Josephine Community Library District  
Board of Directors Regular Meeting  
Thursday, January 25, 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>
</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>

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

**Standing Items**

1. Approval of agenda
2. Approval of January 18 meeting minutes
3. Public comment
4. Correspondence
5. Annexation petition review: three petitions

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library Brand Transition Project: Review proposals and select contractor</td>
<td>Motion</td>
<td>L. Samson</td>
<td>20 min</td>
</tr>
<tr>
<td>2. Policies, second reading: operations, travel reimbursement, benefits, vacation, volunteers</td>
<td>Motion</td>
<td>L. Samson</td>
<td>20 min</td>
</tr>
<tr>
<td>3. Policy 2-8: Contracts</td>
<td>Motion</td>
<td>L. Samson</td>
<td>15 min</td>
</tr>
<tr>
<td>4. Wolf Creek lease assignment</td>
<td>Motion</td>
<td>L. Samson</td>
<td>10 min</td>
</tr>
</tbody>
</table>

**Announcements**

1. Date and agenda items for next meeting
2. Comments from board members

**Adjourn**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Upcoming Meetings and Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3-31, 2018</td>
<td>Frederick Douglass exhibit and programs, Grants Pass branch</td>
</tr>
<tr>
<td>Thursday, February 15, 2018 5:15 pm</td>
<td>JCLD regular board meeting, Grants Pass branch, Ben Bones Room</td>
</tr>
<tr>
<td>Monday, February 19, 2018 Time TBD</td>
<td>JCLD Budget Committee workshop, Grants Pass branch, Ben Bones Room</td>
</tr>
</tbody>
</table>
Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, January 18, 2018 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Jennifer Roberts, Judy Williams,  
Members absent: Beecher Ellison, John Harelson  
Staff present: Library Director Kate Lasky, Communications Specialist Teresa Stover  
Guests: Terry Faulkner, Hart Insurance

CALL TO ORDER. President Samson called the meeting to order at 5:18 pm.

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

Approval of January 4 meeting minutes. The board reviewed the minutes to the last regular board meeting.  
Motion: Ms. Roberts moved that the minutes to the January 4, 2018 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Public comment. There was no public comment.  
Correspondence. There was no correspondence.  
Annexation petition review. There were no annexation petitions to review.

PRESENTATION. Terry Faulkner of Hart Insurance gave a presentation about the district’s insurance coverage through Special Districts Association of Oregon (SDAO) and Special Districts Insurance Services (SDIS). He distributed the SDAO Membership Profile and SDIS Insurance Program Coverage Summary. Mr. Faulkner covered details about the district’s insurance: liability including employment practices, directors and officers, and public officials errors and omissions; non-owned and hired auto liability; crime coverage; property coverage including buildings and contents, flood and earthquake, and computer virus. He noted that JCLD has workers’ compensation coverage through SAIF. Mr. Faulkner discussed the implications of volunteers and employees who drive their own vehicles on library business. He recommended that the district’s vendor contracts should include indemnification and hold harmless clauses. He discussed social engineering fraud and recommended that prevention processes be in place. He discussed the SDAO pre-loss legal program. He sees in the SDAO log of activity that we’ve been using SDAO a fair amount. Mr. Faulkner also invited district representatives to call him as well, especially with questions about employment law or contracts.

STAFF REPORTS  
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated January 18, 2018. The following are highlights:
• **Grand Opening Ribbon Cutting.** The ribbon-cutting ceremony takes place at 10 am on Wednesday, January 24, and a board member is requested to speak. 
  *Action:* Ms. Roberts and Ms. Williams are planning to attend and would be happy to speak. Ms. Samson might attend as well.

• **Partnerships with Blue Zones Project and Dolly Parton Imagination Library.** The Dolly Parton Imagination Library sends a free book each month to participating children ages birth to five years. A local family foundation in Wilsonville is providing funds for Josephine County for three years. The four local Rotary Clubs have committed to raising the match. The library district will serve as the database manager, which is estimated to take five volunteer hours per week for a three- to five-year commitment. Rotary will start registering children in May.

• **Human resources and staffing.** New employee orientation was reviewed, as well as the need for the adopted operations or volunteer policies, now in board review. The new Williams Branch Manager, Ellie Avis started work on January 18, and the Reference Librarian starts on January 23.

• **Transition and transfer of assets.** At its January 12 meeting, the JCLI board determined how it wants to designate the $26,000 in unexpended grant funds. 
  *Decision:* The board agreed with JCLI’s request to use the $26,000 in unexpended grant funds pay the remaining Coraggio Group bill for strategic planning (up to $16,000) and to use the rest for library card scholarships. 
  *Action:* Ms. Lasky will develop scholarship rules for children and adults by March.

• **Administration.** In the email Exchange server migration, board member JCLD email addresses were not reinstated, not only because they were not being used, but because having two addresses for each board member was hampering communication efforts. The board discussed public records law and possible requests to see emails or text messages on certain topics. 
  *Action:* Board members who want a JCLD email address (name@josephinelibrary.org) should request it from Ms. Lasky. 
  *Action:* Ms. Lasky will research Public Records law and will ask SDAO and other library directors how frequently public records requests for emails are made. 
  *Action:* Ms. Samson will ask City Attorney Mark Bartholomew how frequently the City of Grants Pass experiences public records requests for emails.

• **Financial planning.** At its November 30 meeting, the Budget Committee had requested that its first meeting for the FY19 budget planning process be an introductory/orientation workshop. 
  *Decision:* The board decided on Monday, February 19 (President’s Day) for the Budget Committee introductory workshop. 
  *Action:* Ms. Lasky will check with the other members of the Budget Committee.

• **Expanding hours.** Advisory groups for the four branches are developing hours recommendations based on patron survey data and community needs. It was agreed that access for different populations has more value than consistent daily hours. The rural branches will see expanded hours around mid-February,
with a target of March for phase 1 of expanded hours for Grants Pass. More volunteers will need to be recruited and trained for phase 2 by June.

- **Communications plan.** An updated logo is needed by February 15 so that district library cards are printed and ready starting in April. Patrons will have their cards reissued as they expire throughout the year.
  
  As part of the logo update, Ms. Stover presented the Library Brand Transition Project memo dated January 11, 2018. She also shared the Library Brand Transition Project Scope of Work dated January 11, 2018.

  **Decision:** The board agreed to meet at 5:15 pm on January 25 to review proposals and select the design firm for the Library Brand Transition Project.

- **March meeting in Illinois Valley.**
  
  **Decision:** The board decided to meet at the Illinois Valley branch library for its March 15 meeting. Ms. Roberts will be out of town but can call in to the meeting.

  **Action:** Ms. Lasky will see whether a representative from the Illinois Valley Community Development Organization (IVCDO) would be available to present.

**Financial report.** Ms. Lasky reviewed the December Financial Statement memo dated January 18, 2018. She also reviewed the Profit Loss Budget Performance report and Balance Sheet for December 2017, which are the first financial statements presented for the district. Ms. Lasky pointed out that line item 6900 Grant Expenses will not be used in future P&L reports, because the expenses will be recorded with its expense category, for example, 6100 Collection Development. The district will receive the annual $25,000 grant for books from the Barbara Thomas trust fund as administered by Connie Sloper.

  **Action:** Per Ms. Samson’s request, Ms. Lasky will add a Year-To-Date Budget column to the P&L Budget Performance report.

Ms. Lasky reviewed the Financial Internal Controls memo dated January 18, 2018. She also reported that Business Manager Kevin Mee is no longer employed by JCLD.

  **Action:** Per Mr. Harelson’s request through Ms. Samson, Ms. Lasky will contact Mr. Harelson about the credit card procedures.

**Strategic plan/board work plan.** Ms. Samson had nothing to report at this time.

**ACTION ITEMS**

**Rescind Resolution 2017-012 to establish attorney liaison.** Ms. Samson presented the rationale for Beecher Ellison no longer serving as liaison to the district’s legal counsel; at the time this was established, the district had no director, but now it does, and Ms. Lasky will bring any necessary legal recommendations to the board.

  **Motion:** Ms. Roberts moved to accept Resolution 2018-001 which rescinds the provision in Resolution 2017-012 to establish Beecher Ellison as liaison to the district’s legal counsel Hornecker Cowling LLP. Ms. Williams seconded. The motion passed unanimously.

**First reading of policies: operations, travel reimbursement, vacation, volunteers.** Ms. Samson presented the following policies and revisions for the board’s first reading.
• Section 3. Operations Policies: set of 26 operations policies 3-1 to 3-6-6.
• Personnel Policy 4-1. Employee Travel Authorization and Reimbursement
• Personnel Policy 4-3-2. Health Insurance and Retirement Benefits
• Personnel Policy 4-5-1. Vacation
• Personnel Policy 4-5-2. Holidays
• Section 5. Volunteer Policies: set of 15 volunteer policies 5-1 to 5-15.

Ms. Lasky summarized her policies memo dated January 18, 2018. She pointed out the policies have been reviewed by SDAO and aligned with OLA standards. She explained the recommended changes to the existing personnel policies, including vacation accruals for part-timers, mileage reimbursement, and benefits eligibility. The board discussed their review of the policies, and had no suggestions. Ms. Lasky announced that policies on library card fines and fees will be coming for board review soon.

**Action:** The second reading of these policies will be at the January 25 board meeting.

**Disbanding the Transition Committee.** Ms. Samson announced that because the JCLI-to-JCLD transition was completed on January 1, 2018, the Transition Committee is no longer needed. Ms. Roberts thanked Ms. Williams for her hard work on the committee.

**Motion:** Ms. Williams moved to disband the JCLI-JCLD Transition Committee. Ms. Roberts seconded. The motion passed unanimously.

**Disbanding the Benefits Task Force.** Ms. Samson announced that because the district now has staff to assess employee benefits and then bring recommendations to the board, the Benefits Task Force is no longer needed.

**Motion:** Ms. Roberts moved to disband the Benefits Task Force. Ms. Williams seconded. The motion passed unanimously.

**Action:** Ms. Lasky reported that the Benefits Task Force met in early January to discuss the Discrimination/Harassment/Bullying policies, and will bring its recommendation to the February 15 board meeting.

**Branch Manager Substitute On-Call Job Description.** Ms. Lasky presented the Branch Manager Substitute/On-Call job description. The district currently has its substitutes for the three rural branches complete an employment application and a background check is done. There’s currently no need for branch manager substitute recruitment.

**Motion:** Ms. Roberts moved to approve the Branch Manager Substitute On-Call job description as presented. Ms. Williams seconded. The motion passed unanimously.

**COMMITTEE AND BOARD REPORTS**

**Library Foundation Liaison Report.** Ms. Roberts reported on the results of the Josephine County Library Foundation (JCLF) meeting held January 16. The following are highlights:

• **Master Facilities Plan.** The foundation voted to fund and administer the Master Facilities Plan in support of the district’s strategic plan. It also vote to contract with Teresa Stover to write a scope of work to send to Penny Hummel Consulting...
for contract services for planning and architecture. The total project cost of the Master Facilities Plan is no more than $50,000. The plan will make it possible to hear from a wide range of stakeholders in a short timeframe and still meet deadlines about possible new buildings.

- **Wolf Creek Lease.** The assignment of the Wolf Creek branch library was approved by JCLF and JCLI and will need to be signed by JCLD.
- **JCLI Major Donors.** The JCLI is planning to send one last email to the remaining 64 JCLI major donors who have not responded to the request to authorize their information to be transferred from JCLI to JCLF. To date, 122 of JCLI’s 186 major donors have authorized the sharing of their donor information.
- **JCLI Donors.** Nearly 900 out of 2,500 JCLI donors of all types have authorized sharing their donor information with JCLF.

**ANNOUNCEMENTS**

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, January 25. The agenda will include review of proposals and selection of the marketing design firm for the Library Brand Transition Project, the second reading of policies, a new Contracts policy, and the Wolf Creek branch library lease assignment.

Ms. Lasky announced that the next Library Summit will take place 6-7:30 pm on Monday, January 29, in the reading room of the Grants Pass library. All library groups (the district, the foundation, Friends of the Library, and so on) send at least two representatives to give a five-minute report on their organization’s recent accomplishments and plans for the future. The RCC library and the two school districts’ librarians are also being invited. The board discussed whether Ms. Samson or Ms. Lasky should offer the district update.

**Action:** Ms. Samson and Ms. Williams confirmed that they will participate in the summit.

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

**ADJOURNMENT**

The meeting adjourned at 6:58 pm.

Respectfully submitted,

[Signature]

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
Annexation Petitions
January 25, 2018

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 January 25 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Coon, David &amp; Coon, Cheryl</td>
<td>318 Village Lane</td>
</tr>
<tr>
<td></td>
<td>Grants Pass, OR 97527</td>
</tr>
<tr>
<td>2  Garbis, Harold &amp; Garbis, Eileen L</td>
<td>1271 Rounds Ave</td>
</tr>
<tr>
<td></td>
<td>Grants Pass, OR 97527</td>
</tr>
<tr>
<td>3  Megla Liv Trust, Patricia A %Megla, Patricia Ann</td>
<td>310 Pine Tree Drive</td>
</tr>
<tr>
<td>Trustee</td>
<td>Williams, OR 97544</td>
</tr>
<tr>
<td>4  Orris Mayfield Living Trust %Orris, Susan G &amp;</td>
<td>585 Rogue Rim Dr.</td>
</tr>
<tr>
<td>Mayfield, Ferron L Trustees</td>
<td>Merlin, OR 97532</td>
</tr>
</tbody>
</table>
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: January 22, 2018  
SUBJECT: Proposals for the Library Brand Transition Project

The goal of the Library Brand Transition Project is to assess the existing Josephine Community Libraries, Inc. (JCLI) branding elements (logo, tagline, colors, fonts), 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.

As part of the intermediate procurement process defined in ORS 279B.070 Intermediate Procurements, three marketing design firms who have worked with JCLI in the past were invited to submit a proposal based on the Library Brand Transition Project Scope of Work document dated January 11, 2018. Two of them — Sheepscot Creative and Moving Mountains — submitted a qualifying proposal.

As the Local Contract Review Board (LCRB), the JCLD Board of Directors is responsible for selecting the contractor and approving its contract. At the will of the board, the board president will work with library director to finalize the contract with the selected marketing design firm.

District staff has reviewed the two proposals against the evaluation criteria outlined in the Library Brand Transition Project Scope of Work, and this table describes the findings.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Available</th>
<th>Sheepscot Creative</th>
<th>Moving Mountains</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience and technical competence to perform brand transition, marketing design, and print and online collateral development</td>
<td>25</td>
<td>25.0</td>
<td>19.0</td>
</tr>
<tr>
<td>2. Project timeline and cost proposal</td>
<td>20</td>
<td>19.6</td>
<td>16.3</td>
</tr>
<tr>
<td>3. Experience and competence in oral and written communication and interpersonal relationships</td>
<td>15</td>
<td>15.0</td>
<td>10.6</td>
</tr>
<tr>
<td>4. Current workload and availability</td>
<td>15</td>
<td>15.0</td>
<td>14.0</td>
</tr>
<tr>
<td>5. Proposal submission requirements</td>
<td>15</td>
<td>15.0</td>
<td>15.0</td>
</tr>
<tr>
<td>6. Knowledge of project</td>
<td>10</td>
<td>10.0</td>
<td>6.3</td>
</tr>
<tr>
<td><strong>Points Total</strong></td>
<td><strong>100</strong></td>
<td><strong>99.6</strong></td>
<td><strong>81.2</strong></td>
</tr>
</tbody>
</table>

Staff notes that in past projects with JCLI, Sheepscot Creative demonstrated superior performance over Moving Mountains. Sheepscot Creative consistently produced high-quality and innovative materials in line with the vision of the board, volunteers, community, and staff, they did it on time, and they were always responsive and available. Sheepscot takes the time to listen to all stakeholders to produce the most excellent results. Furthermore, in reviewing the Moving Mountains website and other materials, it appears that this firm specializes in services for online products including websites, social media, search engine optimization.

Given these findings, district staff recommends that Sheepscot Creative be selected as the contractor for the Library Brand Transition Project.
January 18, 2018

Attention: Kate Lasky, Library Director

Dear Kate,

For so many reasons, I’m pleased to submit the attached proposal for JCLD’s Library Brand Transition. Given Sheepscot Creative’s long history with JCLI, it’s heartening merely to acknowledge your need for these services. I think back to the video that we produced about JCLI in 2012, and immediately my mind goes to Jennifer Roberts, talking about her daughter in tears at the library’s closure, telling us, “I had to promise her that I would do whatever I could to get the library back.”

It’s been a long road, and yet here we are. We’re proud to have supported JCLI these last five-plus years, from the original “My Library Works for Me” campaign to the TV commercials and children’s library branding. We’re excited about the possibility of leveraging that experience to empower JCLD’s leadership, staff and volunteers as you embark on this new phase.

Sincerely,

Dave Weich

References
Karen DeBaker; Communications Supervisor, Clean Water Services
debakerk@cleanwaterservices.org | (503) 681-3643

Diana Scoggins; Executive Director, Metropolitan Youth Symphony
dscoggins@playmys.org | (503) 239-4566

Ashley Borman; Program Director, Adventures Without Limits
ashley@awloutdoors.org | (503) 359-2568

Dave Weich
President, Sheepscot Creative
dave@sheepscotcreative.com | (503) 310-3745
Proposal Narrative

1. Experience and technical competence

Sheepscot Creative specializes in brand identity, communication strategy and asset production. Each area of expertise elevates the others. Collectively, they inform the holistic approach that ensures our work achieves clients’ organizational objectives.

Since 2010, Sheepscot Creative has served dozens of clients in Oregon and beyond. In the last three years alone:

- We’ve provided communications strategy, design and production services to government and municipal clients including Clean Water Services and Metro. The work spans brand strategy, graphic design and copywriting, web development and video production. Both long-term clients expanded our role in 2017 after ongoing, demonstrated success in prior years.
- For both the Washington County Sheriff’s Office and the James F. and Marion L. Miller Foundation, we assessed existing brand styles and subsequently redesigned key elements including logos, taglines, fonts and color palettes. New brand style guides were produced to preserve consistency across the various departments responsible for materials.
- For the Regional Coalition for Clean Rivers and Streams, we produced an educational campaign and corresponding materials to drive public awareness and action around watershed health.
- We’ve scripted and produced more than twenty instructional videos (in English, Spanish, Russian and Vietnamese) for the Oregon Employment Department to assist its customers in navigating complex unemployment benefit regulations.
- We’ve helped the millions of annual visitors to Portland’s Washington Park make informed decisions about travel options to and from its venues, including the Oregon Zoo and Portland Japanese Garden.
- We developed the children’s library brand for JCLI, maintaining close communication with library leadership and volunteers via phone and email to shepherd the project to a successful completion.

We met every deadline on those projects.
2. Project timeline and cost proposal

**January 29 – February 15**

Brand Assessment and Branding Changes

- Three 60- to 90-minute weekly phone calls between Sheepscot personnel and JCLD leadership; other participants will be invited as needed. Additional calls may be added to complete the Brand Assessment on schedule.
- Assessment of existing JCLI branding, story, image and reputation.
- Collaborative development of strategies to update the brand.
- Production of logo, tagline, color scheme, font scheme and other design elements and style guidelines, as indicated by the assessment.

**February 16 – June 29**

Additional Services

- Ten 30- to 60-minute status calls with JCLD leadership and others as needed.
- A two-day, on-site visit to JCLD branches in March or April (TBD) to capture photography, video and other assets.
- Production of additional branding elements as outlined in the Library Brand Transition Scope of Work. The order in which materials are produced, and the deadlines by which they are delivered, will be determined in collaboration with JCLD leadership to leverage production efficiencies and meet JCLD service needs.
- Discussion and delivery of recommendations addressing the use of new branding elements in social media, on the JCLD website, in emails and elsewhere.

The total cost of these services amounts to $25,000 (and will not exceed $25,000).

Given the accelerated pace of Brand Assessment and Branding Changes, we estimate that 36% ($9,000) of the work will be complete by the end of February, with an additional 16% ($4,000) coming in each of the following four months. An accurate breakdown of hours per task is complicated by the overlap in categories (for example, the strategic components of graphic design), but a rough outline is presented below.
<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy</td>
<td>$9,000</td>
<td>100</td>
</tr>
<tr>
<td>Graphic design</td>
<td>$7,200</td>
<td>80</td>
</tr>
<tr>
<td>Photography and video</td>
<td>$3,600</td>
<td>40</td>
</tr>
<tr>
<td>Copywriting (including tagline)</td>
<td>$1,800</td>
<td>20</td>
</tr>
<tr>
<td>Project management</td>
<td>$1,800</td>
<td>20</td>
</tr>
<tr>
<td>Travel and other expenses</td>
<td>$1,600</td>
<td></td>
</tr>
</tbody>
</table>

Budgets above, as allotted per task, are subject to change per findings in the Branding Assessment. Now and throughout the contract period, our goal will be to manage time and resources in such a way as to maximize JCLD’s return on investment. Decisions about the as-yet undefined role of video in this project, listed as “optional” in the Scope of Work, serve as just one example.

3. Communication and interpersonal relationships

We believe that effective communication fosters organizational health—and that applies not only to our clients and their communities but also to Sheepscot’s work in serving the clients.

You can count on us to maintain regular, reliable contact throughout the length of the contract. We respond to all emails within one business day; in most cases, the response comes within hours. Clients have access to Dave Weich’s mobile phone for emergencies and check-ins.

Eight years experience on brand identity and media production projects has afforded repeated opportunities to optimize our process. The discovery phase as modeled here (“Brand Assessment and Branding Changes”) is shorter than we’d ordinarily schedule, but our team’s extensive experience with JCLI will allow us to move quickly. We’re confident that the end result will be a brand, and a set of supporting materials, that serves JCLD productively for years to come.

Gathering information from a variety of sources, first- and second-hand, is fundamental to the development of our creative strategies. Toward that end, we’ve conducted countless hours of research. Sheepscot founder Dave Weich has interviewed thousands of subjects—from internationally renowned authors and artists (Annie Leibovitz, Salman Rushdie, Ethan Hawke)—to city mayors, chemical engineers, ecologists, lawmakers, administrators, teachers and students, including nearly fifty members of JCLI’s community.
Most of Sheepscot Creative’s clients operate as nonprofits and government agencies. Often, partnerships are essential to their survival and success. Serving the Oregon Cultural Trust, for example, meant that we coordinated among more than 1,400 constituent nonprofits around the state. Clean Water Services’ “Tree for All” program unites more than thirty-five public and private partners in Washington County; Sheepscot has managed the program’s communications efforts since 2014, working with cities, municipal agencies, nonprofits and volunteers to ensure its success.

4. Current workload and availability

Sheepscot’s core team will perform all the work on this Library Brand Transition project. Dave Weich, Kate Sokoloff, Jen Wick, Michael Nipper and Leah Bobalova are available throughout the timeframe identified, with an understanding that the initial Brand Assessment and Branding Changes phase will demand the highest number of hours per week.

As noted in the timeline above, we propose visiting JCLD branches in March or April to meet with leadership, staff, volunteers and partners; to capture photography and video assets; and to perform any additional tasks whose value is identified in the Brand Assessment phase. Dave Weich and Michael Nipper have extensive availability through that period and will work with JCLD staff to select the dates most accommodating to JCLD.

[5. Proposal submission requirements]

6. Knowledge of project

We were introduced to Josephine Community Libraries in 2012, when we traveled to Grants Pass to produce a video about JCLI on behalf of our client, the Oregon Cultural Trust. Later that year, we responded to JCLI’s RFP “to design and develop a campaign to increase the number of library users and raise the general awareness of library services in Josephine County.” We’ve been providing branding, design and communication services to JCLI ever since.

As part of that initial contract, Sheepscot:

- Developed the tagline “My library works for me,” along with the corresponding campaign, featuring patrons talking neighbor to neighbor, sharing first-hand testimony about the value of library programs, materials and services in their lives.
- Interviewed and photographed dozens of patrons, partners, volunteers and staff members; and strategized at length with the JCLI’s leadership.
• Designed ads for print and digital distribution, corresponding display materials, and a special event series created to draw target audiences into the library.

In 2014, Sheepscot produced three, 30-second TV commercials that called attention to digital tools and a wide array of programs and services for families. In 2016, we designed a cohesive, modern and flexible brand for JCLI’s new children’s libraries that integrated easily with the libraries’ existing brand elements.

We were thrilled last year when Josephine County voters approved the library district. We’re excited at the prospect of helping JCLI transition to JCLD, maintaining “continuity amid the transformation.” We believe that the experience outlined above gives us a distinct advantage to manage this transition successfully, leading the brand into the future without forsaking its unique, inspiring history. We hope that our track record of reliable project management; consistently on-time deliverables; and clear, direct communication with the libraries’ leadership, staff and community speaks volumes about our commitment to maintaining healthy relationships with clients.
SUMMARY

Since founding Sheepscot Creative in 2010, Dave has directed branding and communications efforts for dozens of prominent organizations. Previously, he served as director of marketing and development at Powell’s Books, as Portland’s indie bookseller evolved into a competitive national brand. A published author and accomplished filmmaker, Dave has interviewed hundreds of writers, artists and experts for page, stage and screen, including John Irving, Annie Leibovitz, Malcolm Gladwell and Alice Waters.

EXPERIENCE

PRESIDENT & CHIEF STRATEGIST • Sheepscot Creative
2010-present

Clean Water Services depends on Sheepscot Creative to communicate the value of its work to regulators and ratepayers alike. Dave has scripted dozens of videos, developed outreach plans and assets, and collaborated with leadership, staff, partners and volunteers to promote CWS’s "Tree for All" effort countywide.

For the Oregon Cultural Trust, Dave's campaigns helped drive five consecutive fundraising increases. He directed print and digital strategy, production and communication; produced award-winning videos and still photography; and played a role in fostering support for the vital tax credit that funds the Trust’s operations.

Sheepscot built Metropolitan Youth Symphony’s brand. Dave interviewed dozens of stakeholders, led a marketing workshop, researched the regional and national landscape, implemented a successful campaign, and then handed over templates and strategic guides to staff so the nonprofit can manage marketing on its own.

For Young Audiences of Oregon and SW Washington, Dave developed a unifying and compelling communications plan for staff, board, and advocates.
DIRECTOR OF MARKETING & DEVELOPMENT • Powell’s Books
1998–2009

Directed marketing and development efforts that increased online sales from 1.5% of total corporate revenue to 30%, and online traffic from less than 1,000 unique visitors per day to a peak of more than 90,000, turning Powell’s into a national brand and one of Portland’s top tourist destinations.

Integrated Powell’s online and brick-and-mortar marketing teams; managed the resulting staff, including graphic designers, event coordinators, merchandisers, and branding, promotions and advertising personnel.

Created and developed program content for an email marketing system that sent 2.5 million opt-in emails per month to consumers worldwide.

CREATOR & PRODUCER • Out of the Books Films
2006–2009


Conceived and successfully executed a national screening model that brought the films to more than 70 cities across the US and UK.

SERVICE
Portland Emerging Arts Leaders, mentor, 2014-present

Oregon Humanities, board of directors, 2011-2017

EDUCATION
MFA, Creative Writing, 1995
Colorado State University; Fort Collins, Colorado

BA, English Literature, 1991
McGill University; Montreal, Quebec
SUMMARY

Kate uses her uncanny powers of engagement to help people and brands tell meaningful, memorable stories. As founder, executive producer and artistic director of Live Wire! Radio, she directed live production, business development and fundraising. As a creative director and brand strategist, she’s helped clients such as Ecotrust, Travel Oregon, Nike and Whole Foods Market brand and promote key programs and services.

EXPERIENCE

PRINCIPAL • Kate Sokoloff Creative
January 2002-present

Account and project management across a range of Oregon-based clients.

Created fundraising campaign identity for Adidas program benefitting kids below poverty line, raising $200,000.

Created strategy for statewide campaign for the Oregon Cultural Trust to increase its visibility, strengthen online presence, and build donor base, which included a Facebook photo contest that netted 1,200+ entries, 62,000+ views, and a 20% increase in Facebook “likes” in less than a month.

Clients include Laika, Travel Oregon, Adidas/AC Portland, Whole Foods Market, Nike, the Oregon Cultural Trust, Ice Breaker, Red Door Design, CT Events, Regional Arts and Culture Council, Clever for a Reason, and The Octopus Corp.

CREATOR AND EXECUTIVE PRODUCER • Live Wire! Radio
2003-2010

Created initial concept and structure for public radio variety program; developed brand and creative strategy, from concept to production. Created and produced music CD, video, digital content and on-air sponsor messaging.
SKILLS & EXPERTISE

Video, radio, and event production
Content development and creation
Stealth-educating through entertainment
Creative direction
Brand strategy
Integrated marketing
Product and company naming
Copywriting

EDUCATION

MPP, MPH, Public Policy, Public Health, 1989
University of California; Berkeley, California

BA, Sociology, Women's Studies, 1984
University of California; Santa Cruz, California
SUMMARY

Leah honed her skills fostering brand loyalty and building a digital presence as the New Media Manager at New Seasons Market and, previously, at Pacific Northwest College of Art. Providing a functional balance of creative and technical skills, Leah adeptly facilitates complex communication projects that deliver desired results. With a journalism background, she’s also produced content for publications including The Chicago Reporter and Nervy Girl magazine.

EXPERIENCE

MARKETING MANAGER • Sheepscot Creative
May 2016–present

Project coordination and management for an array of clients including James F. and Marion L. Miller Foundation, Oregon Employment Department, Clean Water Services and others.

Creative services including copywriting, editing, print and web design.

Acquisition of and collaboration with new clients and contractors.

DIGITAL MARKETING SPECIALIST (freelance)
April 2014–present

6D Global: project management and QA testing for apps including Rick Steves’ Travel Europe and OKC Thunder Plus.

Kids Count: logo and web design for Arizona-based nonprofit.

Oregon Coalition Against Domestic and Sexual Violence: poster design.

Alima Pure: e-mail marketing strategy, website audit; developed brand and creative strategy.
NEW MEDIA MANAGER • New Seasons Market
2010–2015

Editor and project manager for all digital marketing efforts including: digital advertising, main website, e-commerce site, sustainability microsite, corporate and individual store email marketing campaigns.

Developed omni-channel strategy; launched Instagram, Pinterest, Google+ and food-centric blog, “The Table;” grew engagement and reach on Facebook and Twitter year over year. Wrote and edited weekly e-newsletter and store special announcements; produced podcasts and videos to promote vendor partners and key departments.

Engaged a larger audience and new customer base via main website redesign; launch of sustainability blog, “In It for Good,” and redesign of holiday e-commerce site.

Grew the e-mail marketing program from one e-news list at 7K subscribers to 15 targeted lists for a total of 65K subscribers.

Implemented Google AdWords and Facebook text and display ad programs to build sustained brand awareness and increased holiday sales.

SKILLS & EXPERTISE
Web development and code including HTML and CSS; MODX, WordPress and SquareSpace.
Analog and digital photography; multimedia production (podcasts and video).

EDUCATION

BA, Communication Design, 2008
Pacific Northwest College of Art; Portland, Oregon

BA, Communications, 1996
Northern Illinois University; DeKalb, Illinois
SUMMARY

Jen has spent more than a decade designing for the health, nonprofit, publishing and mobile app industries. Her experience includes five years as art director for the Portland Mercury, and stints at Portland Spaces magazine and Sagacity Media. Recent clients include Oregon Humanities, the Right Brain Initiative, Portland State University and the Regional Arts and Culture Council. She helps clients communicate with clarity of purpose through efficient and beautiful design.

EXPERIENCE

CREATIVE DIRECTOR • Jen Wick Studio
2012–present
Design strategy, print production, branding, editorial design

ART DIRECTOR • Sheepscot Creative
2014–present
Created the brand for JCL's new children's libraries.

SENIOR DESIGNER • Portland Spaces
2007–2010
Editorial design, infographics, layout, photo direction.

ART DIRECTOR • Portland Mercury
2001–2005
Covers, features, fake ads.
SUMMARY
Michael stepped behind a camera in seventh grade. Since then, just about the only time he’s put it down is to edit. With a resume that includes several years at Intel, he brings deep technical savvy and practical knowledge to every choice of equipment and shot. With Sheepscot he’s piloted drones over America’s wildest landscapes and filmed from helicopters, kayaks and sleds. His event and portrait photography captures the authentic spirit of his subjects.

EXPERIENCE

DIRECTOR OF PHOTOGRAPHY • Sheepscot Creative
October 2013–present
- Pre-production: establishing visual look and feel, pre-production meetings, scouting, shot list/storyboarding.
- Production: lighting, equipment setup, camera operation, shot selection, scene building.
- Post-production: editing, colorist, audio, asset management.
- Technical expertise: network infrastructure, asset management.

OWNER • Michael Nipper Photography
2011–present
- Specializing in portraiture: actor/artist/musician, athlete, and wedding.
- Commercial photography for cosmetics, food, marinecraft, real estate and more.
Josephine Community Library District (JCLD)
Library Brand Transition Proposal

Prepared For:
Kate Lasky
Josephine Community Library District
jobs@josephinelibrary.org

Prepared By:
Dan Buck
dan@movingmountains.io
541-761-4884
Friday, January 19, 2018

Kate Lasky
Library Director
Josephine Community Library District
200 NW C Street
Grants Pass, OR 97526
(541) 476-0571

Dear Kate,

Thank you for inviting us to submit a proposal for the Library Brand Transition. We are excited to continue our work with the library as it moves forward in this next phase of development and growth in the community. Please let us know if you have any questions about the proposal or need any further additional information. Thank you.

Sincerely,

Dan Buck
Moving Mountains Advisors
References

Caleb LaPlante
Grants Pass Balloon & Kite Fest
(541) 646-0068

Brad Converse
Bradley Putters
(541) 740-9098

Richard Fuss
Newman United Methodist Church
(541) 450-2994
Introduction: About Moving Mountains Advisors

Headquartered in beautiful Grants Pass, Oregon, Moving Mountains has one simple mission: guide clients to efficiently and effectively achieve marketing goals. To that end, we have developed a specialized team of marketing experts, web developers, brand developers, social media strategists, lead generation professionals, SEO experts, and content creators, which allows us to succeed where other companies fail. Proudly part of the world’s most elite internet marketers, our award-winning team creates and implements marketing strategies rivaled by few.

We only hire top talent, and we like to keep our team small, agile, and heavily engaged in client campaigns. Our tight-knit group of marketing professionals have over 50 years of combined experience. We stay ahead of the trends so that our clients receive optimal results, and we only work with a limited number of businesses to ensure maximum attention to detail and your organization’s ultimate success.

We pride ourselves on making sure our values align with those of our clients. JCLD can be assured that Integrity, Accountability, and Innovation are fundamental to our operational approach.

While we’d love to work with everyone, we simply can’t. For that reason, we’re highly selective with who we work with and have a reasonable set of criteria that needs to be met for us to proceed. With that in mind, Moving Mountains Advisors is pleased to submit this project proposal for the Library Brand Transition.

This proposal describes the program elements, services, terms, and schedule for the JCLD Brand Transition project.
The Who: Moving Mountains Advisors

**Travis Causey: SEO/Co-Owner**
Travis, a certified Google Partner and one of the top talents in the industry, began building websites and companies in 2010. Since then he has honed his skill set to specifically focus on the craft of ranking websites, videos, and profiles on search engines. Travis is a member of some of the most influential online marketing groups which focus strictly on tearing apart Google’s algorithms and learning what makes them tick. In just the last two years, he has moved hundreds of websites to top positions on Google. His motto: “banknotes through keystrokes.”

**Joshua Fairhurst: Relationships/Co-Owner**
Josh has worked in marketing and sales for over ten years. Before co-founding Moving Mountains Advisors, he was a partner at Skies Unlimited, a financial advisory. In his last two years with the firm, he helped grow the client base by over 300 new managed accounts, directly adding over 100 million dollars of assets under management. Josh is integral in working face-to-face with current clients, building meaningful, reciprocal relationships, and developing marketing plans for potential clients.

**Dan Buck: Brand Strategist/Project Management**
Dan has worn many marketing hats in his 20-year career. An Emmy winner with an MBA in Marketing, he has worked from Hollywood to Portland as a vice president of marketing, creative director, brand manager, and consultant. Dan has years of experience managing large teams and large ad-buy budgets. He also helps companies nurture and grow their social presence to mobilize and leverage legions of brand advocates. He currently manages social accounts with over one million followers.
Tim Ward: SEO/Special Project Support
Tim, an early Moving Mountains talent acquisition, is an essential part of the SEO team. Tim is a consummate pro at identifying and procuring incredibly valuable domains for pennies on the dollar. Tim also manages the substantial day-to-day granular detail work required when managing over 30 active campaigns. He works directly with Travis every day and manages our offsite team of experts.

Julie Kanta: Visual Design/Professional Writing
Building on over ten years of experience in visual design, brand development, and professional writing, Julie subscribes to the philosophy of “follow the rules like a pro, but break them like an artist,” and strives to provide expertly crafted content and unique inspiration to other creatives. Her time in the Air Force, as a freelancer, and as a mom have shaped her ability to work well with a variety of clients, stay organized, and rise to the most demanding of challenges.

Seth Benham: Digital Media Producer
Seth is a born entrepreneur and a digital media expert. When he’s not busy creating engaging video and photo content for clients, he’s busy teaching others how to do it well for themselves. Seth has had his fair share of experience working with businesses; he started his first successful company outsourcing video footage to local news stations when he was still in high school.
Austin Pena: Social Media Specialist/Project Support
From Facebook and Instagram to Yelp and Twitter and more, Austin transforms how businesses appear online. Through careful research and unrivaled targeting, influences first impressions and builds relationships with clients. Developing fresh, relevant content that is on brand is Austin’s specialty. He understands that pretty images don’t build brand advocates, but meaningful engagement and compelling content wins every time.

Sherry Holub: Web Development/Design
In 1995, Sherry graduated from UCLA with an art degree. Shortly after that, she began JV Media Design, and the rest is history. As the adage goes, “A good web developer is hard to find,” and we feel fortunate to have found her. Sherry is the only Moving Mountains Advisors approved developer. We have searched high and low, and she has proven to be the most professional developer in the industry with both technical and creative talent.
Qualifications

The Moving Mountains Difference:
- Reliable performance using industry proven methods.
- Trusted by hundreds of clients.
- Fresh, innovative ideas.
- Down to earth.
- Attention to the smallest details.

Experience and Technical Competence
Within the past three years, our team has worked with scores of clients and local businesses in the Rogue Valley and across the country. Projects have covered brand development, including logos and primary messaging; print advertising and social media integration; website development, design, management, and ranking; oversight of document control, organization and implementation; and memoir publication, including ghostwriting, photo correction, book layout and self-publication.

Moving Mountains is proud to have played a part in the JCLI campaign in 2017 to bring awareness to the community's voters and, ultimately, the successful passing of Measure 17-79. Other local community outreach efforts include campaigns for Southern Oregon Aspire, Grants Pass Balloon Fest, Josephine County Fair, and different programs at Southern Oregon University, such as Shakespeare studies, Computer Science, and Emerging Media Digital Arts (EMDA).

Our group of freelancers are able to work independently as well as with staff and volunteer partners to utilize best processes and systems.

We pride ourselves on our project management skills, and our key team members have proven records of their ability to establish and meet deadlines while managing multiple projects.

Collectively, we can cover all required computer skills and fluency. We excel in using Adobe Illustrator, Photoshop, InDesign, as well as many other programs, including word processing, spreadsheets, email, and, of course, specialized digital marketing platforms and SAS (Software as Service) channels.

As a local business founded and developed in Grants Pass, Moving Mountains has special knowledge of what it takes to thrive in our community. We understand the cultural nuances and diverse interests of our city's unique demographic.
Timeline and Cost
Because we intentionally keep our stable of clients limited, we are able to fully dedicate resources and attention to Josephine Community Library District and its goals without distraction. Because our team is highly vetted and nimble, we are able to communicate well, communicate often, and complete the project effectively, efficiently, and on time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, February 2, 2018</td>
<td>Branding assessment complete, recommendation</td>
</tr>
<tr>
<td>Thursday, February 15, 2018</td>
<td>Branding elements complete</td>
</tr>
<tr>
<td>Friday, March 2, 2018</td>
<td>Project status check-in</td>
</tr>
<tr>
<td>Thursday, March 15, 2018</td>
<td>Project status check-in</td>
</tr>
<tr>
<td>Monday, April 2, 2018</td>
<td>Project status check-in</td>
</tr>
<tr>
<td>Friday, April 13, 2018</td>
<td>Project status check-in</td>
</tr>
<tr>
<td>Friday, April 27, 2018</td>
<td>Development of Print Materials complete</td>
</tr>
<tr>
<td>Friday, May 11, 2018</td>
<td>Online materials and photography recommendation</td>
</tr>
<tr>
<td>Thursday, May 24, 2018</td>
<td>Project status check-in</td>
</tr>
<tr>
<td>Friday, June 8, 2018</td>
<td>Photography services complete</td>
</tr>
<tr>
<td>Friday, June 8, 2018</td>
<td>Videography services complete</td>
</tr>
<tr>
<td>Monday, June 15, 2018</td>
<td>Project assessment and update</td>
</tr>
<tr>
<td>Friday, June 29, 2018</td>
<td>Project completion</td>
</tr>
<tr>
<td>Scope of Work</td>
<td>Price</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Current branding assessment and development recommendation</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>Design of Brand elements</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Development of Print materials</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Online branding use recommendation</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Videography (optional)</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

**Total $24,900.00**

**Oral and Written Communication**

Within the Moving Mountains staff, we have multiple English degree-holding professional writers, seasoned educators, and well-spoken individuals who can communicate effectively in presentations, meetings, and interviews for both internal and external stakeholders. Our previous project experience has deepened our knowledge of production processes and the ability to utilize media language for quick turnaround and coordination. Two of our staff are military Veterans, having the required ability to work within a diverse team, implement structure and systems to do it right, do it well, and do it efficiently— the type of discipline that only comes from military experience. We have proven our ability to coordinate multiple partners to produce outcomes and deliverables on tight deadlines.

**Availability**

As the principle design professional for this project, Julie Kanta will coordinate the services necessary to achieve the required deadlines as outlined above. Designated team members will serve as support as needed.

**Knowledge of Project**

Moving Mountains had the great pleasure to partner with Josephine Community Libraries for several months in 2017, promoting many programs and educating the community about Measure 17-79. That relationship provided foundational understanding of the communication challenges and opportunities. Several of our team have been long-time Grants Pass residents and are intimately familiar with the history of the Josephine Community Library District.
Dan Buck
2650 Garden Meadow Dr.
Grants Pass, OR 97527
541-761-4884
dbuck.rcc@gmail.com

PROFILE
A creative leader dedicated to innovation with 10+ years experience building teams and developing individuals. Specializes in working with groups to build consensus and maximize organizational efficiencies. Now seeking to use my expertise, skills, and passion in the arena of my first love: marketing.

EXPERIENCE
Vice President of Marketing, Dutch Bros. Coffee; Grants Pass, OR — 2011-2015
•Supervised multiple arms of marketing department: design, coordination, public relations, audio/video, social media, customer experience, and merchandise/apparel.
•Developed, coordinated, and executed strategic marketing campaigns.
•Managed multiple brands and a team of 20+ employees.
•Researched market trends and advised executive team on best practices for targeted growth.
•Coached franchisees on successful marketing/public relations initiatives.
•Developed comprehensive training materials for new and existing franchisees.
•Responsible for taking new products to market.
•Created organizational structures to support rapid, sustainable growth.
•Coordinated production and leveraging of public relations projects: Undercover Boss, Harvard School of Business Case Study, JD Power Awards, In View with Larry King, etc.
•Presented company mission, vision, and culture to audiences of up to 1500 people.
•Represented company for purposes of building media and industry relationships.
•Identified opportunities for innovation and leadership in the market.
•Provided leadership and personal development opportunities to team.
**Director of Recruitment, Rogue Community College; Grants Pass, OR — 2007-2011**

- Worked with college administration and faculty department heads to develop a streamlined and coordinated enrollment effort. Managed day-to-day recruitment activities.
- Trained, supervised, and evaluated performance of assigned staff.
- Participated on various management teams, councils, and committees.
- Collaborated with Marketing Department to develop and implement targeted marketing campaigns, merchandise, and materials.
- Executed communication plans for various markets in conjunction with faculty and Vice President of Student Services.
- Developed promotional materials and other advertising collateral.
- Advised Vice President of Student Services on recruitment trends.
- Interpreted data from community, state, and institutional sources and recommended recruitment and marketing strategies.
- Gathered and analyzed recruitment data.
- Built relationships with community and industry leaders, school district administration, students, counselors, and under-represented groups.
- Represented college at national, state, and local meetings and events.

**Senior Director/Writer/Producer, KDRV 12 (ABC); Medford, OR — 1995-2007**

- Managed crew of approximately 25; responsible for all hiring, training, and scheduling of personnel.
- Researched, developed, and wrote client advertising and promotional copy in a variety of formats (10, 30, and 60 second broadcast television spots and long-format industrial video).
- Directed various live television newscasts throughout the day.
- Received 2004 Emmy Award for Best Daily News.

**EDUCATION**

Marylhurst University, Portland, OR — M.B.A., Marketing, 2011
- Sigma Beta Delta

Southern Oregon University, Ashland, OR — B.A., English, 2001
- *Summa Cum Laude*
• Phi Kappa Phi

SKILLS
Public speaking, writing, critical thinking, problem solving, project management.
My time as a freelance designer has strengthened my ability to work independently and with a variety of clients. I believe in a strong work ethic: to treat every person and every job with respect and importance, and that customer satisfaction is crucial.

I have always been a creative person. From a young age, I was writing poetry and making family newsletters. In high school, I enjoyed darkroom photography and art, worked on the yearbook committee, and was editor of the annual creative journal.

Upon entering the workforce, I gained experience as a portrait photographer, screen printer, and layout artist. As I developed a passion and skill for computers, graphic design was a perfect field for me to expand my artistic and organizational strengths. Completing a Bachelor of Science degree in Professional Writing allowed me to combine my love of words with my desire for order. Non-fiction and technical writing, digital and print layout, and photography all require a certain amount of creativity as well as attention to detail.

Being in the U.S. Air Force was an excellent way to discover my ability to work as part of a team, as well as function in a high-level office environment. My tenacity and attention to detail ensure quality performance. I am highly organized, multitask well, and enjoy challenges. I am always ready to learn something new, and find ways to make something better.

Building on over ten years of experience in visual design, brand development, and professional writing, my goal is to elevate projects to a higher standard.
**EXPERIENCE**

**PLUMB CREATIVE - GRANTS PASS, OR**

Freelance Design - September 2008 to present

I own and operate a freelance design firm that provides Consulting Strategies and Inspired Solutions designed to elevate projects to a higher standard with a focus on visual design, brand development, and professional writing.

Select Clients:

- Moving Mountains - Copywriting for SEO website pages. Current
- The Fighter Pilot Podcast - Brand development and management, including logo design for retired Naval officer Vincent Aiello. 2017-Current
- Marklan Linnemeyer, LMT - Branding, Squarespace website development and design, promotional material, and photography for specialized wellness practitioners. 2010-Current
- Daniel Bulkley - Biography writing and digital restoration service through personal interviews, transcription, and editing for the memoir of a 99-year-old professional athlete. 2016-2017
- Newman United Methodist Church - Brand development, including multi-use logo designs, posters, brochures. 2011-2017
- Naturopathic Medical Clinic - Website re-design, automated monthly e-newsletters, graphic design. 2016
- Wooldridge Creek Winery - Website maintenance and graphic design. 2013-2016
- Glow - Website development and design; branding, advertising, and social media management. 2011-2016
- Reach Family Institute - Re-branding, website, and brochure for non-profit organization. 2008-09

**RADIO DESIGN GROUP, INC. - GRANTS PASS, OR**

Graphic & Web Designer, Copywriter, Interim IT Support - September 2005 to Present

Design and maintenance of website; marketing development: advertisements, product marketing, annual holiday cards, and internal displays. Copywriting and editing of company documentation, product guides/specifications, build documents, and ISO-9001 certification preparation. Basic help desk and IT support for Windows 7, 10, and Mac.

Administrative Assistant - September 2005 to June 2010

Office management included front desk reception, phones, shipping and receiving, inventory control, travel and training arrangements, calendar management, corporate event planning, and executive support.

**UNITED STATES AIR FORCE - SPANGDAHLEM AFB, GERMANY**

Airman First Class, Command Support Staff - March 2002 to July 2003

Six weeks Basic Training five months of Personnel Training. Assigned to 52nd CES (Civil Engineering Squadron) in Germany, providing administrative support to squadron Commanders, the First Sergeant, and personnel. Duties included office management (filing, organization, etc.), processing of personnel, deployment preparation, and executive assistance. I was able to apply my creative skills by designing the Airman of the Month awards, and contributing stories to the on-base newspaper. Other military skills learned included uniform maintenance and inspection, chain-of-command, teamwork, government computer programs, continued program education, and high-level organization. Voluntary Separation due to medical condition (honorable discharge) as Airman First Class (E-3).
EDUCATION & TRAINING

SOUTHERN OREGON UNIVERSITY - ASHLAND, OR
June 2014, Magna Cum Laude
Bachelor of Science, English, Professional Writing Program
Minors, Shakespeare Studies, Emerging Media & Digital Arts (EMDA)
Herman Schmeling Award for Non-Fiction Writing
Outstanding Graduate in Professional Writing and EMDA

ROGUE COMMUNITY COLLEGE - GRANTS PASS, OR
June 2008, With Honors
General Associates Degree, Emphasis on English Literature
Certification, Digital Graphic Design
Third Place, Illustration, Student Art Exhibit

THE POETRY SCHOOL - LONDON, ENGLAND
Winter Quarter Workshop - 2000

ADOBE MAX CREATIVITY CONFERENCE
2014-2015, Los Angeles, CA
2016, San Diego, CA
Sessions and Hands-On Labs, New products and training for Adobe software

PROFICIENCY

- Adobe Mobile Applications
- Basic knowledge of HTML, CSS, Javascript, SEO
- Squarespace and WordPress website development and design platforms
- Social Media management (Facebook, Twitter, Instagram, Tumblr)
- Mac and Windows Operating Systems, Basic IT Support
- Microsoft Office Suite
- Digital and Film Photography
- Type 65WPM
- Proofreading, copywriting/editing, digital and print publication and layout, MLA/APA
- Organization and team management tools (Asana, Slack, Dropbox, Google Suite)
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>
<td></td>
</tr>
<tr>
<td>3-1-1</td>
<td>Privacy and Confidentiality of Library Records</td>
<td></td>
</tr>
<tr>
<td>3-1-2</td>
<td>Patron Responsibilities and Rules of Conduct</td>
<td></td>
</tr>
<tr>
<td>3-1-3</td>
<td>Library Programs</td>
<td></td>
</tr>
<tr>
<td>3-1-4</td>
<td>Safe Children</td>
<td></td>
</tr>
<tr>
<td>3-1-5</td>
<td>Public Records Policy</td>
<td></td>
</tr>
<tr>
<td>3-2</td>
<td>Collection</td>
<td></td>
</tr>
<tr>
<td>3-2-1</td>
<td>Collection Development</td>
<td></td>
</tr>
<tr>
<td>3-2-2</td>
<td>Donated and Gifted Materials</td>
<td></td>
</tr>
<tr>
<td>3-2-3</td>
<td>Patron Input</td>
<td></td>
</tr>
<tr>
<td>3-3</td>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>3-3-1</td>
<td>Public Access Computers</td>
<td></td>
</tr>
<tr>
<td>3-3-2</td>
<td>Use of the Internet and Other Digital Reference Tools</td>
<td></td>
</tr>
<tr>
<td>3-3-3</td>
<td>Social Software Policy</td>
<td></td>
</tr>
<tr>
<td>3-4</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>3-4-4</td>
<td>Bulletin Boards</td>
<td></td>
</tr>
<tr>
<td>3-4-5</td>
<td>Distribution of Free Materials</td>
<td></td>
</tr>
<tr>
<td>3-4-6</td>
<td>Petitions</td>
<td></td>
</tr>
<tr>
<td>3-4-7</td>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>3-4-8</td>
<td>Disasters and Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>3-6</td>
<td>Appendix A. ALA Policies</td>
<td></td>
</tr>
<tr>
<td>3-6-1</td>
<td>ALA Library Bill of Rights</td>
<td></td>
</tr>
<tr>
<td>3-6-2</td>
<td>ALA Freedom to Read</td>
<td></td>
</tr>
<tr>
<td>3-6-3</td>
<td>ALA Freedom to View</td>
<td></td>
</tr>
<tr>
<td>3-6-4</td>
<td>ALA Free Access for Minors</td>
<td></td>
</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>
3-1. Patrons

Policy 3-1-1. Privacy and Confidentiality of Library Records

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

Adopted XX/XX/XXXX

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.
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.
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

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.

Adopted XX/XX/XXXX
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.

Title_________________________________________________________________________________________

Author_______________________________________________________________

Circle format       Book       Book on CD       Music CD       DVD

Patron name__________________________________________________________  Date____________________

Patron Library card  E_________________________________________  Phone________________________________

Hold for pick-up at:   GP   IV   WM   WC

Library use only:  Vendor ________________  Date ordered _______________  A   YA   J   E

My library works for me.
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. ________________________________

___________________________________________

___________________________________________

Section 3: Operations Policies

3-19
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

Adopted XX/XX/XXXX

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.
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

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.
3-4. Facilities

Policy 3-4-1. Use of Library Buildings by Other Organizations

Adopted XX/XX/XXXX

While Josephine Community Library District (JCLD) seeks to work cooperatively with other organizations, the building and grounds are not generally available for non-library-related programs, meetings, or events, except as noted in Policy 3-4-2, Meeting Space.
Policy 3-4-2. Meeting Space

Adopted XX/XX/XXXX

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application, qualify, and prepay the required fee. Meeting space fees may be waived for groups maintaining an executed partnership agreement with JCLD.

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD’s Meeting Space Application (see next page) includes terms and conditions for use, application process, and fee structure.
JOSEPHINE COMMUNITY LIBRARY DISTRICT
MEETING SPACE APPLICATION

Group Name/Purpose: ___________________________________________________________

Reservation Date: ___________ Day of Week: ___________ Recurrence: ___________

Start Time: ___________ End Time: ___________ Total Time: * _________ Anticipated Attendance: ______

Group Contact Name: ___________ Phone: ___________ E-mail: ___________

Meeting space capacities, available hours, and rates (please select preferences):

<table>
<thead>
<tr>
<th>Grants Pass branch hours (subject to change)</th>
<th>Capacity</th>
<th>Fee-Operating hours</th>
<th>Fee-Non-operating hours</th>
<th>Total Fee Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>孟巴尔德斯 Room</td>
<td>60</td>
<td>$15 per hour</td>
<td>$25 per hour</td>
<td>*Total Time x Fee=$______</td>
</tr>
<tr>
<td>Main library</td>
<td>80</td>
<td>N/A</td>
<td>$25 per hour</td>
<td>*Total Time x Fee=$______</td>
</tr>
</tbody>
</table>

Terms and Conditions

I. Authorization for facility and meeting space use
- The Public Services Director is responsible for managing library facilities, including the public meeting space.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by JCLD.
- JCLD reserves the right to deny future use of the meeting space to any group or organization that does not follow meeting space guidelines.

II. Guidelines for the use of meeting space
- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- The applicant shall hold JCLD harmless from any claim, loss, or liability arising out of or related to the applicant’s use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by JCLD, its employees and agents.
- Tables and chairs are available at each location. No other equipment is provided. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.
- The library is not responsible for theft of or damage to property brought into a library meeting space.
• The applicant shall indemnify JCLD (1) for any damage to library property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney’s fees, incurred by JCLD or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant’s use of the premises.

III. Meeting space user responsibilities
• Light refreshments may be served, but groups may not prepare food on library property. The sponsoring organization or individual is responsible for keeping refreshments within the designated meeting space, for cleaning up afterwards, and for returning the space to its original condition.
• Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
• It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Library facility and to further ensure that attendees observe the policies governing the public use of library meeting space.
• Library meeting space users agree to pay for any and all damages to library property including, but not limited to walls, floors, and furniture while applicant is using property.

IV. Applying for use of a meeting space
• Applications for use of meeting space are available at all library locations where meeting space is available and on the library website.
• Use is granted on a first-come, first-served basis. Use of the meeting space may be limited to once per month for each group, due to limited meeting space.
• A signed application may be submitted to the Public Services Director up to six months in advance of the meeting time requested.
• Library staff will approve or disapprove the application, and the applicant will be notified.
• Payment of any required fees must be made when the application is approved.
• Cancellations must be made at least 72 hours in advance to receive a refund.

Failure to comply with Terms and Conditions may result in forfeiture of future meeting space privileges.

Terms Accepted By: __________________________________________________________________________
Print Name ____________________________ Signature ____________________________ Date: __________________

Library Use Only

Application Taken By: Name_________________________________________________________ Date: __________
Application Approved (circle one) Yes __________ No __________ Date: __________
Applicant Notified By: Name_________________________________________________________ Date: __________
Policy 3-4-3. Displays and Exhibits

Adopted XX/XX/XXXX

As an educational and cultural institution, all branches of Josephine Community Library District welcome exhibits and displays of interest, information, and enlightenment to the community.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

Guidelines

- Requests for a display or exhibit are made through the branch manager.
- Library staff shall accept or reject material offered for display based on its suitability and availability. Exhibits must be appropriate for all ages.
- Approval or rejection of exhibit will be provided in writing. Rejections may be appealed by written request to the library director, who will bring the matter before the JCLD Board of Directors. The board will consider the request 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 requestor.
- The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner’s risk.
- Areas available to the public for displays and exhibits are bulletin boards and the tops of the short bookcases and wall bookcases.
- A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows on the next page.
Josephine Community Libraries Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to Josephine Community Library District for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Location of items to be exhibited __________________________________________
During the dates of _____________________________________________________________________________
Description of materials exhibited___________________________________________ 
___________________________________________________________________________
Exhibitor name ______________________________ ______________________________
Signature______________________________________ Date_______________________
Address____________________________________________________________________
Telephone___________________________________________
Email address________________________________________

Please submit this form to the Library Branch Manager.
Policy 3-4-4. Bulletin Boards

JCLD provides bulletin boards for library announcements and local general interest items. The bulletin board is not intended as a forum or for items of a personal or commercial nature.

In accord with the Library Bill of Rights, library staff will post materials appropriate to the bulletin board’s purpose in a timely fashion and “on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting [the posting].” However, because space is limited, JCLD cannot guarantee that all materials will be posted, and all postings are subject to the judgment of library staff. Access and availability of the bulletin board space is dependent upon demand.
Policy 3-4-5. Distribution of Free Materials

Adopted XX/XX/XXXX

JCLD provides a limited area for the display of giveaway materials, subject to the following conditions:

- Display of library materials will take precedence over other materials.
- Materials will be timely.
- Materials will not be of a commercial or personal nature.
- Materials will not endorse specific political candidates or ballot positions.
- Particularly in light of limited space, materials will be displayed subject to the judgment of professional library staff, based on the criteria outlined in this policy.

In accord with Policy 3-6-1, Library Bill of Rights, JCLD will make no effort to censor or to amend the content of displayed materials. Those who object to or disagree with the content of any displayed materials will be entitled to submit their own materials for display in accord with the conditions above.

Materials will be disposed of at staff’s discretion.
Policy 3-4-6. Petitions

Adopted XX/XX/XXXX

JCLD allows petitioning by members of the public on the public sidewalks outside of library buildings.

Use of this area by petitioners does not indicate JCLD’s endorsement of the issue that is the subject of the petition, and JCLD will not assist the petitioners.

The entrances to the buildings may not be blocked, and petitioners may not hinder either foot or automobile traffic, or disrupt use of the library in any way.
Policy 3-4-7. Lost and Found

Adopted XX/XX/XXXX

Items left at the library or put into the book drops will be kept in Lost and Found for up to 30 days and no longer.

Disposal
- Toys, clothes, glasses, and sunglasses will be given to a charitable organization.
- Books and other materials that JCLD collects will go into the collection or to the Friends of the Library book store.

Exceptions
- Food and personal items such as hairbrushes, combs, and toothbrushes will be thrown away.
- Loose change and dollar bills will be put into the donation jar.
- Items of value, such as wallets, credit cards, cell phones, large bills, will go to the public services director. When possible, items with identification will be matched to a library card account and an effort will be made to contact the patron for retrieval of lost item.
Policy 3-4-8. Disasters and Emergency Preparedness

JCLD will maintain basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations.

Based on facility size, each library location will have the appropriate number of:
- Adequately stocked first aid kits.
- Fire extinguishers that have been inspected and certified annually.
- Battery-operated flashlights.

Each library location will maintain a floor plan of building with locations marked for:
- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

A. Fire
Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

B. Health Emergencies
911 should be called immediately in the event of any serious problem. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.

C. Inclement Weather
During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in
the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.
3-5. Volunteers

Josephine Community Library District (JCLD) is a library system that values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons and without their outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A. How to Become a Volunteer
   Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Prospective volunteers are required to fill out an application and a background check form. Once the background check is satisfactorily completed, the volunteer manager will conduct an interview with the volunteer to determine the best placement and schedule.

B. Categories of Volunteers
   1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the libraries.
   2. VolunTEENS—13 to 17 years of age. The VolunTEENS are supervised by an adult and work on activities and special projects as directed by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information.

C. Volunteer Positions
   Volunteers work in all areas of the library including:
   • Circulation Desk
   • Information Desk
   • Book cataloging and processing
   • Children’s Department
   • Shelving and shelf reading
   • Homebound book delivery
   • Book mending
   • Maintenance and housekeeping
   • Events coordination
   • Scrapbooking/historian
   • Display designing
• Clerical support
• Finance
• Web design
• Fundraising
• Grant writing
• Communications and publicity
• Speakers bureau/outreach
• Friends of the Library

D. Volunteer Time Commitment
For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week.

E. Volunteer Training
All volunteers are required to attend volunteer orientation and appropriate trainings for their assigned position. Some examples include shelving training, circulation training, Polaris training, and so on. Training requirements are to be determined by the supervising staff.

JCLD Policy Manual, Section 5, Volunteers, details all volunteer policies.
3-6. Appendix A. ALA Policies


Policy 3-6-1. ALA Library Bill of Rights

Adopted XX/XX/XXXX

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

First adopted June 18, 1948 and subsequently amended by the ALA Council.
Policy 3-6-2. ALA Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or
manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or
groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.
This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

3-6-3. ALA Freedom to View Statement

Adopted XX/XX/XXXX

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.
3-6-4. ALA Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them. Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As the American Library Association “Libraries: An American Value” states, “We
affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

"See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., supra. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."

3-6-5. ALA Confidentiality of Library Records

The members of the American Library Association, recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs or services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose record keeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School librarians are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.
3-6-6. ALA Code of Ethics

Adopted XX/XX/XXXX

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of
our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.
4-1. Employee Travel Authorization and Reimbursement

It is the policy of the Josephine Community Libraries District (JCLD) to reimburse staff and designated volunteers for approved documented travel and associated expenses. All employees of JCLD are expected to use good judgment regarding the expenditure of funds for travel expenses.

4-1-1. Travel Reimbursement Approval

Adopted XX, XXXX

At times, the JCLD Board of Directors and/or library director may authorize an employee(s) to attend educational conferences, schooling, or functions germane to JCLD business. Registration fees, reasonable meal expenses, and reasonable lodging expenses that have been preauthorized would be considered eligible for reimbursement after submitting documentation. At the library director’s discretion, JCLD may prepay certain fees for the attendee.

Approval
The library director shall authorize registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the Board. Prior to submittal for library director approval, the request must be approved by the employee’s immediate supervisor. Upon completion of travel reimbursement form with attached receipts, all paperwork is to be submitted to the business manager for processing within two weeks of the date of the travel.

Procedures
Reimbursement for pre-approved travel expenses requires documentation for each expense. Upon completion of the Travel Reimbursement Form with attached receipts and signature/initials of the supervisor approving reimbursement, the paperwork is to be submitted to the business manager for processing. Reimbursement for pre-approved mileage requires submission of a written mileage log, detailing date and purpose of trip in addition to employee/volunteer’s name. The log needs to be submitted for signature/initials of the supervisor approving reimbursement no later than the 15th of the month following the month in which the mileage occurred.
4-1-2. Travel Reimbursement Guidelines

Adopted XX, XXXX

Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses:

1. The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee’s personal vehicle is used, JCLD will reimburse the employee at the rate of $0.40 per mile for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt. In the case of using a rental vehicle, gas receipts will be reimbursed. Mileage Reimbursement is from work station OR residence, whichever is less. An online mileage tool will be used to determine number of miles traveled to destination and estimated hours of travel.

2. Lodging such as hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

3. Meals expenses for employees will be allowed to receive a per-diem rate of $25.00 per day to be reimbursed without receipts. This is broken down as follows: $6.00 for breakfast, $7.00 for lunch, and $12.00 for dinner. No receipts are required for meals covered under the per diem. With approval, if food options are limited, an employee may be reimbursed for actual meal expenses incurred up to $35.00 per day, with receipts required under this provision. If a complimentary breakfast and/or meals are included at meetings, seminars, and training sessions with the cost included in lodging and/or registration fees, the employee is not entitled to per diem. Exceptions require written explanation. Meal “allowances” NOT connected with overnight travel are taxable income to employees. Reimbursement will be taxed and added to the employee’s next paycheck. An employee who does not wish to receive the meal “allowance” should note this on the Travel Reimbursement Form (Appendix A).

Departure Time:

**Breakfast:** before 6 a.m. JCLD is not obligated to reimburse breakfast if a 6 a.m. departure is not necessary to reach destination in a safe and timely manner.
Lunch: before 11 a.m. JCLD is not obligated to reimburse lunch is an 11 a.m. departure is not necessary to reach destination in a safe and timely manner.

Return to work station after 7 p.m.: late arrival to work station much be due to uninterrupted travel. Should an employee stop or be delayed for any reason other than JCLD business, the employee is not eligible for dinner per diem that day.

4. Telephone and cell phone expenses are reimbursable only if they are directly related to JCLD business and are supported by actual receipts. Personal calls charged to JCLD or to the employee’s room and paid by JCLD must be reimbursed by the employee.

5. Registration and tuition fees and expenses for conference registration, conference meals, activities and tuition fees are allowable expenses. A copy of the registration must be attached to the Travel Reimbursement Form.

6. Travel to and from one’s residence to a work site to perform either paid or volunteer tasks is exempt from eligibility for reimbursement.

7. No cash advances shall be issued.

8. Any expenses for family members who accompany the employee on a trip are not reimbursable.

9. Expenditures for alcoholic beverages will not be reimbursed by JCLD.
## Travel Expense Report

**Josephine Community Library District**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Expense</th>
<th>Airfare</th>
<th>Lodging</th>
<th>Ground Transportation (Gas, Rental Car, Taxi)</th>
<th>Meals &amp; Tips</th>
<th>Conferences and Seminars</th>
<th>Miles</th>
<th>Mileage Reimbursement</th>
<th>Miscellaneous</th>
<th>Currency Exchange Rate</th>
<th>Expense Currency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>USD</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>USD</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>USD</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>USD</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Please attach receipts to this report and submit to the District Board Secretary.
Policy 4-3-2. Health Insurance and Retirement Benefits

Adopted 10/19/2017

The District provides group medical, vision, long-term disability, and life insurance for employees who work 32 hours a week or more. Coverage for eligible employees begins the 61st day of employment.

The district also provides a tax-deferred retirement plan to all employees who work 20 hours a week or more. Coverage for eligible employees begins the 91st day of employment.

Information regarding eligibility and specific benefits is available from the Library Director or Business Manager.

Commented [KL1]: Change to “Coverage for eligible employees begins the first day of the month following the employee’s 60th day of employment.”
Policy 4-5-1. Vacation

Adopted 12/16/2017

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

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

Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits on the 91st day of employment.

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Employee worked 40 hours per week</th>
<th>Vacation hours accrued per pay period</th>
<th>Employee worked prorated hours per week</th>
<th>Vacation hours accrued per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>For years 1 – 5</td>
<td>80 hours</td>
<td>3.08</td>
<td>40 hours</td>
<td>1.54</td>
</tr>
<tr>
<td>For years 6 – 10</td>
<td>120 hours</td>
<td>4.62</td>
<td>60 hours</td>
<td>2.31</td>
</tr>
<tr>
<td>For years 11 or more</td>
<td>160 hours</td>
<td>6.15</td>
<td>80 hours</td>
<td>3.08</td>
</tr>
</tbody>
</table>

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

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

Utilization of vacation time shall be approved by the library director for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, Sick Leave, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, Leaves. All time granted shall be compensated at the normal pay rate for...
the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.
Policy 4-5-2. Holidays

Adopted 10/19/2017

JCLD recognizes the following holidays and the library will be closed on the identified days. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

Part-time employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the District, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Commented [KL1]: Remove for implementation of new library hours and holiday scheduling.
Volunteer Policies
Table of Contents

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Adopted/Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-1</td>
<td>Value and Purpose</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-2</td>
<td>Equal Employment Opportunity</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-3</td>
<td>Volunteer Selection</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-4</td>
<td>Volunteer Positions and Time Commitment</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-5</td>
<td>Attendance and Recording Hours</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-6</td>
<td>Training</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-7</td>
<td>Volunteer Standards of Conduct and Termination</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-8</td>
<td>Dress Code</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-9</td>
<td>Cell Phones, Computers, and Electronic Devices</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-10</td>
<td>Conflicts</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-11</td>
<td>Patron Confidentiality</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-12</td>
<td>Giving and Receiving Patron Gifts</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-13</td>
<td>Resignation</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-14</td>
<td>General Safety Responsibilities</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-15</td>
<td>Workers’ Compensation Coverage</td>
<td>xx/xx/xxxx</td>
</tr>
</tbody>
</table>
Policy 5-1. Value and Purpose

Josephine Community Library District (JCLD) values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons at all four branches. Without the volunteers’ outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A volunteer in the library system is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of JCLD may not volunteer to do work they would otherwise be paid to accomplish.

The volunteer manager directs, develops, and administers the JCLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The volunteer manager also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation befitting the benefit volunteers provide to the libraries and the communities they serve.
Policy 5-2. Equal Employment Opportunity

JCLD is committed to a policy of equality for all volunteer applicants. Volunteer decisions will comply with all applicable employment laws prohibiting discrimination as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

Adopted xx/xx/xxxx
Policy 5-3. Volunteer Selection

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Volunteers must go through JCLD’s procedure for approval and placement, as follows:

- Prospective volunteers complete a volunteer application and a background check form.
- JCLD runs a criminal background check in compliance with the Fair Credit Reporting Act.
  - Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.
  - Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant’s conduct since the conviction(s) indicates rehabilitation or lack of risk to the program, some leeway may be provided, but only with the concurrence of the branch manager and library director.
  - Persons convicted of the following will be disqualified from any volunteer position:
    - A crime of violence or other serious crime against a person within the prior 10 years.
    - A theft-related crime, embezzlement, or fraud within the prior 10 years.
    - A crime against or otherwise involving a minor at any time in the past.
    - A sex offense at any time in the past.
  - Registered sex offenders will be disqualified.
- After the background check is satisfactorily completed, the volunteer manager conducts an interview with the prospective volunteer to determine the best placement and schedule.

All volunteer information will be kept confidential and protected for the minimum amount of time required by law and then responsibly disposed of. Sensitive information may be re-requested for periodic background check updates.

Upon acceptable completion of a criminal background check and interview, the new volunteer will be given a handbook including policies, procedures, and confidentiality and partnership agreements.
Policy 5-4. Volunteer Positions and Time Commitment

A. Categories of Volunteers
   1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the libraries.
   2. VolunTEENS—13 to 17 years of age. The VolunTEENS are supervised by an adult and work on activities and special projects as directed by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information.

B. Volunteer Positions
   Volunteers work in all areas of the library including:
   - Circulation Desk
   - Information Desk
   - Book cataloging and processing
   - Children’s Department
   - Shelving and shelf reading
   - Homebound book delivery
   - Book mending
   - Maintenance and housekeeping
   - Events coordination
   - Scrapbooking/historian
   - Display designing
   - Clerical support
   - Finance
   - Web design
   - Fundraising
   - Grant writing
   - Communications and publicity
   - Speakers bureau/outreach
   - Friends of the Library

   Volunteers will not be expected to do anything staff would not do.

C. Volunteer Time Commitment
   For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week.
Policy 5-5. Attendance and Recording Hours

Adopted xx/xx/xxxx

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify the volunteer manager or branch manager as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise the volunteer manager as early as possible to allow sufficient time to find a replacement volunteer.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.
Policy 5-6. Training

Adopted xx/xx/xxxx

All volunteers are required to attend volunteer orientation. Prior to shift assignment, each volunteer will receive specific training for their assigned position, either from staff or fellow volunteers. Examples include shelving training, circulation training, Polaris training, and so on. Communication (comm) logs, volunteer meetings, and ongoing education seminars and workshops may be utilized to keep volunteers current on changes within the position. Training requirements are determined by the supervising staff.
Policy 5-7. Volunteer Standards of Conduct and Termination

Adopted xx/xx/xxxx

Volunteers are asked to treat all patrons, staff, and fellow volunteers with respect. This maintains an effective and positive space for all. Volunteers must also adhere to the same standards of conduct as JCLD employees. A volunteer who fails to meet certain obligations is an unfair burden upon fellow volunteers. JCLD reserves the right to terminate the services of a volunteer for reasons that include, but are not limited to:

- Being under the influence of, using, possessing, selling, or being involved with illegal drugs or alcohol on library property.
- Release of confidential information or patron records except in accord with the adopted policies.
- Theft or unauthorized removal of property from JCLD, staff, fellow volunteers, or patrons.
- Fighting, badgering, yelling, or similar conduct while on the premises, or during any time of official action on behalf of JCLD.
- Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.
- Endangering the safety of other volunteers, employees, or patrons.
- Engaging in discriminatory or racist incidents.
- Any purposeful conduct that may be determined to be harassment of any kind, including sexual.
- Failure to adhere to polices outlined in the volunteer handbook.
- Engaging in any criminal activity occurring away from library property that violates JCLD standards of conduct.
Policy 5-8. Dress Code

JCLD strives to provide a professional and family environment in the library system. Employees and volunteers should use good judgment in determining their dress and appearance and in maintaining proper hygiene. Please abide by the following:

- All volunteers on duty must wear their volunteer badge.
- Clothing should be free of excessive holes, stains and wrinkles.
- No flip-flops or thong-style sandals are allowed.
- Shorts are to be fingertip-length at minimum.
- Tank tops must meet the 2-finger rule (straps are no less than 2 fingers in width).
- Clothing or buttons that reflect personal political views or references to sex, alcohol, or drugs are prohibited while volunteering.
- Visible tattoos that may be deemed offensive to the general public must be concealed.
- No strong perfumes, colognes, or other odors are permitted.

Adopted xx/xx/xxxx

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

Usage of library computers during scheduled volunteer hours for personal business is strongly discouraged.
Policy 5-10. Conflicts

JCLD treats all volunteers fairly, objectively, and consistently. If a volunteer has a grievance with a staff person, another volunteer, or library patron, the volunteer should discuss the issue with the volunteer manager, or if necessary, the branch manager or library director. The volunteer manager is responsible for handling problems regarding volunteer conduct or complaints, ensuring that volunteers’ views are heard, noted, and acted upon promptly.
Policy 5-11. Patron Confidentiality

Vendors are responsible for maintaining the confidentiality of all library information. This includes any information about what materials a patron looks at, requests, donates, or checks out, as well as reference questions asked by library users. Failure to maintain confidentiality will result in immediate termination of the volunteer.

Adopted xx/xx/xxxx
Policy 5-12. Giving and Receiving Patron Gifts

The gift or acceptance of gifts with patrons is not to exceed $20 in value. In addition, volunteers are not permitted to pay for a patron’s fines, fees, or charges.
Policy 5-13. Resignation

When a volunteer has decided to end his or her volunteer experience with the library, the branch manager must be notified. Whenever possible, the volunteer manager will conduct an exit interview to measure volunteer’s satisfaction with training, management, volunteer culture, and appreciation.

The library may, upon request, provide letters of reference for the volunteer, if deemed appropriate.
Policy 5-14. General Safety Responsibilities

Adopted xx/xx/xxxx

JCLD makes every effort to provide a safe environment for patrons, volunteers, and staff. Volunteers are responsible for helping to prevent and eliminate conditions that could be harmful to themselves or others. Volunteers shall:

- Work carefully and comply with all safety policies.
- Report unsafe conditions to staff.
- Report all accidents to staff, no matter how minor.
- Alert staff immediately if there is an emergency. If the building needs to be evacuated, volunteers must move quickly and calmly to the nearest exit.
Policy 5-15. Workers’ Compensation Coverage

Adopted xx/xx/xxxx

All approved and active volunteers will be covered by JCLD's workers' compensation insurance coverage for volunteer hours spent for the library.
Policy 2-8. Contracts

Adopted xx/xx/xxxx

Josephine Community Library District follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

A. Local Contract Review Board

Except when otherwise provided in JCLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the Josephine Community Library District (JCLD) Board of Directors.

B. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or JCLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board Chair, Library Director, or his/her designee, including the authority to enter into emergency contract pursuant to ORS 279B.080 and 279C.320(1).

C. Personal Services Contracts

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Library Director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Contracts with architectural, engineering, photogrammetric mapping, transportation planning or land surveying services. Unless otherwise provided in this Section, contracts for architectural, engineering, photogrammetric mapping,
transportation planning or land surveying services shall be awarded according to ORS 279C.110(3). A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed $45,000 in a fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

D. **Sole Source Procurement**
   When necessary, the District's Local Contract Review Board, Library Director, or his/her designee may enter into a sole source procurement pursuant to ORS 279B.075.

E. **Electronic Advertising**
   Pursuant to ORS 279C.360 and ORS 279B.055C(4c), electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board Chair, Library Director, or designee shall have the authority determine when electronic publication is appropriate, and consistent with the District’s public contracting policies (OAR 137-47-0270(3)).
ASSIGNMENT OF LEASE AGREEMENT

DATE: December ____, 2017.

BETWEEN: Josephine Community Libraries, Inc., an Oregon non-profit public benefit corporation (Oregon reg. 465261-90) ("Assignor")

AND: Josephine Community Library District, an Oregon body politic ("Assignee")

Recitals:

Assignor and The Josephine County Library Foundation, Inc., an Oregon non-profit public benefit corporation (Oregon reg. 059950-89), ("Landlord") are parties to that Lease dated December 17, 2009, (the "Lease"), a copy of which is attached to this Assignment of Lease Agreement (this "Assignment"), pertaining to certain premises at 102 Ruth Avenue, Wolf Creek, Oregon, (the "Premises") more particularly described in the Lease.

Assignor desires to assign its rights under the Lease to Assignee and Assignee desires to assume Assignor's obligations under the Lease.

NOW, THEREFORE, in consideration of mutual promises set forth in this Assignment, the parties agree as follows.

Section 1. Assignment and Assumption

1.1 Assignment. Assignor hereby assigns to Assignee all its rights, title, and interest in, under, and to the Lease effective on _____________ (the "Effective Date").

1.2 Assumption. Assignee hereby accepts the assignment and assumes and agrees to perform all obligations of the tenant under the Lease, in strict accordance with the terms of the Lease, from and after the Effective Date.

Section 2. Indemnification

2.1 Indemnity by Assignor. Assignor hereby agrees to indemnify, defend, protect, and hold harmless Assignee from and against any and all losses, liabilities, claims, costs, and expenses (including reasonable attorney fees) arising out of or in any way related to Assignor's failure to perform its obligations under the Lease or this Assignment or arising out of use of the Premises by Assignor or its agents, employees, contractors, customers, or invitees before the Effective Date.

2.2 Indemnity by Assignee. Assignee hereby agrees to indemnify, defend, protect, and hold harmless Assignor from and against any and all losses, liabilities, claims, costs, and expenses (including reasonable attorney fees) arising out of or in any way related to Assignee's failure to
perform its obligations under the Lease or this Assignment or arising out of use of the Premises by Assignee or its agents, employees, contractors, customers, or invitees from and after the Effective Date.

Section 3. Status of Lease; Premises; Property Removal

3.1 Status of Lease. Assignor represents and warrants that the Lease is in full force and effect in accordance with its terms, that the Lease has not been amended or modified except as stated in this Assignment, that Assignor is not in default of the Lease, and that all rental has been paid under the Lease for the period through December 31, 2017.

3.2 As Is Condition. Assignee hereby accepts the Premises in its "AS IS" condition at the Effective Date. Assignor shall not be obligated to make any alterations or improvements to the Premises whatsoever.

3.3 Property Removal. Assignor hereby agrees not to remove any improvements, alterations, fixtures, or equipment from the Premises.

Section 4. Landlord's Consent; Release of Assignor

The effectiveness of this Assignment is conditioned on Landlord first executing the consent provision on the last page of this Assignment. The parties acknowledge that Landlord’s consent to this assignment shall not be construed as a waiver of Landlord’s right to withhold consent to any subsequent assignment, sublease, or other transfer of the Lease or any interest in the Premises.

Landlord, by consent hereto, terminates Assignor’s liability under the Lease to pay and perform all obligations to be paid and performed by the tenant under the Lease.

Section 5. Miscellaneous

5.1 Effect of Assignment. This Assignment does not amend the Lease. The Lease is unmodified and is in full force and effect.

5.2 Integration. This Assignment contains the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements among them with respect thereto.

5.3 Attorney Fees. If a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of an attorney are retained, to interpret or enforce any provision of this Assignment or with respect to any dispute relating to this Assignment, the prevailing party shall be entitled to recover from the losing party its attorney fees, paralegal fees, accountant fees, and other expert fees, and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. In the event of suit, action, arbitration, or other proceeding, the amount of fees shall be determined by the judge or arbitrator, shall include fees and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.
5.4 **Further Instruments.** Each party agrees to execute such further instruments as may be reasonably required to consummate the transactions contemplated by this Assignment, as long as the terms thereof are fully consistent with the terms of this Assignment.

5.5 **Authority.** The board of directors of each party hereto has authorized its officer signed below to act on its behalf.

IN WITNESS WHEREOF, the parties have executed this Assignment as of the date first set forth above.

**Assignor:** Josephine Community Libraries, Inc.

By ____________________________
Shad Shriver, President

**Assignee:** Josephine Community Library District, an Oregon body politic

By ____________________________
Its ____________________________
Date: ____________________________, 2017.

**Landlord's Consent**

Landlord hereby consents to the assignment of the Lease in accordance with, and subject to, the terms, conditions, and covenants of the foregoing Assignment.

**Landlord:** The Josephine County Library Foundation, Inc.

By ____________________________
Randall G. Richardson, President

Date: December 16, 2017.