## Josephine Community Library District
### Board of Directors Regular Meeting
**Thursday, February 15, 2018 at 5:15 pm, Ben Bones Room, Grants Pass Branch Library**

**Agenda**

### Board members:
- Position 1: Beecher Ellison
- Position 2: Laurel Samson, President
- Position 3: Jennifer Roberts, Vice President
- Position 4: Judy Williams
- Position 5: John Harelson

### Agenda Items

<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>
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</tbody>
</table>

### Standing Items

1. Approval of agenda
2. Approval of January 25 meeting minutes
3. Public comment
4. Correspondence
5. Annexation petition review

### Staff Reports

1. Library director’s report
2. Financial report
3. Strategic plan / board work plan

### Action Items

1. Review and approve proposal for Master Facilities Plan Phase One
2. Policies, first reading: circulation and grants

### Committee and Board Member Reports

1. Library Foundation liaison report
2. Public Records Law and board emails

### 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>Thursday, March 15, 2018 at TBD</td>
<td>JCLD regular board meeting, IV branch</td>
</tr>
<tr>
<td>Saturday, March 17, 2018 at 11 am</td>
<td>Stone Soup Conversation Project at IV branch</td>
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<tr>
<td>TBA (first week of April)</td>
<td>Budget Committee Meeting, GP branch, Ben Bones Room</td>
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<tr>
<td>April 8–14</td>
<td>National Library Week</td>
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<tr>
<td>Thursday, April 19, 2018 at 5:15 pm</td>
<td>JCLD regular board meeting, GP branch, Ben Bones Room</td>
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<tr>
<td>April 8–May 31</td>
<td>JCLF Spring Fundraising Drive</td>
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<tr>
<td>May 1</td>
<td>Rotary launch of Dolly Parton Imagination Library</td>
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<tr>
<td>TBA (second week of May)</td>
<td>Budget Committee Meeting, GP branch, Ben Bones Room</td>
</tr>
<tr>
<td>Thursday, May 17, 2018 at 5:15 pm</td>
<td>JCLD regular board meeting, GP branch, Ben Bones Room</td>
</tr>
<tr>
<td>Saturday, May 19, 2018 from 10 am to 2 pm</td>
<td>JCLF Cow Scrabble tournament, Grants Pass High School Commons</td>
</tr>
<tr>
<td>June 23 to August 4</td>
<td>Summer Reading Program and Books in the Park</td>
</tr>
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</table>
CALL TO ORDER. President Samson called the meeting to order at 5:18 pm.

STANDING ITEMS
Approval of agenda. There were no changes to the agenda.

Approval of January 18 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Roberts moved that the minutes to the January 18, 2018 board meeting be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

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

Annexation petition review. The board reviewed four completed annexation petitions presented for endorsement.
Motion: Mr. Harelson moved to accept and endorse the annexation petitions for Cheryl and David Coon, Eileen and Harold Garbis, Patricia Megla, and Susan Orris and Ferron Mayfield. Mr. Ellison seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

ACTION ITEMS
Library Brand Transition Project: Review proposals and select contractor. Ms. Samson presented the memo titled “Proposals for the Library Brand Transition Project” from Ms. Lasky dated January 22, 2018. Ms. Lasky stated that the staff recommendation is for Sheepscot Creative. The board discussed the proposals. Ms. Roberts said she has worked with Sheepscot Creative on previous library projects, and said it’s a wonderful organization to work with and that it does high-quality work.
Motion: Ms. Roberts moved that as the Local Contract Review Board, the board award to Sheepscot Creative the contract for the Library Brand Transition Project. Mr. Harelson seconded. The motion passed with an abstention from Mr. Ellison.
Motion: Mr. Ellison moved that Ms. Lasky be designated with the signing authority to contract with Sheepscot Creative as previously approved by this Local Contract Review Board. Mr. Harelson seconded, and the motion passed unanimously.
Policies, second reading: operations, travel reimbursement, benefits, vacation, volunteers. Ms. Samson pointed out the policies memo from Ms. Lasky dated January 18, 2018. She presented the following policies for the board’s second 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

Ms. Lasky stated that all policies have been reviewed by SDAO, HR Answers, and other library directors. Mr. Harelson noted that we could ask our attorney to review these policies, but he didn’t feel it necessary.

The board discussed various policies and made the following decisions or changes:

- Personnel Policy 4-1. Employee Travel Authorization and Reimbursement. 
  **Action:** Add “When it’s demonstrably cheaper, employees are encouraged to use a rental car unless they get prior approval from the library director.”

- Personnel Policy 4-3-2. Health Insurance and Retirement Benefits. The board discussed long-term and short-term disability and decided to keep the phrase as “long-term disability.” Ms. Lasky announced that the district will get a better deal on life and disability insurance if they start with 10 employees rather than starting with the four currently eligible employees and adding others as they fulfill their probationary periods. Mr. Harelson suggested that the board approve a maximum of $25 per employee per month as long as it stays within the budget. The board confirmed that this insurance is offered at no cost to the employee. Ms. Roberts stated that this aligns with the strategic imperative of nurturing a work culture that values and supports its staff, being an employer of choice. 
  **Motion:** Mr. Harelson moved to give Ms. Lasky authority to obtain a minimally acceptable life and long-term disability policy. Mr. Ellison seconded, and the motion passed unanimously.

  Mr. Ellison suggested a policy to prohibit firearms and other weapons in the libraries, and also expressed interest in metal detectors. The board discussed the issue in light of constitutional rights and current library practices.
  **Action:** Ms. Lasky will research the weapons issue and bring it back to the board.

  **Action:** Change the end of the second paragraph from “will be subject to the law” to “may be subject to arrest by law enforcement.” All policy references to law enforcement will be made consistent and refer to Policy 3-1-2.
  **Action:** Change “Bicycles must be left outside...” to “Bicycles and other large objects must be left outside...".
• Operations Policy 3-3-2. Use of the Internet and Other Digital Reference Tools.  
   Action: Change the last phrase of section A from “summoning of law enforcement authorities” to “removal by law enforcement authorities.”

• Volunteer Policy 5-8. Dress Code. The board discussed political buttons and the issue of the library as a neutral space versus the freedom of speech issue.  
   Action: Mr. Ellison will research whether people have the constitutional right to wear a political button at their place of employment.

Motion: Mr. Ellison moved to approve all operations, personnel, and volunteer policies as presented and modified. Mr. Harelson seconded. The motion passed unanimously.

Ms. Lasky said changes to the personnel policies will come to the board periodically, and that the board will be reviewing policies at nearly every meeting.  
Action: Ms. Lasky will bring the circulation and public relations policies to the February board meeting.

Mr. Harelson pointed out that all policies will be “stress-tested” over time. The district and the library director will be measured for adherence to policies. He suggested that previous policy drafts be retained.  
Action: Ms. Lasky will create a network file system for archiving previous policy versions.

Policy 2-8 Contracts. Ms. Samson presented the contracts policy. Ms. Stover explained that by default, the board follows Oregon Model Public Contracting Rules. However, some matters must be explicitly stated in policy, including delegation of authority, personal services contracts, sole source procurement, and electronic advertising.  
Action: Under Item C, delete the first sentence fragment.  
Motion: Mr. Harelson moved to approve Policy 2-8, Contracts, as amended. Ms. Roberts seconded. The motion passed unanimously.

Wolf Creek lease assignment. Ms. Samson presented the Assignment of Lease Agreement from Josephine Community Libraries, Inc. (JCLI) to JCLD for the Wolf Creek branch library premises, with Josephine County Library Foundation (JCLF) as the landlord. Ms. Lasky pointed out that this document is not the actual lease but the assignment of the JCLF lease from JCLI to the district.  
Motion: Mr. Harelson moved to authorize the board president to approve and sign the Assignment of Lease Agreement. Mr. Ellison seconded. The motion passed unanimously and Ms. Samson signed the lease agreement.

ANNOUNCEMENTS  
Ms. Lasky announced that the Library Summit will take place on Monday, January 29 from 6-7:30 pm, and all are invited. Ms. Samson and Ms. Lasky will report for the district.

Ms. Lasky reminded the board of its decision to have its March 15 board meeting at the Illinois Valley branch. Carpoools can be arranged. The board discussed changing the
board meeting time to 5:45 pm to accommodate work schedules and drive time, but Ms. Roberts might not be able to call in if the meeting is later.

Ms. Lasky announced that starting February 19, based on community advisory committees and 1,000+ survey comments, rural branches will open for more hours:

- Illinois Valley: Wednesday 11-6; Thursday, Friday, and Saturday 11-5.
- Williams: Tuesday, Wednesday, Saturday 1-6; Friday 11-4.
- Wolf Creek: Wednesday and Saturday 1-6, Friday 11-4.

The advisory committee for Grants Pass is being formed, and Grants Pass hours expansion will take place in mid-March. These changed hours might be phased in.

**Comments from board members.**

Mr. Harelson noted that although the district’s insurance agent offered to review contracts, he recommended that attorney review be done instead when indicated.

Ms. Roberts reported on the Master Facilities Plan and community brainstorming efforts around future library building projects.

Mr. Harelson announced that the district grand opening celebration was featured on the front page of the Daily Courier today. Ms. Roberts thanked Ms. Lasky and staff for putting on a great event. Ms. Lasky recognized Partnership Manager Rebecca Stoltz for producing the event in conjunction with Chamber Ambassadors, which she heads.

Mr. Harelson asked for an update on administrative staff changes. Ms. Lasky reported that on January 16, the Business Manager was dismissed. Since then, Ms. Lasky has contracted with Cynthia Harelson, CPA for three months during which time she will handle accounts payable, bookkeeping, systems, processes, and support of internal controls. Ms. Lasky said they might consider hiring an in-house bookkeeper. By then, all systems, rules, and policies will be in place. She has contacted auditing consultant Gerald Burns to help get systems in place to prepare for audits.

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, February 15. The agenda will include an update on expanded library hours and the Master Facilities Plan, and policies on fines and fees.

**ADJOURNMENT**

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
The JCLD Board of Directors will hold their regular March board meeting at the Illinois Valley branch on Thursday, March 15. Time to be decided.

Updates
• Personnel, volunteer, and operations policies updated with board changes and shared with staff. Policy discussion occurs at each staff meeting. The staff discussed cost savings on rental cars vs. personal vehicles and the value for frugality.
• JCLD staff is working with Coraggio to establish metrics for strategic plan objectives.
• Facilities Master Plan is on schedule for contracting with JCLF in February. Plan is scheduled to be completed by June.
• Senator Merkley expressed gratitude to Josephine County Cultural Coalition for funding the Frederick Douglass display at the Grants Pass branch during his January 20 Grants pass town hall meeting.
• Library Summit on January 26 was well attended with representatives from JCLD, JCLI, JCLF, GP Friends of the Library, and the former Josephine County Library Board of Trustees.

Successes
• Twenty petitions to annex property into the library district have been submitted to county assessor for processing, with 16 more awaiting signatures. Out-of-district patrons inquiring about paying for cards are advised of this “opt-in” option, and several have replied “sign me up” without hesitation. When we begin charging for cards in April it will be important to feature annexation in public communications.
• JCLD has begun implementing new collection development budget, ordering copies of bestseller items for all branches and replacing outdated or worn materials.

Challenges
• At the management level, prioritizing a very long task list is difficult as almost all tasks are time-sensitive and critical to the systems and processes that must be in place by April 1 to begin charging for library cards. Whenever possible, volunteers are recruited to assist.
• Deferred maintenance at the rural branch libraries is extensive. Maintenance coordinator has documented and developed an annual calendar for building maintenance. Issues will be reviewed in Master Facilities Plan development.
• Many community members expected new hours, programs, and library card fees to begin on January 2. It has been a challenge communicating that it will take time to gradually see these changes with community partners and patrons who had this expectation.
Human resources and staffing
- Hired Wolf Creek branch manager to begin in February.
- Opened fiscal coordinator position to replace business manager. The position is open until filled. See attached job description (vetted by SDAO).
- A total of 358 volunteers are on the newly created Josephine Community Library District volunteer list. This includes 10 volunteers added in January, with the remaining 348 agreeing to transfer their information to the district.

Transition and transfer of assets
The Attorney General’s office accepted JCLI’s dissolution plan. JCLI will transfer assets to the district by a vote at its February 22 board meeting. The JCLI maintenance fund per the lease agreement transfer will be approximately $25,000. Funds are to be used to address maintenance issues at the Grants Pass branch. The library has been utilizing this fund and reporting expenditures successfully for eight years. In anticipation of the transfer of the maintenance fund, the district will open a savings account with People’s Bank, linked to its checking account, in order to separate the funds more transparently.

Administration
- Board member emails about library business are subject to public records retention and request laws, regardless of the email account or device. Board members are required to retain all emails (and social media mentions) about library business as a public record.
- All versions of policy drafts are retained electronically for historical reference, as requested by the board.

Programs and service
Expand ing hours: In order to meet strategic initiatives to deliver on campaign promises, JCLD plans to open the rural branch libraries branches for additional hours in mid-February. Two community advisory groups convened to determine the following hours.

Beginning the week of February 19:
- Illinois Valley: Thursdays, Fridays, and Saturdays from 11 a.m.–5 p.m. Wednesdays from 11 a.m.–6 p.m.
- Williams: Tuesdays, Wednesday, and Saturdays from 1–6 p.m. Fridays from 11 a.m.–4 p.m.
- Wolf Creek: Wednesdays and Saturdays from 1–6 p.m. Fridays from 11 a.m.–4 p.m.

Beginning the week of March 20:
- Grants pass: Tuesdays and Thursdays from 10 a.m.–7 p.m. Wednesdays and Fridays from 10 a.m.–6 p.m. Saturdays from 10 a.m.–4 p.m.
Facilities
- JCLD is still in the process of writing an IGA with Three Rivers School District for use of land for the Williams branch.
- Facilities Master Plan will be paid for by the Foundation. The Foundation voted to support the project up to $50,000.

Communications
Sheepscot Creative worked with the JCLD communications team for the brand transition project including Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Library Director Kate Lasky, and Board Member Jennifer Roberts. Sheepscot Creative delivered new logo, library card design, bookmark, and business cards in preparation of beginning to charge for library cards the first week of April. Sheepscot Creative is on schedule and advising communications during this critical transition for library patrons and residents of Josephine County. Samples will be available at the board meeting.

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

POSITION TITLE: Fiscal Coordinator

SUPERVISOR: Library Director

SUMMARY OF POSITION
The Fiscal Coordinator provides oversight and tracking of all financial and accounting operations for Josephine Community Library District with additional oversight of the information technology budget. The Fiscal Coordinator works with the Library Director to maintain the daily accounting processes and procedures, prepare financial reports, and track the yearly organization budget. The Fiscal Coordinator assists the Library Director in personnel matters and business office coordination and assists Department Heads with accounts payable and receivable, administrative matters, training, and troubleshooting. The Fiscal Coordinator helps maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Coordination
- Maintain accurate and up-to-date financial records for the organization
- Implement and monitor internal control policies and procedures
- Coordinate and monitor IT service requests and budget
- Coordinate and schedule employee benefits programs and enrollment
- Schedule and facilitate annual financial audit
- Train department heads on proper filing and reporting

Administration
- Assist Library Director with preparation of monthly board packets
- Organize and maintain digital and paper records
- Assist Library Director in e-rate program; quarterly reporting for expense reimbursement
- Maintain fiscal process and procedures manual
- Maintain knowledge of/adherence to public meeting law and budget law

Finance
- Create monthly reports for board and finance advisory committee
- Maintain daily books for multiple funds in QuickBooks accounting system
- Maintain accounts payable and receivable, corporate accounts, public records, petty cash
- Attend finance advisory committee meetings and prepare financial reports
- Attend staff meetings, including collection development and grant meetings
- Provide grant fiscal management and reporting
- Process, report, and file timesheets and payroll using ADP software
- Maintain and organize district records for all of the above; annually update filing

Personnel
- Assist library director in human resources recordkeeping, filing, tracking, and communications
- Process and file all documentation required by BOLI, SAIF, SDAO, and other state and federal agencies

NON-ESSENTIAL FUNCTIONS
Other duties and tasks as required.

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Position has some departmental budget responsibility.
under the direction of the Library Director and Business Manager, and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, and monetary loss.

SUPERVISORY RESPONSIBILITY
Position oversees volunteers.

CONTACTS/COMMUNICATION
Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts may be about confidential or sensitive matters.

QUALIFICATIONS
The ideal candidate for this job has experience in the financial sector and accounting for a medium-sized organization, is well-organized and detail oriented, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- Proficiency in QuickBooks software
- Knowledge of accounting principles and financial processes and procedures
- Ability to train and coordinate the work of others
- Strong interpersonal skills
- Ability to make independent decisions, sometimes with limited information
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment
- Municipal accounting experience a plus

Bachelor’s degree in related field with two years of professional accounting experience; or Associate’s degree and five years of professional experience in accounting; any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described.

PHYSICAL DEMAND
- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS
Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS
Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING
Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: February 15, 2018  
SUBJECT: January Financial Statement

Financial planning
- JCLD is contracting with Cynthia Harelson CPA to manage QuickBooks day-to-day accounting until JCLD hires a fiscal coordinator.
- JCLD accounting system is still under development. Management is working to reflect amounts in the books and records correctly. Through review of past items, some reclassification of items is necessary to more correctly reflect operations. As a result, the board may see some differences between the December financial statements and the January financial statements. Management is moving items between accounts but not creating new data. If a board member has a specific question, please contact me directly as some detail will not be available at the board meeting.
- The County Treasurer held funds was overstated by $160,679 in December, as was the current tax revenues account in the accounting system. This was corrected in January.
- The internal control is in place to record in QuickBooks by journal entry any changes to accounting data in QuickBooks. Cynthia Harelson CPA is currently implementing this practice.
- Contracting with Gerald Burns CPA to provide pre-audit consulting. His scope of work will include but may not be limited to:
  1. Advise on the District’s current budget and budget law requirements.
  2. Assist in designing the District’s system of internal controls over financial and budget reporting.
  3. Assist in the design of the accounting system, QuickBooks chart of accounts, selection of funds to be used, and use of QuickBooks in general with respect to financial reporting.
  4. Assist the District in getting ready to its first financial statement audit.
  5. Assist the District by drafting the financial statements that will be audited.

- Life and disability insurance implemented February 1 for all current JCLD employees at $25.30 per month. See attached benefits packet from Mutual of Omaha.
- Postponed budget committee orientation until first official budget committee meeting in April.
- Beginning FY18–19 budget planning process with department heads.
- The District qualified for 90 percent reimbursement for e-rate. JCLD is filing for fiber optic at Wolf Creek and Illinois Valley branches, along with updating phone system at Grants Pass and purchasing two new servers.
Statement of Financial Activities (expense and revenue performance report)

Revenue

- In comparing the year-to-date income and expenditures through January 31, 2018, the district has received $1,177,887 tax levy income, and budgeted for $1,276,153, which is a difference of $98,266 under the budgeted amount for the year.
- Fines and fees are underbudget for the year due to delayed installation of JCLD credit card processing service. Service is now in place and monthly revenue projections should be on target going forward.

Expenses

- District salaries are under budget due to the hiring schedule. Salaries will be underbudget for the year.
- Library catalog was budgeted to be paid for by the general fund, but was paid for by the JCLI grant and is shown on the grants (special funds) report.
- Insurance is over budget for the year with unanticipated costs for volunteer accident insurance. Costs for insurance were higher than anticipated but still in line with costs JCLI paid annually.
- Volunteer expenses reflect the cost of background checks in January for more than 200 volunteers.
- Transfers and Contingency is incorrectly represented on the expense and revenue performance report, though the bottom line is accurate. These three categories of expenditures of transfers and contingency, capital outlay, and grant expenses will be resolved on the board’s March financial report after consultation with the district’s pre-audit CPA Gerald Burns.

Grants

- Grant expenses are budgeted separately from the general fund (Materials and Services, and Personal Services) budget.
- JCLD is currently administering three grants: Development Grant for the Josephine County Library Foundation for $40,000, JCLI Transition Grant, and Ready to Ready Grant from the State Library of Oregon.
- The JCLI grant and Foundation Development grant paid for $17,504 of district salaries. This amount is represented in the personal services line item of the expense on the grant report.
- Remaining grants funds are shown on the balance sheet under deferred revenue, $76,585.
Statement of Financial Position: (balance sheet)

- The district assets include $48,179 in the district bank account, $1,06,572 in the general pool account (entitled the LGIP account), $330 in cash registers at the four branches, and $5,597 in the treasury account of Josephine County.

- The total combined assets of these accounts are $1,130,678. This amount includes $10,801 for the Ready to Read Grant, $38,144 for the Josephine County Library Foundation Grant, $1,548 from the Friends of the Library, and the remaining available balance of $26,093 from the JCLI Grant.

Budget challenges

- Information Technology (IT) costs will be higher next year because the district will need to update the patron computer workstations operating system and replace older models. Cost to replace 40 patron workstations at $1,000 each will be $40,000 plus labor.

- Management recommends JCLD create a reserve fund for rent costs to begin on January 1, 2021 for the Grants Pass branch (15,470 square feet) at $0.65 per square foot per month totaling $121,000 annually. Setting aside funds in FY18-19 will not only ensure the district’s ability to make payments in FY20-21, but also will allow the district to practice sustaining payments.

- Management recommends JCLD create a building improvements and maintenance fund to cover unforeseen deferred maintenance costs in FY18-19, such as recurring plumbing issues at the Illinois Valley branch.

- JCLD will put out an FCC e-rate bid for fiber optic internet construction to the Wolf Creek and Illinois Valley branch libraries. Cost will be approximately $500,000 with 90 percent reimbursed through FCC e-rate. Funds to make payments for the project will need to be available prior to reimbursement. Payments may be made over time with no interest. JCLD will split final costs (10 percent) with the Sunny Wolf Charter School.
<table>
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<tr>
<th>Ordinary Income/Expense</th>
<th>Actual Jul '17 - Jan 18</th>
<th>Year to Date Budget</th>
<th>Annual Budget</th>
<th>$ Over (Under) Budget</th>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<td>4000 · Current Year Tax Levy</td>
<td>$1,177,887</td>
<td>$744,423</td>
<td>$1,276,153</td>
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<td>4050 · Grant Revenue</td>
<td>452</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>4100 · Fines and Fees</td>
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<td>9,000</td>
<td>(7,681)</td>
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<td>4200 · Interest Income</td>
<td>4,281</td>
<td>2,042</td>
<td>3,500</td>
<td>781</td>
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<td>4310 · Donations</td>
<td>41</td>
<td>1,458</td>
<td>2,500</td>
<td>(2,459)</td>
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<td><strong>Total Income</strong></td>
<td>1,183,980</td>
<td>753,173</td>
<td>1,291,153</td>
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<td><strong>Expense</strong></td>
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<td>5000 · Personal Services</td>
<td>77,260</td>
<td>261,834</td>
<td>448,859</td>
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<td>5200 · Collection Development</td>
<td>22,288</td>
<td>51,042</td>
<td>87,500</td>
<td>(65,212)</td>
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<td>5300 · Library Catalog (Polaris)</td>
<td>0</td>
<td>13,498</td>
<td>23,140</td>
<td>(23,140)</td>
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<td>5400 · Building Improvements</td>
<td>0</td>
<td>1,458</td>
<td>2,500</td>
<td>(2,500)</td>
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<td>5500 · Facilities &amp; Equipment</td>
<td>3,916</td>
<td>3,646</td>
<td>6,250</td>
<td>(2,334)</td>
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<td>5600 · Computer Maintenance</td>
<td>163</td>
<td>10,063</td>
<td>17,250</td>
<td>(17,087)</td>
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<td>5700 · Insurance</td>
<td>8,056</td>
<td>3,500</td>
<td>6,000</td>
<td>2,056</td>
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<tr>
<td>5800 · Travel &amp; Training</td>
<td>720</td>
<td>4,958</td>
<td>8,500</td>
<td>(7,780)</td>
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<tr>
<td>6630 · Election</td>
<td>17,794</td>
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<td>17,795</td>
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<td>6640 · Auditor</td>
<td>0</td>
<td>8,750</td>
<td>15,000</td>
<td>(15,000)</td>
</tr>
<tr>
<td>6650 · Patron Services and Supplies</td>
<td>0</td>
<td>3,208</td>
<td>5,500</td>
<td>(5,500)</td>
</tr>
<tr>
<td>6660 · Volunteer Support</td>
<td>1,514</td>
<td>3,092</td>
<td>5,300</td>
<td>(3,786)</td>
</tr>
<tr>
<td>6670 · Events at Library</td>
<td>212</td>
<td>3,063</td>
<td>5,250</td>
<td>(5,038)</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>131</td>
<td>13,125</td>
<td>22,500</td>
<td>(22,369)</td>
</tr>
<tr>
<td>6690 · Special Contracts</td>
<td>2,935</td>
<td>22,021</td>
<td>37,750</td>
<td>(34,815)</td>
</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>0</td>
<td>875</td>
<td>1,500</td>
<td>(1,500)</td>
</tr>
<tr>
<td>6700 · Administrative Support</td>
<td>3,503</td>
<td>4,229</td>
<td>7,250</td>
<td>(3,747)</td>
</tr>
<tr>
<td>6800 · Telecommunications</td>
<td>1,822</td>
<td>10,500</td>
<td>18,000</td>
<td>(16,178)</td>
</tr>
<tr>
<td>6850 · Utilities</td>
<td>7,001</td>
<td>8,750</td>
<td>15,000</td>
<td>(7,999)</td>
</tr>
<tr>
<td>8000 · Transfers &amp; Contingency</td>
<td>0</td>
<td>160,417</td>
<td>275,000</td>
<td>(275,000)</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>147,315</td>
<td>598,409</td>
<td>1,025,844</td>
<td>(878,529)</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>1,036,665</td>
<td>154,764</td>
<td>265,309</td>
<td>771,356</td>
</tr>
</tbody>
</table>

**Net Income**

- **Actual**: $1,036,665
- **Year to Date**: $154,764
- **Annual**: $265,309
- **$ Over**: $771,356
### Josephine Community Library District
#### Profit & Loss-Grant Funds
**July 2017 through January 2018**

<table>
<thead>
<tr>
<th>Development Grant (Special Funds)</th>
<th>JCLI Grant (Special Funds)</th>
<th>Ready To Read Program (Special Funds)</th>
<th>Total Special Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4050 · Grant Revenue</td>
<td>$1,856</td>
<td>$95,907</td>
<td>$284</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>1,856</td>
<td>95,907</td>
<td>284</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 · Personal Services</td>
<td>1,756</td>
<td>15,748</td>
<td>0</td>
</tr>
<tr>
<td>5200 · Collection Development</td>
<td>0</td>
<td>0</td>
<td>240</td>
</tr>
<tr>
<td>5300 · Library Catalog (Polaris)</td>
<td>0</td>
<td>23,140</td>
<td>0</td>
</tr>
<tr>
<td>5600 · Computer Maintenance</td>
<td>0</td>
<td>6,282</td>
<td>0</td>
</tr>
<tr>
<td>5700 · Insurance</td>
<td>0</td>
<td>1,038</td>
<td>0</td>
</tr>
<tr>
<td>5800 · Travel &amp; Training</td>
<td>0</td>
<td>3,149</td>
<td>0</td>
</tr>
<tr>
<td>6670 · Events at Library</td>
<td>0</td>
<td>505</td>
<td>0</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>100</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6690 · Special Contracts</td>
<td>0</td>
<td>43,065</td>
<td>0</td>
</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>0</td>
<td>1,768</td>
<td>0</td>
</tr>
<tr>
<td>6700 · Administrative Support</td>
<td>0</td>
<td>1,212</td>
<td>44</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>1,856</td>
<td>95,907</td>
<td>284</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>ASSETS</td>
<td>Jan 31, 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 · People’s Bank of Commerce</td>
<td>48,179</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 · General Pool 6000</td>
<td>1,076,572</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1120 · Jo Co Treasury Account</td>
<td>5,597</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1150 · Cash Drawers</td>
<td>330</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>1,130,678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1450 · A/R Due From Other Funds</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>1,130,878</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>1,130,878</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES &amp; EQUITY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 · Accounts Payable</td>
<td>10,013</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Accounts Payable</strong></td>
<td>10,013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 · People’s Bank Visa Cards</td>
<td>6,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Cards</strong></td>
<td>6,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2050 · Deferred Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2051 · JCLI Grant</td>
<td>26,093</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2052 · Ready to Read Grant</td>
<td>10,801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2053 · Josephine Co Library Foundation</td>
<td>38,144</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2054 · Friends of the Library</td>
<td>1,548</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 2050 · Deferred Revenue</strong></td>
<td>76,586</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 · Payroll Liabilities</td>
<td>661</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Current Liabilities</strong></td>
<td>77,247</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>94,210</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>94,210</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td>1,036,667</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>1,036,667</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td>1,130,877</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Long-Term Disability Insurance

Your Ability to Earn an Income May Be Your Most Important Asset

Most people don’t think twice about insuring their home, automobile or health. However, many people don’t recognize just how important it is to insure their income.

We’ve Got You Covered

As an active employee of Josephine Community Library District, you have access to a disability insurance policy from United of Omaha Life Insurance Company.

A lengthy disability can be devastating, and is more common than you might think. It may lead to a loss of income, independence and financial security.

A disability insurance policy can help provide security when you need it most. It pays you cash benefits when you’re sick or hurt and can’t work.

Coverage guidelines and benefits are outlined in the chart below.

### ELIGIBILITY - ALL ELIGIBLE EMPLOYEES

<table>
<thead>
<tr>
<th>Eligibility Requirement</th>
<th>You must be actively working a minimum of 30 hours per week to be eligible for coverage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Payment</td>
<td>The premiums for this insurance are paid in full by the policyholder. There is no cost to you for this insurance.</td>
</tr>
</tbody>
</table>

### BENEFITS

<table>
<thead>
<tr>
<th>Elimination Period</th>
<th>Your benefits begin on the later of 90 calendar days after the onset of your disabling injury or illness or the date your short term disability ends.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Benefit</td>
<td>Your benefit is equivalent to 60% of your before-tax monthly earnings, not to exceed the plan’s maximum monthly benefit amount less other income sources. The premium for your long-term disability coverage is waived while you are receiving benefits.</td>
</tr>
<tr>
<td>Maximum Monthly Benefit</td>
<td>$5,000</td>
</tr>
<tr>
<td>Minimum Monthly Benefit</td>
<td>$100</td>
</tr>
<tr>
<td>Maximum Benefit Period</td>
<td>If you become disabled prior to age 62, benefits are payable to age 65, your Social Security Normal Retirement Age or 3.5 years, whichever is longest. At age 62 (and older), the benefit period will be based on a reduced duration schedule.</td>
</tr>
<tr>
<td>Partial Disability Benefits</td>
<td>If you become disabled and can work part-time (but not full-time), you may be eligible for partial disability benefits.</td>
</tr>
</tbody>
</table>
### DEFINITIONS

<table>
<thead>
<tr>
<th>Own Occupation</th>
<th>2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Own Occupation Earnings Test</td>
<td>99%</td>
</tr>
<tr>
<td><strong>Definition of Monthly Earnings</strong></td>
<td>Monthly earnings for salaried employees is the gross annual salary in effect immediately prior to the date disability begins, divided by 12. Monthly earnings for hourly employees is the hourly rate of pay multiplied by the average number of hours worked during the 12 month period immediately prior to the date disability begins. If employed for part of the prior 12 month period, monthly earnings is the hourly rate of pay multiplied by the average number of hours worked.</td>
</tr>
</tbody>
</table>

### FEATURES

| Voluntary Vocational Rehabilitation Benefit | If you become disabled and choose to participate in the vocational rehabilitation program, you will be eligible for a monthly benefit increase of 10%. |
| Survivor Benefit | If you pass away while receiving disability benefits, a lump sum equal to 3 times your monthly benefit will be paid to your eligible survivor. |

### SERVICES

| Hearing Discount Program | The Hearing Discount Program provides you and your family discounted hearing products, including hearing aids and batteries. Call 1-888-534-1747 or visit [www.amplifonusa.com/mutualofomaha](http://www.amplifonusa.com/mutualofomaha) to learn more. |
We’ve Got You Covered
As an active employee of Josephine Community Library District, you have access to a life insurance policy from United of Omaha Life Insurance Company.

It replaces the income you would have provided, and helps pay funeral costs, manage debt and cover ongoing expenses.

How much insurance is enough?
When determining how much life insurance you need, think about the expenses you may encounter now and through every stage of your life.

Coverage guidelines and benefits are outlined in the chart below.

<table>
<thead>
<tr>
<th>ELIGIBILITY - ALL ELIGIBLE EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility Requirement</strong></td>
</tr>
<tr>
<td><strong>Premium Payment</strong></td>
</tr>
<tr>
<td><strong>Life Insurance Benefit Amount</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Accidental Death &amp; Dismemberment (AD&amp;D) Benefit Amount</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Living Care/Accelerated Death Benefit</strong></td>
</tr>
<tr>
<td><strong>Waiver of Premium</strong></td>
</tr>
</tbody>
</table>
| **Additional AD&D Benefits** | In addition to basic AD&D benefits, you are protected by the following benefits:  
- Seat Belt  
- Airbag |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conversion</strong></td>
<td>If your employment ends, you may apply for an individual life insurance policy from Mutual of Omaha without having to provide evidence of insurability (information about your health). You will be responsible for the premium for the coverage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SERVICES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Assistance</strong></td>
<td>The Travel Assistance program is an added benefit that provides assistance for your travels over 100 miles away from home or outside the country.</td>
</tr>
<tr>
<td><strong>Employee Assistance Program (EAP)</strong></td>
<td>The EAP program provides you and your loved ones access to trained professionals and resources for assistance with personal and workplace issues.</td>
</tr>
<tr>
<td><strong>Hearing Discount Program</strong></td>
<td>The Hearing Discount Program provides you and your family discounted hearing products, including hearing aids and batteries. Call 1-888-534-1747 or visit <a href="http://www.amplifonusa.com/mutualofomaha">www.amplifonusa.com/mutualofomaha</a> to learn more.</td>
</tr>
<tr>
<td><strong>Will Prep</strong></td>
<td>We work with Willing® to offer employees an online will prep tool. In just a few clicks you can complete a customized plan to protect your family and property (valid in all 50 states). To get started visit <a href="http://www.willing.com/mutualofomaha">www.willing.com/mutualofomaha</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AGE REDUCTIONS AND EXCLUSIONS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance benefits and guarantee issue amounts are subject to age reductions:</td>
<td></td>
</tr>
<tr>
<td>- At age 65, amounts reduce to 65%</td>
<td></td>
</tr>
<tr>
<td>- At age 70, amounts reduce to 50%</td>
<td></td>
</tr>
</tbody>
</table>

Information about the AD&D exclusions for this plan will be included in the summary of coverage, which you will receive after enrolling.

Please contact your employer if you have questions prior to enrolling.
February 12, 2018

Kate Lasky  
Director  
Josephine County Library District  
200 N. C Street  
Grants Pass OR 97526

Dear Kate:

I am pleased to present a proposal to the Josephine Community Library District for Phase 1 of your Library Facilities Master Plan. With the benefit of over 12 years as a public library director and administrator, I established Penny Hummel Consulting in late 2013, and thus far, have worked with over 30 clients in seven states. The focus of my practice is supporting public libraries in the areas of organizational development, facilities planning, marketing and fundraising. Thus far, I have developed library facilities programs for ten public libraries in Oregon, Washington, California and Utah.

For optimal completion of Phase 1, I have added library IT consultant Lance Murty as a member of my team. Formerly head of IT services for Multnomah County Library (Portland, OR) and the District of Columbia Public Library, Lance will focus on assessing your existing technology as well as making recommendations for renovation and/or new construction. Lance’s credentials and resume are included in this proposal.

The proposal that follows this letter outlines my proposed approach to Phase 1 with a budget of $21,358 inclusive of travel. We are available to begin this work in March 2018. As you know, Josephine Community Libraries, Inc. was my very first client in late 2009, so I am delighted at the prospect of returning to assist you in making your libraries the very best they can be. Thank you for the opportunity to provide this proposal. If I can provide any additional information, please let me know.

Sincerely,

Penny Hummel
Introduction

The successful passage of the ballot measure in May 2017 to create the Josephine County Library District (JCLD) reflects a decade of hard work by community members and library staff to create a stable funding source for their beloved library system. Happily, Josephine County Library District is now poised to take an important next step: creating a Library Facilities Master Plan. As outlined by JCLD the goal of this plan will be to “engage library and community stakeholders to define the vision, plan, specifications and costs for the library buildings in Josephine County” in preparation for a future capital campaign. In response to the RFP issued by JCLD, this proposal focuses on Phase 1 of the process.

Summary of Project Team’s Qualifications and Experience

Penny Hummel

The 2013-14 president of the Oregon Library Association, Penny Hummel has twelve years of management experience in public libraries both large and small, as well as prior volunteer experience as a library advocate, Friends president and Library Foundation trustee. Her current areas of practice include organizational development, marketing, fundraising, and library facility planning. Penny is based in Portland, Oregon and her company’s website, which includes a list of past projects and clients, is www.pennyhummel.com

With respect to libraries facilities planning, Penny utilizes the methodology developed by noted California library consultant Kathryn Page, which has informed the development of over 150 completed library projects in the U.S. This approach is objective, analytical and detail oriented and includes gathering community input, analysis of library service delivery and collections, stakeholder interviews and review of demographic information. As of the end of 2017, she has completed 10 library facilities planning projects in Oregon (Coos Bay, Corvallis and Springfield), California (Santa Cruz Central Library, Yolo), Washington (Longview, Washougal, Woodland and Ridgefield) and Utah (Logan).

Penny is experienced in meeting facilitation with various library stakeholder groups (staff, friends, foundations and library boards), public presentations and data analysis. Since 2015, her work has included facilitating six public library strategic planning processes for Oregon public libraries and researching and writing a public library needs assessment for the Oregon Community Foundation, as well as a comprehensive library needs assessment for the state of New Mexico. In 2013, Penny was selected as a fellow in the Public Library Association’s Leadership Academy, participating in a multi-day intensive training focused on enhancing the position of libraries within their communities. From 2009-2013, she was director of the Canby Public Library, which serves a population of 25,000. With the goal of revitalizing the Canby library’s staffing, collections, programming and services, she increased the library’s circulation
by 20% within two years, comprehensively improved services to Spanish speakers, and raised over $562,000 to support library services and capital improvements. From 2001 – 2009, she was a member of Multnomah County Library’s senior management team, serving as the system’s Marketing and Communications Manager and overseeing the library’s website and system wide programming.

**Lance Murty**

As a consultant, Lance Murty works with public libraries and other civic institutions, with a focus on technology assessment and analysis, technology strategies and management, all phases of project management, and technology design and planning for new construction and facility renovations. Lance is an accomplished information technology manager with more than 15 years of demonstrated success in library information technology. Most recently, he was involved in a building pre-design project for the Corvallis Public Library and has contributed to digital strategies and web redesign work for the Maricopa County Library District and Douglas County (Colorado) Libraries. He served as the interim CIO for the DC Public Library while leading the recruitment effort for that position. He previously served as the Director of Information Technology for the Multnomah County Library in Portland, Oregon, and has consulted with libraries nationwide on technology.

With deep insights into the digital systems and technology infrastructures that libraries use, Lance has advised many on their technology, systems, workflows, and facilities. He has been actively involved in digital projects that promote civic engagement, from broadband adoption programs to technology entrepreneurship initiatives in underserved communities to helping design facilities to take best advantage of current technologies while positioning for the future.

### Scope of Work

Below is a draft work plan designed in response to the scope of work outlined in the Phase 1 RFP. This would involve four trips to Josephine County for Penny Hummel and one trip for Lance Murty. Suggested date “windows” are based on the consultants’ earliest availability and can be shifted further out if needed. Our initial goal was to present a plan that accomplished the scope of work as economically as possible; having said that, additional stakeholder sessions and community meetings can be added but would require an increase in consultant hours/time. Both consultants will only bill for time spent on the project, so if the estimate of needed hours is higher than actual hours, the total budget will be adjusted downward accordingly.

*Design and implement the public input process for facilities recommendations from library and community stakeholders, including volunteers, patrons, donors, staff, district board, library affiliates and community groups.*
This draft scope of work includes an initial set of stakeholder groups for focus group sessions, but these can be reassigned following the start work meeting, where priorities and needs will be clarified. Based on our initial conversation about the best way to involve stakeholders, we may also want to add surveys targeted to specific stakeholder groups (for example: library volunteers) to ensure that there is more than one way to provide input.

### Visit #1
(2 days)  
(March 12 – 16 or 19 – 23)

<table>
<thead>
<tr>
<th>Penny Hummel (8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Murty (8 hours)</td>
</tr>
</tbody>
</table>

#### Day 1:
- Start work meeting:
  - Goals, timeline, data needed
  - Appropriate involvement of JCLI’s various stakeholder groups.
  - Initial discussion of overall facility needs with planning team
- Review and documentation of Grants Pass library

---

*Research structure, layout, programs housed, and challenges of the buildings and the communities they serve for the four branches of the Josephine County Library District.*

*Conduct the needs assessment for district library facilities.*

This portion of the work plan includes the following activities:

- Reviewing community demographics, the library’s usage statistics and guiding documents (including JCLD’s strategic framework and operations plan) to understand use of the current facilities.
- Three community meetings (Grants Pass, Illinois Valley, and Williams or Wolf Creek) to share information about 21st century libraries and gather the community’s input about hopes and dreams for JCLD facilities;
- Stakeholder focus group/discussions, during which participants will be led through a set of questions to gather their input on what’s working about the buildings and what needs improvement.

### Visit #1
(2 days)  
(March 12 – 16 or 19 – 23)

<table>
<thead>
<tr>
<th>Penny Hummel (8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Murty (8 hours)</td>
</tr>
</tbody>
</table>

#### Day 2:
- Grants Pass staff focus group
- IT focus group (led by Lance)
- IT-focused visit to Illinois Valley, Williams and Wolf Creek facilities (Lance)
- Evening community meeting: Grants Pass
Visit #2  
(2 days)  
(April 2 – 4 or 9 – 12)  
Penny Hummel (16 hours)  

Day 1:  
- Volunteer focus group  
- Board/Foundation/Friends focus group  
- Review and documentation of Illinois Valley facility  
- Focus group with Illinois valley staff and volunteers  
- Evening community meeting: Illinois Valley  

Day 2:  
- Review and documentation of Williams and Wolf Creek facilities  
- Focus group with Williams branch staff and volunteers  
- Focus group with Wolf Creek branch staff and volunteers  
- Evening community meeting (Wolf Creek or Williams  

Based on library and community stakeholder input, articulate the best vision for a facilities and technology plan with general concepts for the four library branches; include the detailed description of types and uses of spaces in each library building.  

| Penny Hummel (36 hours) | • Overall management of project  
| | • Data review  
| | • Preparation of programs for each facility  
| | • Preparing accompanying narrative  

| Lance Murty (8 hours) | • Data review  
| | • Preparation of IT report  

Present the recommended vision and plan to library leadership, and offer explanations and background for any decision points.  

Visit #3  
(1 day)  
(May 21 – 25)  
Penny Hummel (8 hours)  
Lance Murty (4 hours)  

Project team meeting:  
- Review overall findings of needs assessment, including IT needs (Lance Murty to participate virtually)  
- Present draft programs (Excel spreadsheets) for all four libraries; discuss potential options/changes.  

The core of the facility plan will be a set of detailed spreadsheets outlining the re-envisioned contents of every area of Josephine County’s four public libraries and including the estimated needed square footage to meet the library’s anticipated service needs. Once the content of these spreadsheets—essentially the new program for each library—is finalized, Penny Hummel
will prepare a written overview of each of them, as well as a narrative that reviews the conditions of the current facilities. Lance Murty will provide a written analysis of the library’s current and future IT needs, accompanied by recommendations for new or renovated facilities.

*Recommend at least three architects to take the vision and plan and provide detailed specifications and costs to implement the vision.*

*Assist with technical details integral to the bidding and selection process of a qualified architectural firm for Phase 2 of the project.*

At this point, it is anticipated that these components of the scope of work can be completed by Penny Hummel from her office in Portland.

| Penny Hummel (4 hours) | • Support bidding and architectural selection process in Phase 2  
| Lance Murty (1 hour)  | • Review program Phase I with selected architects  
|                      | • Review IT data and reports from Phase I with selected architects (Lance) |

*Work with the selected architectural firm to communicate the community’s vision and concepts for the facilities needs for the four branches to produce the final Facilities Master Plan.*

In Phase 2, the selected architects will augment the work done in Phase 1 with additional needed components for the Facilities Master Plan to complete the pre-design phase: assessment of existing structures (if appropriate), estimate cost to remodel or replace, evaluation of possible sites, and test fit program from phase 1 if renovation of existing building.

| Visit #4 (1 day) | • Project team meeting:  
| Date TBD | o Review programs and findings of Phase 1  
| Penny Hummel (8 hours) | o Discuss overall needs with planning team  
|                      | o Other meetings as identified by architectural team |

After the full Facilities Master Plan is drafted, the architectural team and Penny Hummel can also present the plan at a public meeting for community feedback and input. Since the project will be well into Phase 2 at that point, this proposal assumes that costs associated with that effort would be a part of Phase 2. However, if not, these costs can be estimated and added to Phase 1.
**Budget**

**Consultant fees: $17,830.** As scoped above, the consultant fees for Phase 1 are below.

- Penny Hummel: $14,080 (88 hours @ $160/hr.)
- Lance Murty: $3,750 (30 hours @ $125/hr.)

**Travel costs: $3,528.** Since a comparison of solo trips showed that flying into Medford and driving to Grants Pass is cheaper than driving from Portland to Grants Pass, the estimates for visits 2 - 4 are based on flying versus driving.

- Visit #1 (Penny and Lance): $1,488
- Visit #2 (Penny): $850
- Visit #3 (Penny): $595
- Visit #4 (Penny): $595

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**Total costs:**
- Consultant fees: $17,830
- Travel costs: $3,528
- **TOTAL:** $21,358
PENNY HUMMEL

316 NE 24th Avenue  Portland OR  97232      503.890.0494      penny@pennyhummel.com

www.pennyhummel.com

Highlights of Qualifications

• Successful library consultant who has created positive results for over 30 clients in seven states
• 12 years senior and executive management experience in urban and small town libraries
• Collaborative, energetic, creative, and results-oriented

Professional Experience

Principal, Penny Hummel Consulting         2013 – present

Offering library consulting services, including facility planning, organizational development, marketing and fundraising. Recent clients include the New Mexico Library Foundation, Santa Cruz Public Library (Santa Cruz, OR), Tillamook County Library (Tillamook, OR), and the Springfield Public Library (Springfield, OR)

Director, Canby Public Library             2009 – 2013

Directed and managed all aspects of library operations for a municipal library serving a culturally diverse population of 23,067 within the city of Canby, Oregon and surrounding rural area.

• Increased the library’s circulation by 20% within first two years of hiring.
• Increased attendance at library programming by 52% in one year.
• Secured over $562,000 in competitive grant funds to support library services and capital improvements.
• Oversaw the development of an architectural plan for a new library.

Marketing & Communications Manager, Multnomah County Library         2001 – 2009

As member of the library’s senior management team, shaped policies, procedures and service improvements for multi-branch urban library system, and led marketing efforts for all library services.

• Managed media relations, print and electronic communications, public website (in English and Spanish), intranet and system-wide programming.
• Directed informational campaigns for diverse library milestones and events, including three successful levy campaigns, five library openings and ILS migration.
• Produced Welcome to the Library, three parallel promotional videos in Chinese, Vietnamese and Russian designed to increase library use by members of these language communities.
• Created Everybody Reads, the Portland metropolitan area’s first “one city, one book” project.

Owner, Hummelworks Consulting             2000 – 2001
Public Relations Director, Metropolitan Group         1999 – 2000
• Researched and developed marketing plans for Washington County Cooperative Library Services, the Catlin Gabel School and the Sherman County Historical Society.

• Coordinated the Oregon Library Association’s statewide promotional campaign for Summer Reading 2000, including generating $102,500 in cash and media sponsorships.

Associate Director, Oregon Humanities  1997 – 1999
Advised Fund Associate, Oregon Community Foundation  1996 – 1997
Oregon Chautauqua Director, Oregon Humanities  1987 – 1996

• As a founding member of the national initiative Museum on Main Street, led Oregon’s efforts to successfully bring Smithsonian traveling exhibits to rural museums across the state.

• Redesigned OCH’s competitive grant program and established a diverse network of community partners across Oregon to host scholar talks, performances, films and exhibits.

Library-focused Volunteer Experience

Vice President, President, Past President, Oregon Library Association  2012 – 2015
President, Friends of the Multnomah County Library  1995 - 1997
Board of Directors, Friends of the Multnomah County Library  1993 - 1998
Trustee, The Library Foundation of Multnomah County  1995 – 2001
Oregon Library Services and Technology Act Advisory Council  1996 – 1999

Education

Research Institute for Public Libraries, 2015
Fellow, Public Library Association Leadership Academy, 2013.

Executive MLIS (Master of Library and Information Science), San Jose State University, 2007
Bachelor of Arts (Russian Literature), Reed College, 1983

Publications

‘If you seek her monument, look around’: Mary Frances Isom and the Pacific Northwest Library Association, Pacific Northwest Library Association Quarterly, Fall, 2014.
‘Making the library be Alive’: Portland’s Librarian, Mary Frances Isom, Multnomah County Library, 2009.

Professional Affiliations

Oregon Library Association  California Library Association
Public Library Association  American Library Association

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LANCE D. MURTY

2921 NE 31st Avenue 503-577-7335
Portland, OR  97212 lance.murty@gmail.com

Library Technology Strategist

Accomplished information technology consultant with over 15 years of demonstrated success in the deployment and management of technology to meet service goals in a library setting. Extensive experience in assessing technology needs, leading technology planning, developing governance processes, infrastructure design and build, process improvement, and applications development. In-depth practice with budgeting, procurement, grants and vendor management. Effective at leading and motivating staff to maximize innovation and productivity, and in developing cross-functional teams to foster cohesive team environments. Results oriented, and recognized for practical and creative problem solving and building strong client relationships.

Qualification Highlights

• Executive Leadership
• Strategic Planning and Assessment
• Community Engagement
• Facilities Technology Planning
• Process Improvement and Re-engineering
• Data Analytics and Assessment

• Project Management
• ILS and OPAC Management
• Broadband Implementation
• Public Computing Environment
• Mobile Technology Adoption
• Vendor Management

Professional Experience

Lance Murty Associates
Library Technology Strategies and Consulting 2010-Present

Practice focused on assessment and analysis, digital strategies, technology management and governance, website design and applications project management, grant applications and management, and facilities technology planning for new construction and renovations. Recent projects include:

• Space needs assessment and building redesign – Corvallis Benton County Public Library
• Web redesign and digital strategy – Maricopa County Library District & Douglas County Libraries
• Healthcare Connect Fund Grant proposal – Massachusetts eHealth Institute, Boston, MA
• Building Pre-design Program - Fort Vancouver Regional Library, Vancouver, WA
• CrowdCourse e-learning platform – DCPL & Interpersonal Frequency LLC
• Interim CIO and CIO Recruitment - District of Columbia Public Library, Washington, D.C.
• Digital Strategy and Library Metrics – Chicago Public Library
• Library Metrics – Knight Foundation Media Learning Seminar
• Technology and staffing assessment; IT Manager recruitment – Clackamas County, OR Library District
• Massachusetts Vets Advisor Grant – Massachusetts Broadband Institute
• eBook Assessment – Ocean State Libraries, RI
• Oregon Library Continuing Education Project – Portland Community College
Managed IT staff and worked with library executives and library teams to deliver library services via technology based solutions. Served on library executive team to develop plans and services to ensure technology fully aligned with library goals. Managed all library IT services, including staff and public computing environments, network and data center infrastructure, application development, implementation and maintenance including ILS and ILS vendor relationship. Led strategic and operational IT planning and developed IT budgets.

- Created and maintained IT strategic plan for Library.
- Established IT project governance process to establish priorities and allocate IT resources.
- Managed technology planning and implementation for library facilities renovation project.
- Managed project to select, procure and implement new Integrated Library System on time and under budget.
- Implemented innovative age and choice-based public computer Internet filtering.
- Negotiated contracts and led project to implement high speed data network replacement.
- Managed project and led staff to complete a library-wide infrastructure upgrade, including network, PC and server environment, disaster recovery, and security. Developed ongoing replacement cycle and funding mechanism.
- Successfully drafted, submitted and obtained $200K grant award to expand public computing at the library utilizing mobile devices.

Represented the Departments of Libraries, Community Services, and County Management in centralized county IT. Worked with county CIO and other county IT managers and staff to coordinate delivery of centralized IT services to meet service level commitments. Managed and prioritized county level IT project work and coordinated county IT resources for the Departments of Libraries, Community Services, and County Management.

- Participated in County IT strategic planning and represented General Government department interests and goals.
- Led General Government departments to establish IT strategic plans, and established IT governance and priority setting process for all departments.
- Established IT project governance process using automated project portfolio management tools to manage priorities and allocate staff resources.
- Led IT technical team to implement security standards and Payment Card Industries (PCI) compliance for secure e-commerce activities for the General Government departments.
- Managed team to develop and implement GIS based land use planning and permitting system.
- Led technology group and wrote technical sections for multi-agency BTOP grant proposal for the Multnomah County Library, City of Portland, and Portland Community College to expand public computer centers in underserved communities in NW Oregon.
Port of Portland, Portland OR
Enterprise Business Systems Manager 1999-2000
End User Services Manager 1985-1999
Managed business analyst and software development staff responsible for corporate applications development, operations and support for core administrative, financial accounting, human resources, and procurement systems. Worked with business divisions and IT managers and staff to develop and execute technology solutions and devise strategic and tactical IT plans to achieve business goals. Managed all aspects of desktop computing environment, including procurement, deployment, maintenance, help desk, hardware, software support, networking, Internet and end user training. Participated as a member of the IT management team to plan, budget, and deliver IT services to the entire enterprise.

Other Experience
US Information Agency, Washington, D.C.
Foreign Service Staff Officer (temporary) 1978 and 1987
- Exhibit guide and interpreter on 1978 cultural exhibit, “Agriculture USA,” traveling in the former U.S.S.R. to Kiev, Ukraine; Tselinograd (Astana), Kazakhstan; and Dushanbe, Tajikistan.
- Subject Matter Specialist on 1987 cultural exhibit, “Information Technology USA,” in Rostov-on-Don, Russia. Provided technical consultation to technology experts visiting the exhibit and visited computing centers and educational institutions in Rostov-on-Don.

Education
The George Washington University 2009
PMI Project Management

Portland State University 1984-1985
Financial Accounting and Management

University of Georgia 1979-1981
Computer Science

Grinnell College 1977
B.A., Russian Studies

Leningrad State University 1976
Certification in Russian Language (philology faculty)
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: February 15, 2018  
SUBJECT: First reading of Circulation Policy and Grants Policy

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. Management is prioritizing policy development accordingly.

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

Operations: Circulation Policy
This policy was reviewed by the SDAO and developed by JCLD Public Services Director Norma Singer utilizing research from Newport Public Library and Lane Library District and JCLI’s existing policies and procedures. Utilized OLA public library standards to determine priority operations policies required to meet the essential level of standards.

Full-service cards
Policy 3-6-1 Section A: Through research into other library systems and discussion with volunteers, management determined that it is best practice to allow residents who own property within the district boundary and pay taxes but live outside the district to receive a library card as part of their tax contribution.

Out-of-District cards
Policy 3-6-1 Section B: JCLD needs the ability to accommodate groups brought to the library by organizations like Hearts with a Mission and OnTrack. Gospel Rescue Mission director was one of the first to ask about cards for residents when the district passed. Although the facilities may be in the district, card applicants use their own ID to obtain library cards. While we could use “organization cards,” facility partners believe that having residents apply for their own cards provides an important sense of responsibility during this transitional period.

Internet Only cards
Policy 3-6-1 Section C: Providing access to public computers during open hours is similar to allowing any resident to access materials, regardless of district residency. This practice removes barriers to education and employment resources for rural residents. This is often the same population that receives either very slow or, in some cases, no internet service at home due to remote residence locations. Eliminating the need for photo identification also ensures access when most needed. Patrons with lost or stolen photo ID need computer access to obtain replacement, leaving them in a Catch-22 situation.
**Library Card Scholarships**

Policy 3-6-3: This policy clarifies that scholarships are only available if grants are available. It does not address processes and procedures, which are operational. Management recommendation on issuance of library cards is to allow anyone who requests a library card to receive one if funds are available. This recommendation is made to prevent the collection of private and confidential patron information by volunteers to determine a level of eligibility for a grant-funded card. Management requests this choice of implementation in order to preserve JCLI’s culture and retrain volunteers during the significant transition to charging for library cards. Note that approximately half of current library cardholders live outside the district boundary.

**Fines and Fees**

Policy 3-6-6: Although dollar amounts vary, this is the standard policy for libraries. JCLI’s current policy is “Fine must be paid in full to restore borrowing privileges.” This means we are turning away both money and patrons willing to make an effort to pay fines.

**Financial Management: Grants Policy**

This policy was reviewed by the SDAO and developed by JCLD Communications Specialist Teresa Stover utilizing Oregon Revised Statutes and JCLI’s existing policies and procedures.
### 3.6 Circulation

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3.6. Circulation

Josephine Community Library District (JCLD) encourages the use of library services by individuals of all ages to support their personal, educational, recreational, and professional needs. The following policies and guidelines are provided to ensure consistent and equitable access to library services for all patrons.

Policy 3-6-1. Library Card Eligibility

Adopted xx/xx/xxxx

A. Full-service cards
The following categories of individuals are eligible to register for full-service library cards when adequate identification is provided:

- All residents of the Josephine Community Library District; must show photo identification with current address.
- Non-residents of the district who pay taxes to support the library district. This includes individuals who own a business or property located within the district but live elsewhere; must show photo identification and proof of property ownership or tax statement.
- Residents of areas outside the library district may register for a card after paying a household out-of-district fee; must show photo identification with current address. See Out-of-District cards section below.
- Youth aged four to eighteen may be issued their own library card when accompanied by an adult providing their signature and proof of identity and address. An adult’s signature on a youth application constitutes his/her permission for the youth to have a borrower’s card and signifies a willingness to assume financial responsibility for all items checked out on the card.

B. Out-of-District cards
In fairness to those tax-payers who are residents and property owners within JCLD boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services. Current fee is $60 per household.

Out-of-district patrons must have a current library card in good standing to check out materials or access library-provided databases from home.
JCLD may waive or reduce this fee for certain reasons that may include, but are not limited to, volunteer work, educational need, or outreach efforts. This may include:
- Certified educators teaching within Josephine County (must show current school ID). Card must be renewed each year by showing valid school ID.
- Transitional residence facilities.
- Active library volunteers who reside outside the district are eligible for a volunteer library card. Eligibility for a volunteer card is reviewed quarterly.

C. Internet Only cards
Internet Only cards provide public access computer use privileges to patrons, but no borrowing privileges. These cards are available at no charge and proof of address is not required. Acceptable identification includes, but is not limited to:
- Government-issued identification
- credit card
- organization membership card
- insurance card
- student body card

D. Internet guest pass
A guest pass is available to allow visitors access to public computers. No identification is required to use a guest pass.

Library cards are not required for in-house services, or to participate in library programs.
Policy 3-6-2. Library Card Registration

Adopted xx/xx/xxxx

A. Application
To receive a full-service library card, patrons aged 18 and older must complete and sign an application, providing name, mailing address, street address, telephone number, date of birth, and proof of identity with photo.

Applicants under 18 must complete an application, providing name, mailing address, street address, telephone number, and date of birth. Applicant must be accompanied by adult over age 18 accepting responsibility for the minor’s use of the library card. Adult signing application must provide name, address, and proof of identity with photo.

B. Proof of identity and address
The person accepting responsibility for use of the library card (the adult applicant or the adult signing a minor’s application) must provide proof of identity and of current residence address. Acceptable forms of proof of identity include a valid driver’s license or a state ID card. Acceptable forms of proof of current residence address include: a valid driver’s license, state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, or a postmarked piece of mail delivered to the street address. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that our goals are to verify that the applicant lives within the area that supports JCLD financially and to have enough information to contact the patron regarding overdue, billing, and other notices.

C. Missing cards
All patrons are expected to bring their library cards with them if they intend to check out items. Exceptions may be made for the occasional forgotten card on a one-time basis. Lost cards will be replaced for $3.

D. Expiration
All library cards will automatically expire one year after date of issue or renewal. Cards must be renewed in person with valid proof of address and identification appropriate for the type of card. Outstanding fines should be resolved, and out-of-district fees are due at renewal. Rebates are not available for any unused portion of time remaining on out-of-district cards.
Policy 3-6-3. Library Card Scholarships

Adopted xx/xx/xxxx

JCLD writes and procures grants to provide scholarships to provide free annual library cards to residents within Josephine County but outside the library district boundary. District tax revenue will not be used to fund library card scholarships. Scholarships for either children or adults are contingent upon available grant funding.
Policy 3-6-4. Loan Periods and Renewals

Adopted xx/xx/xxxx

The loan period for all circulating materials, except DVDs and VHS videocassettes, is 28 days; DVDs and videocassettes check out for 10 days.

Reference materials and current issues of selected weekly periodicals do not circulate.

Patrons with full-service library cards may check out unlimited print materials and a maximum of three DVDs concurrently. Patrons with limited cards may check out a total of two items.

Patrons may renew materials one time online or by contacting the library in person or by phone, on or before the due date. An item will not be renewed if another person is waiting for it. Items may be renewed more than once by bringing the item to the library.
Policy 3-6-5. Hold Requests

Adopted xx/xx/xxxx

Hold requests may be placed by patrons either online, in person, or over the phone. Patrons will be notified by email, text message, or phone when the items are available. There is no charge to the patron for placing a request on an item. Requests are held for ten days before being placed back in circulation.
3-6-6. Fines and Fees

Adopted xx/xx/xxxx

Borrowing privileges will be suspended if a patron has $10.00 or more in outstanding fines or fees. Privileges will be restored when outstanding charges are brought below this amount.

Lost or damaged items may be replaced with like material of equal or higher quality with staff approval. Refunds will be available if a lost item is located and returned within 30 days.

Late Fees: Items not returned by due date incur the following fees:

<table>
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<tr>
<th>Material Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Adult materials</td>
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</tr>
<tr>
<td>Children’s materials</td>
<td>.10 per day</td>
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</table>

Item Replacement Fees: Replacement fees for lost or irreparably damaged materials are based on the purchase price reflected within the library catalog system. Ancillary fees are as follows:

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<th>Material Type</th>
<th>Fee</th>
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<td>7.00</td>
</tr>
<tr>
<td>Music CD case</td>
<td>2.00</td>
</tr>
<tr>
<td>DVD case (holds 1-2 discs)</td>
<td>3.00</td>
</tr>
<tr>
<td>DVD case (holds 3 or more discs)</td>
<td>7.00</td>
</tr>
<tr>
<td>Processing fee for lost materials</td>
<td>5.00 per item</td>
</tr>
</tbody>
</table>
Policy 3-6-7. Implementation and Appeal Rights

Library staff, as delegated by the Library Director, will implement the circulation policies. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, and positive manner.

Any library patron whose borrowing privileges have been suspended may appeal to the Library Director in writing to have their privileges restored or limited to a lesser extent.
Policy 2-8. Grants

Josephine Community Library District (JCLD) seeks grants to fund projects beyond the provision of the standard operations budget.

1. Evaluating Grant Opportunities
   The library director shall inform the JCLD Board of Directors of the initiation of any new projects that will require grant funding.

   The library director shall be authorized to submit grant proposals requesting up to $100,000 providing the proposed project is within the scope of JCLD library core services, the JCLD strategic framework, or the JCLD operations plan.

   JCLD library core services are to:

   a. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.
   b. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.
   c. Provide access to the Internet and a variety of digital media with subsequent digital skills training.
   d. Provide special programming to encourage children’s literacy.
   e. Provide adult and teen programs that encourage lifelong learning.

2. Grant Contracts
   The library director shall be authorized to sign contracts for and accept grant awards up to $100,000 providing that the grant-funded project is within the scope of JCLD library core services, the JCLD strategic framework, or the JCLD operations plan.

   According to ORS 279A.025, grant contracts are not subject to competitive bid requirements.

3. Grant Funds Management
   Grant funds shall be used only for the project for which the funder approved the grant.
Before any awarded grant funding is expended, the JCLD Board of Directors shall approve a resolution authorizing the expenditure of the grant in accordance with ORS 294.326(3).

Also before any awarded grant funding is expended, a Grant Expenditure Tracking Sheet shall be completed. This form shall detail the items, quantities, and costs of project expenses being paid by the awarded grant funds, along with the expenditure timeframe and reporting requirements.

The Grant Expenditure Tracking Sheet shall be approved and acknowledged with signatures from the library director, fiscal coordinator, and the grant project procurement lead.

Progress on the grant project and expenditures shall be tracked and reported back to the funder according to the funder’s requirements.
# Grant Expenditures Tracking Sheet

<table>
<thead>
<tr>
<th>Expense</th>
<th>Proposed allocation</th>
<th>Planned allocation</th>
<th>Actual allocation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

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Approving Board Resolution # Date

Library Director Signature Date

Fiscal Coordinator Signature Date

Procurement Lead Signature Date