLD wants to encourage reading, writing, and the appreciation of culture. Books, recordings, and writings may be sold within an hour after a library program.

JCLD will prepare a contract outlining all agreed-upon terms that will be signed by the JCLD library director or designee, and by the performer.
Policy 3-1-4. Safe Children

Josephine Community Library District (JCLD) welcomes children of all ages. Serving children is a vital part of the library mission. JCLD strongly encourages families and children to make full and frequent use of the library. JCLD asks patrons to help keep the library a safe and pleasant place for children by adhering to the following policies.

A. Public Nature of the Library
Parents should be aware that the library is a public building open to all individuals. It is not the library staff’s or volunteers’ function or purpose to provide supervision or to care for children while the parent or the designated responsible person are outside the library. Library staff have multiple duties, and in order to serve all citizens, they cannot monitor the behavior or whereabouts of each child visiting the library. Staff and volunteers will not monitor children leaving the library. Staff and volunteers do not take over parental responsibility for children who visit the library.

Parents/caregivers are responsible for the child’s behavior at all times while in the library building, or on the library grounds.

B. Levels of Supervision Required
Children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver 14 years old or older at all times and in all areas of the library and on library grounds. Children age 5 and younger must always be in close proximity and within sight of the person responsible for their safety. Children of any age with mental, physical, or emotional disabilities which affect behavior or decision-making skills or make supervision necessary must be accompanied by a parent or capable caregiver at all times.

C. Unattended Children
Library staff and administration are not responsible for unsupervised or unaccompanied children. If library staff is aware of an unattended child, they will try to contact a parent or legal guardian. If unable to locate parent or guardian, staff will contact appropriate authorities. During special library programs for children, parents or guardians must remain on the premises (in the main library where the parent/guardian is accessible to the child) until the program has ended, in case an emergency should arise.
D. Junior Internet Use
Parents should accompany their children while they are using the Internet computer. Children 10 years of age and under are not allowed to use the Internet computer without adult supervision. Parents using an Internet computer should not leave their children unattended in the Children’s Department.

E. Library Hours and Emergency
Parents/responsible persons are expected to be aware of the opening and closing times of the library, bearing in mind that these can and do change. If the child is left at the library after closing time, an attempt will be made to contact the parent. If the parent cannot be reached, the child will be considered abandoned and the police will be called after 30 minutes.

If the library closes as the result of an emergency and the parent cannot be reached, the police will be called as soon as possible. Staff can require that unattended children go with them during emergency procedures, such as seeking shelter from severe weather or evacuation of the building. Unless there is an emergency, staff members or volunteers will not take a child out of the building or transport children to another location.
3-1-5 Public Records Policy

Adopted XX/XX/XXXX

Compliance

The Josephine Community Library District fully complies with the Oregon Public Records Law, ORS 192.410-192.505.

• Specificity of Request: In order to facilitate the public’s access to records in the district’s possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter, and such other detail as may be necessary to enable library staff to readily locate the records sought.

• Access: JCLD shall permit inspection and examination of its non-exempt public records during regular business hours in the library’s offices, or such other locations as the library director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

Fees for Public Records

JCLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, JCLD may charge fees associated with searching for and copying records. The library director may waive these fees at his/her discretion. Fees shall be limited to no more than $50 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants JCLD to proceed.

Fees are as follows:

• Paper copies or printouts: $0.15 per side for black and white or $0.50 per side for color.
• Copies of nonstandard materials (for example, maps, videos, sounds recordings): Fees shall be the actual costs incurred by the District plus staff time used to them.
• Research fees: If a request requires district staff to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be $50 per hour, charged in 15-minute increments, for any time spent over 15 minutes. The district shall estimate the total amount of time required to
respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.

- Additional charges: If a request is of such magnitude and nature that compliance would disrupt the district's normal operation, the district may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.

Authorization Required for Removal of Original Records
At no time shall an original record of the library district be removed from the district’s files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the library director.

On-Site Review of Original Records
If a request to review original records is made, JCLD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records
If any person attempts to alter, remove or destroy any JCLD record, the library representative shall immediately terminate such person’s review, and notify the attorney for JCLD.
3-2. Collection

Policy 3-2-1. Collection Development

Adopted XX/XX/XXXX

The purpose of Josephine Community Library District (JCLD) is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights (Policy 3-6-1) and The Freedom to Read statement (Policy 3-6-2) have been endorsed by the JCLD Board of Directors and are integral parts of this policy.

A. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the collection development librarian who operates within the framework of the policies determined by the JCLD Board of Directors. This responsibility may be shared with other members of the library staff; however, because the collection development librarian must be available to answer to the JCLD Board and the general public for actual selections made, the collection development librarian has the authority to reject or select any item contrary to the recommendations of the staff.

B. Criteria for Selection

1. The main points considered in the selection of materials are:

   - Individual merit of each item.
   - Popular appeal and/or demand.
   - Suitability of material for the clientele.
   - Existing library holdings.
   - Budget.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

C. **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the library public services director and is authorized by the JCLD Board of Directors. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, *Donated and Gifted Materials*).
Policy 3-2-2. Donated and Gifted Materials

Books and Materials
JCLD accepts donations of books and other materials in good condition which meet collection development criteria. The library’s acceptance of a donated item does not constitute an agreement to add it to the collection; the library reserves the right to dispose of all donations as it sees fit.

Cash Donations
Monetary donations may be made to the Josephine County Library Foundation, the local Friends of the Library, or to JCLD. Donations to the foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.

Donations of Art
JCLD has only a limited ability to store or display art, and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the library district generally does not accept donations of artwork.

Adopted XX/XX/XXXX
Policy 3-2-3. Patron Input

Adopted XX/XX/XXXX

JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Request for Purchase (see next page), and all such suggestions will be considered for acquisition in accord with the collection development policy.

Patrons wishing to express concerns about materials already in the collection may formally request that JCLD reconsider its classification or possession of an item by submitting a Request for Reconsideration of Library Material (at the end of this policy) to the collection development librarian. The librarian will search published reviews of the questioned material and make a written recommendation concerning the material to the library director. In consultation with appropriate staff, the library director will promptly review the item in question, together with any available published reviews of the material, and will render a decision as to appropriate action. The library director will convey this decision to the requestor in writing. Should the patron wish to pursue the matter further, he or she may ask that the library director bring the matter before the JCLD Board of Directors. The board will consider the request and staff recommendations at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.
**Request for Purchase**

Josephine Community Library District welcomes requests from library patrons for the purchase of books, books on CD, Music CDs, and DVDs. Suggest an item for purchase by filling out this form and turning it in at the Information or Circulation desks. Please check the library catalog to make sure that the item you are requesting is not already in the catalog.

**Requests will be considered for acquisition in accord with the collection development policy.** If requested item is purchased, item will be placed on hold for the requestor when ready for checkout.

<table>
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<tr>
<th>Title</th>
<th>Author</th>
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Circle format:
- Book
- Book on CD
- Music CD
- DVD

<table>
<thead>
<tr>
<th>Patron name</th>
<th>Date</th>
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Patron Library card
- E

Phone

Hold for pick-up at:
- GP
- IV
- WM
- WC

Library use only:
- Vendor
- Date ordered
- A
- YA
- J
- E
Request for Reconsideration of Library Material

Name of person making request: ____________________________________________

Address: ______________________________________________________________

Telephone: ______________________ Date: ________________

Email: ____________________________________________

Whom do you represent?

(1) Self ____

(2) Organization_____ 
Name of Organization _________________________________________________

Organization address _________________________________________________

**Item requested for reconsideration:**

Title of work __________________________________________________________

Author ______________________________________________________________

Format: Hardcover____ Paperback_____ Audio Disc___ DVD/Video _____

Material designed for (1) Adult_____ (2) Young Adult_____ (3) Child _____

Did you read, see, listen to or otherwise use the material in its entirety?

Yes _____ No _____

If not, then which part did you read. _______________________________________

_____________________________________________________________________

_____________________________________________________________________
Have you seen or heard reviews of this material?  Yes ____  No ____

If yes, please name review source: ______________________________

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

_________________________________________________________________

_________________________________________________________________

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

_________________________________________________________________

_________________________________________________________________

For what age group would you recommend this work? ________________

Is there anything good about the work?

_________________________________________________________________

_________________________________________________________________

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

_________________________________________________________________

_________________________________________________________________

Thank you for taking the time to fill out this request. Please attach additional pages if necessary. You will be contacted as quickly as possible.
Policy 3-3. Technology

Josephine Community Library District (JCLD) offers selected computer reference and bibliographic tools for public use. Computers, modems, and terminals that support these tools shall be used only for applications specified and installed by JCLD. Library staff and volunteers will assist patrons in the use of these tools as time allows. Use is limited to times posted, one session per day, unless otherwise permitted.

JCLD encourages the public to explore and utilize the technological tools discussed below, which are available for public use in the library.

JCLD reserves the right to hold patrons financially responsible for damage to any library equipment.

JCLD also reserves the right to deny access to equipment or to suspend library privileges for any of the following reasons:

- Deliberately or repeatedly misusing equipment or software.
- Tampering with hardware or software security systems or with any library-installed files or programs.
- Introducing virus-bearing software into library computers.
- Violating any equipment, software, or Internet-related policies stated below.
Policy 3-3-1. Public Access Computers

Josephine Community Library District (JCLD) makes computers and selected software available for public use, charging for printing only. The computers are intended for personal and not for commercial uses. It is not possible to save items on the hard drive; patrons wishing to preserve files must save them on their own device. JCLD is not responsible for disclosure or erasure of any files on the public access computers.
Policy 3-3-2. Use of the Internet and Other Digital Reference Tools

Adopted XX/XX/XXXX

Josephine Community Library District (JCLD) provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library’s service area. This policy ensures appropriate and effective use of this resource. Patrons may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

A. Access
   Patrons must sign up to use the Internet computers with a JCLD library card. A guest computer is available for out-of-town visitors without a JCLD library card. Wireless access is available during operating hours. The Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied Internet use for a period of time, being asked to leave the library, or the summoning of law enforcement authorities.

B. Minor Children
   Parents of minor children must assume responsibility for their children’s use of the library’s Internet services. Parents should inform their children of Internet sites whose content they do not want them to view or use and may wish to supervise their children’s Internet sessions. The public Internet computers in the Children’s Department are filtered. See Policy 3-1-4, Safe Children.

C. Inappropriate Use
   Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

D. Unmoderated Internet
   The Internet is a decentralized, unmoderated global network; Josephine Community Library District has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and the library is not responsible for the availability and accuracy of information found on the Internet.
E. **No Virus-free Guarantee**  
The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user’s personal computer from the use of data downloaded from the library’s Internet service.

F. **No Privacy Guarantee**  
The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

G. **Email**  
Users may use the Internet for the receipt and transmission of electronic mail (email) as long as they use a free email service which will establish and maintain an account for them; the library is unable to manage email accounts for any organizations or individuals.

H. **Internet Sessions**  
A JCLD library card is required to use the Internet computers. Internet use is offered in 30-minute sessions on a first-come, first-served basis. Each user must sign up at the Information Desk. Each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user may have another session, but after having had the service for 30 minutes, the user must abandon use of the Internet if another patron requests use of the service.

The Research/Database computers offer users 60-minute sessions. Users must sign up at the Information Desk. Reservations for use of the Research/Database computers may be made in person or by phone up to a week in advance.

I. **Wireless Access**  
The library has established wireless (wi-fi) access to the Internet for laptop users to enhance and expand access to this important tool in the library. Users of laptop computers and other portable devices with a wireless network connection can use the library’s wireless access to browse the Internet. Wireless users are expected to adhere to this Internet use policy. Violations will result in the loss of library and computer privileges.

The library does not monitor the use of the Internet by users’ own wireless devices. Parents need to be aware that wireless access is free and unrestricted.

J. **Internet User Rules**
1. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
2. Users will respect the rights and privacy of others by not accessing private files.
3. Users agree not to incur any costs for the library through their use of the Internet service.
4. Users shall not create and/or distribute computer viruses, spyware, Trojans, malware, or any other illegal utility over the Internet.
5. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
6. Users shall not damage or alter computer equipment, systems or software.
7. Absolutely no food or drink is allowed at the Internet computers.
8. Users shall not display, print or send any material that is obscene, libelous, threatening, or harassing.
9. JCLD is not responsible for any user’s misuse of copyright or other violation of local, state, or federal law or regulation; the user agrees, by use of JCLD’s equipment, to indemnify, defend, and hold JCLD, its officers, agents, employees, and volunteers harmless from any claim, action, or loss arising from use of JCLD’s equipment and services, including Internet access.
10. JCLD reserves the right to terminate an Internet session at any time for failure to comply with this policy.
Policy 3-3-3. Social Software Policy

Adopted XX/XX/XXXX

Social software is defined as any web application, site, or account offered by JCLD that facilitates the sharing of opinions and information about library-related subjects and issues. Social software includes such formats as blogs, list-servs, websites, social network pages, or posts to community reviews and patron ratings of library materials.

JCLD offers blogs, community reviews, patron comments, and other social software tools for educational, cultural, civic, and recreational purposes. Library social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues.

Staff and volunteers are encouraged to share preapproved content created for and/or posted to library social software; however, staff and volunteers are not permitted to develop or create library-related content to post on personal social media pages, such as fliers, logos, images, and events.

Library social software is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments are moderated by library staff and JCLD reserves the right to remove comments that are unlawful or off-topic.

Rules for commenting

1. Protect privacy. Do not post personally identifying information.
2. Young people under age 18, especially, should not post information such as last name, school, age, phone number, or address.
3. Posts containing the following are against library rules and will be deleted before posting or removed by library staff:
   • Copyright violations
   • Off-topic comments
   • Commercial material/spam
   • Duplicated posts from the same individual
   • Obscene posts
   • Specific and imminent threats
   • Libelous comments
   • Images
4. The posting of a comment constitutes agreement to these rules by the commenter.