Josephine Community Library District
Board of Directors Regular Meeting
Thursday, October 12, 2017 at 5:15 pm, Ben Bones Room, Grants Pass Branch Library

Agenda

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

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td></td>
<td>L. Samson</td>
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<tr>
<td>Standing Items</td>
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<tr>
<td>1. Approval of agenda</td>
<td>Motion</td>
<td>All</td>
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<tr>
<td>2. Approval of September 28 meeting minutes</td>
<td>Motion</td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>3. Approval of October 6 workshop minutes</td>
<td>Motion</td>
<td>All</td>
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<tr>
<td>4. Approval of bills</td>
<td>Motion</td>
<td>All</td>
<td>10 min</td>
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<tr>
<td>5. Public comment</td>
<td></td>
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<td>10 min</td>
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<tr>
<td>6. Correspondence</td>
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<tr>
<td>Staff Reports</td>
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<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>2. Staff recruitment update</td>
<td>Report</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Transition Administrator’s report</td>
<td>Report</td>
<td>T. Stover</td>
<td>5 min</td>
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<tr>
<td>Action Items</td>
<td></td>
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</tr>
<tr>
<td>1. Authorized signers on People’s Bank account</td>
<td>Resolution</td>
<td>L. Samson</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Polaris integrated library system contract</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Job description for Business Manager</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>4. Job description for Cataloging Manager</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>5. Job description for Collection Development Librarian</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>6. Financial management policies</td>
<td>First reading</td>
<td>K. Lasky</td>
<td>15 min</td>
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<tr>
<td>7. Personnel policies</td>
<td>First reading</td>
<td>K. Lasky</td>
<td>15 min</td>
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<tr>
<td>Committee and Board Member Reports</td>
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<tr>
<td>1. Transition Committee update</td>
<td>Report</td>
<td>J. Williams</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Annexation Communication Task Force report</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Josephine County Library Foundation update</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
</tr>
<tr>
<td>Announcements</td>
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<tr>
<td>1. Date and agenda items for next meeting</td>
<td></td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Comments from board members</td>
<td></td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>Adjourn</td>
<td></td>
<td>L. Samson</td>
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Date and Time       Upcoming Meetings and Events
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Thursday, October 19, 2017 5:15 pm JCLD regular board meeting
October 21-22, 2017 Readapalooza
Thursday, October 26, 2017 8:30-11:30 am Strategic Planning Workshop
Thursday, November 9, 2017 5:15 pm JCLD regular board meeting
Thursday, November 16, 2017 5:15 pm JCLD regular board meeting

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Josephine Community Library District
Board Regular Meeting Minutes
Thursday, September 28, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, Beecher Ellison, Judy Williams, Laurel Samson, John Harelson
Members absent: None.
Staff present: JCLI Executive Director Kate Lasky, Interim Board Secretary Teresa Stover

CALL TO ORDER. President Samson called the meeting to order at 5:17 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.
Approval of September 21 meeting minutes. The board reviewed the recent minutes.
Motion: Ms. Roberts moved that the minutes to the September 21, 2017 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.
Public comment. There were no public comments.
Correspondence. There was no correspondence.

REPORTS
Board Secretary’s Report. Ms. Stover summarized progress on the JCLI-JCLD Transition Work Plan. Highlights included the following.
• Ms. Stover said that at Ms. Lasky’s request, Ms. Stover will continue providing board support until the Business Manager is hired and trained. Ms. Stover will continue to track startup tasks and assist with startup activities as directed by Ms. Lasky. As staff are hired, Ms. Stover’s hours will decrease until her engagement ends by December 31. Her costs are not expected to exceed the budget.
• The district is scheduled to develop an RFP and select a municipal audit firm by December 31. It was suggested that this deadline be moved to November 30. Action: Mr. Harelson will provide a standard RFP format. The district will research firms being used by other library districts in the state.
• The district now has an Oregon Business Identification Number (BIN).
• Quickbooks Premier 2017 will be purchased through TechSoup soon.
• The district workstation for use by the library director and business manager will be ordered next week. The board discussed the network firewall of finance and personnel information between JCLI and JCLD. The board also agreed that such purchases are not large enough to warrant board approval. Action: Ms. Samson and Ms. Williams will review their SDAO training notes on public contracting rules regarding de minimis purchases.
• It had been suggested earlier that a Hart insurance representative give a presentation to the board about current and future coverage. Action: This presentation will be scheduled late October or early November.
• The issue of letters to taxpayers whose properties are partially in the library district was discussed. The original intention was to inform the taxpayers of the situation and the give them the opportunity to opt out or fully opt in. It was suggested that legal counsel be consulted before giving any information about opting out.  
  **Action:** Ms. Stover will check the minutes for the nature of this decision.

• Board members were thanked for their work on the strategic planning “values homework,” which will inform the October 5 strategic planning workshop.

• Ms. Stover commended the board for hiring Ms. Lasky as library director.

**JCLI Executive Director’s transition report.** Ms. Lasky summarized progress on the JCLI Transition Work Plan. Highlights included:

• A draft IT Plan is ready for presentation at the next regular board meeting.

• The donor information authorization mailing to 4,000 donors is going well. They’re getting about 60 responses each day, and only 10 percent are opting out. The mailing asked for no money, and yet they’ve received $1,800 in donations.

• Ms. Lasky reviewed the Hiring Procedures memo dated September 28, 2017. The memo summarizes the three-month timeline and procedures for recruitment, application review, interviews, and hiring. The board discussed whether JCLI employee and/or volunteer applicants should receive extra points.  
  **Action:** Ms. Lasky will check with HR Answers about the hiring process and the points question, and will get the answer in writing.

• Ms. Lasky reviewed the Draft Hiring Schedule, including board review of job descriptions. JCLI will have its final payroll by December 31, and any JCLI employees not hired by the district by then will receive a layoff notice. Sick leave accruals for JCLI employees hired by the district will carry over. The board discussed the December 26 start dates, and vacation and holiday policies.

• Ms. Lasky reviewed the district Staffing Chart. The staffing plan will be reviewed at the end of the third quarter (March 2018) to make any necessary adjustments.

• Ms. Lasky reviewed the district Employment Application. She discussed the advantages of using the application and the specific application package process. The board discussed accommodation and computer access issues.  
  **Action:** Ms. Stover will add in the web jobs postings that accommodations for completing the application can be made for people with disabilities or without computer access.

**ACTION ITEMS**

**Local government investment pool.** Mr. Harelson presented Resolution 2017-027 authorizing district participation in the local government investment pool (LGIP). Tax monies will be deposited into the LGIP account, starting around November 7.

**Motion:** Mr. Ellison moved to accept Resolution 2017-027 to authorize that district funds be invested with the Josephine County Treasurer and Oregon State Treasury Local Government Investment Pool. Ms. Williams seconded. The motion passed unanimously.
Interim progress report to JCLI per MOU. Ms. Stover presented the JCLI-JCLD MOU Progress Report #1 dated September 29, 2017. The report covers activities that the district committed to in its MOU with JCLI and in its proposal for JCLI funding. The report also includes expenditures against the budget to date.

Action: Ms. Roberts will attend the JCLI board meeting on October 26 when the progress report is presented to answer questions and to ask for direction on what JCLI would like the district to do with any leftover grant funds.

Motion: Mr. Harelson moved to accept and submit the interim progress report to JCLI as written. Ms. Williams seconded. The motion passed with a unanimous vote.

Asset transfer request from JCLI to JCLD. Ms. Samson presented the Request for Transfer of Assets from JCLI to JCLD dated September 29, 2017. The letter will be submitted with a comprehensive inventory list compiled by JCLI volunteers Bev Walker and Mary Jessup, who were commended for their efforts. The request for transfer includes physical assets and intellectual property such as branding and marketing.

Motion: Ms. Roberts moved to submit the request to transfer JCLI assets to JCLD as written. Ms. Williams seconded. The motion passed with a unanimous vote.

ADP payroll service sales agreement. Mr. Harelson presented the terms of the ADP payroll service sales agreement. The board discussed the functional lag of three days between the end of the pay period and payday. Company policy could state a maximum lag of five business days.

Action: District personnel policy will be written to indicate that employees will have a choice of receiving their pay through direct deposit or to an ADP debit card for those without a checking account, and that there will be no paper checks.

Motion: Ms. Roberts moved to authorize Ms. Stover to electronically sign and submit the ADP payroll service sales agreement as written. Mr. Ellison seconded. The motion passed with a unanimous vote.

Action: Teresa will electronically sign the agreement, and services will be set up within three working days. Ms. Lasky and Ms. Stover will participate in an ADP training webinar.

Job description for Public Services Director. Ms. Lasky presented the public services director job description, which was reviewed by HR Answers. This exempt position also serves as the Grants Pass branch manager and does not require a librarian degree. The board discussed driving, driver’s license, and driving records. The board also discussed insurance requirements and background checks.

Action: Ms. Lasky will check with HR Answers about driving record checks and SDAO background checks. Ms. Lasky will also correct a typo in the job description.

Motion: Mr. Harelson moved to accept the job description for public services director with suggested changes. Ms. Williams seconded. The motion passed unanimously.

Financial management policies. Mr. Harelson proposed that the first reading of the financial management policies be postponed until the next regular board meeting due to meeting time constraints.
COMMITTEE AND BOARD MEMBER REPORTS

Annexation Communication Task Force report. Ms. Roberts referred to the Annexation Communication Task Force Report dated September 20, 2017. The task force seeks to address how annexation will be presented to stakeholders, how volunteers are to handle questions, timeline expectations, and the annexation process itself. Members of the task force (Ms. Roberts, Ms. Lasky, and Pat Fahey) will meet with the Josephine County Legal Counsel, Assessor, and Clerk on September 29 to learn what the district can do to help with this process. Legal Counsel Wally Hicks has already committed to having the annexation process established by the end of the year.

Action: Ms. Roberts will report on the September 29 meeting at the next board meeting.

Transition Committee update. Ms. Williams referred to the JCLI-JCLD Transition Committee update memo dated September 20, 2017. She highlighted the fundraising partnership between the district and the Josephine County Library Foundation (JCLF), saying that the terms of the personnel sharing grant must be formalized and there needs to be a meeting of the minds on strategic fundraising. Ms. Lasky announced that she has spoken with Coraggio Group about a meeting between the two boards, ideally before the October JCLF board meeting. They need to know the fundraising purpose.

Action: Ms. Lasky will work with Coraggio to finalize the agenda and date for the meeting between JCLF and JCLD.

Josephine County Library Foundation liaison update. Ms. Roberts reported on the JCLF meeting that took place October 19. The JCLF-JCLI MOU has been signed and is in effect. The donor authorization letter is out. The foundation’s bottom line is healthy. It’s working on the transfer of trust funds from the county. Elections resulted in Randy Richardson as President, David Mannix as Vice President, Mike Dawson as Treasurer, and Sue Cohen as Secretary.

ANNOUNCEMENTS

Date and agenda items for next regular meeting. The next regular meeting is a 15-minute tentative meeting at 8:30 am on Thursday, October 5. The next regular meeting will be at 5:15 pm on Thursday, October 12. Agenda items will include financial management policies, personnel policies, and the business manager job description.

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

ADJOURNMENT

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District
Josephine Community Library District
Workshop Minutes
Thursday, October 6, 2017, 9-10:30 am
Main Reading Room, Grants Pass Branch Library

District board members in attendance: Jennifer Roberts, John Harelson, Judy Williams, and Laurel Samson

District board members absent: Beecher Ellison

Josephine County Library Foundation board members in attendance:
Randy Richardson, Kay Moline, Charlie Seagraves, Steve Swearingen, Sue Cohen, and David Mannix

Others present: Shad Shriver of Josephine Community Libraries, Inc. (JCLI), Michael Kosmala of Coraggio Group, JCLI Executive Director Kate Lasky, and Interim Board Secretary Teresa Stover

CALL TO ORDER. The workshop started at 9:05 am.

FUNDRAISING WORKSHOP. This was a joint workshop with the boards of the Josephine County Library Foundation and the Josephine Community Library District. The purpose of the meeting was to align the vision for library fundraising between the foundation and the district and to determine the purpose of the 2017 end-of-year fundraising drive. See the attached notes for details of workshop results.

ADJOURNMENT
The workshop adjourned at 10:30 am.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District
Josephine Community Library System Fundraising Meeting
October 6, 2017 Summary Notes/ Submitted by Coraggio Group

Meeting Purpose

Members of the Josephine Community Library District (JCLD) Board and the Josephine Community Library Foundation (JCLF) Board met on October 6, 2017 from 9 to 10:30 am with Michael Kosmala of the Coraggio Group. Meeting outcomes included:

- Near-Term: Establish clear agreements on next steps for the end-of-year fundraising drive
- Long-Term: Align on board vision for fundraising efforts between the district and foundation

Near-Term: End of Year Campaign Agreements

The following agreements were reached about the end-of-year campaign:

- **Priorities**: The campaign will focus on three priorities: scholarships, renovations and deferred maintenance (i.e. deferred maintenance), and planning for long-term building needs.
- **Bridge group**: Jen Roberts and Judy Williams of JCLD and Sue Cohen and Steve Swearingen of JCLF will serve on a Bridge Group to focus on end of year campaign coordination and communications between both organizations.

During the course of conversation, updates were shared with JCLD about JCLI/JCLF MOU including:

- **Donor information**: Donor information in the JCLI database will not be shared with JCLF without donor permission. A letter was recently sent out to donors to initiate this process.
- **Key changes**: End of year donations will be deposited in a JCLF Bank account for future disbursement to JCLD.

Long-Term: JCLD and JCLF Vision for Fundraising

JCLD and JCLF Board members reviewed and agreed in principle to the following:

- **Donor database**: Will be transferred from JCLI to JCLF (already in process per JCLI/JCLF MOU)
- **Donor management**: Fundraising staff will be employed by JCLD and expenses related to ongoing donor management (i.e. staffing, supplies) would be funded by JCLF. Kate Lasky and Teresa Stover will draft a Community Partnership Project Proposal that will further outline the costs and proposed approach for this relationship (more details below)
- **Establishing fundraising priorities**: Future fundraising efforts and priorities for the library system will be coordinated between JCLD and JCLF. JCLD recognizes JCLF’s history in providing support to the system. JCLD’s new strategic plan – planned for adoption in November 2017 – will provide direction for future priorities.
- **Grants**: Both organizations expect to seek grant funds in the future. An approach to addressing grant writing needs will be addressed in the proposal mentioned above.

Additional details to be considered as part of the Community Partnership Project Proposal include:

- **Staffing**
  - Partnership Manager
  - Communications Coordinator
  - Library Director
  - Grant Writer (contracted)

- **Activities**
  - Manage the partnership/donor database
- Coordinate fundraising campaigns (e.g. develop budgets, secure sponsorships, develop communications/media, direct mail, organize/attend events, database entry, donor acknowledgements)
- Build, coordinate, and maintain partnerships (includes donors)
- Community outreach (i.e. programs and communications)
- Research, develop, secure and report on grants

- **Related Expenses**
  - Ads, Printing, Bulk Mail, Postage, Cow Scrabble, Donor Relations, Signage, Supplies

- **Timeline** *(The timeline aligns with the Library District Staffing Plan):*
  - Kate/Teresa draft proposal (November)
  - Proposal presented for review and approval by Foundation Board (11/21)
  - Foundation distributes funds to Library District (pending approval from Foundation in December 2017)
Approval of Bills
October 12, 2017

The following bills are being presented to JCLD for payment:

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<th>Purpose</th>
<th>Invoice Date</th>
<th>Due Date</th>
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<tr>
<td>Stover Writing Services</td>
<td>Contract services as Transition Administrator/Interim Board Secretary for September 2017</td>
<td>10/11/2017</td>
<td>11/11/2017</td>
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<tr>
<td>Completed</td>
<td>prepare district finance policies</td>
<td>9/28/2017</td>
<td>Kate/JCLD Board</td>
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<tr>
<td>Completed</td>
<td>prepare for JCLI Quarter 2 financial processes</td>
<td>9/30/2017</td>
<td>Kate</td>
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<td>launch and facilitate volunteer information authorization campaign</td>
<td>9/30/2017</td>
<td>Kate/Karin</td>
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<td>complete network and email clean up</td>
<td>9/30/2017</td>
<td>JCLI staff</td>
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<td>post first job opening for library district</td>
<td>10/2/2017</td>
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<td>coordinate strategic planning session between District and Foundation</td>
<td>10/6/2017</td>
<td>Kate/Teresa/Rebecca</td>
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<td>prepare Library Board of Trustees letter of request to transfer assets</td>
<td>10/10/2017</td>
<td>Kate</td>
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<td>coordinate transfer of assets from County to Foundation</td>
<td>6/1/2016</td>
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<tr>
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<td>prepare district employee policies and phase two job descriptions</td>
<td>10/12/2017</td>
<td>Kate/JCLD Board</td>
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<tr>
<td>In Progress</td>
<td>draft budget for district</td>
<td>10/15/2017</td>
<td>Kate/Finance Committee</td>
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<tr>
<td>In Progress</td>
<td>plan end of year drive</td>
<td>10/15/2017</td>
<td>Kate</td>
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<tr>
<td>In Progress</td>
<td>launch phase two hiring recruitment</td>
<td>10/16/2017</td>
<td>Kate</td>
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<tr>
<td>In Progress</td>
<td>present draft IT plan</td>
<td>10/19/2017</td>
<td>Kate/Norma</td>
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<td>In Progress</td>
<td>launch phase three hiring recruitment</td>
<td>10/23/2017</td>
<td>Kate</td>
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<td>tax bill communication support for volunteers</td>
<td>10/25/2017</td>
<td>Kate/Norma/Amy</td>
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<td>Edge Initiative Assessment presentation to board</td>
<td>10/26/2017</td>
<td>Michael/Norma</td>
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<td>facilitate hand off of fundraising for end of year drive</td>
<td>10/31/2017</td>
<td>Kate/Rebecca</td>
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<td>secure drive sponsors</td>
<td>10/31/2017</td>
<td>Kate/Rebecca</td>
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<td>In Progress</td>
<td>prepare list of assets Foundation would like to acquire from JCLI</td>
<td>10/31/2017</td>
<td>Kate/Rebecca</td>
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<tr>
<td>In Progress</td>
<td>apply for e-rate</td>
<td>10/31/2017</td>
<td>Kate</td>
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<tr>
<td>In Progress</td>
<td>seek sponsorship for end of year drive</td>
<td>11/1/2017</td>
<td>Kate/Rebecca</td>
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<td>In Progress</td>
<td>prepare district grant request from Josephine County Library Foundation</td>
<td>11/21/2017</td>
<td>Teresa/Kate</td>
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<tr>
<td>Upcoming</td>
<td>process contracts for transfer or replacement (Polaris, IT, Insurance)</td>
<td>12/31/2017</td>
<td>Kate</td>
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<tr>
<td>Upcoming</td>
<td>prepare District request for Foundation grant</td>
<td>10/15/2017</td>
<td>Teresa/Kate</td>
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<tr>
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<td>launch phase four hiring recruitment</td>
<td>11/13/2017</td>
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<td>Library card fines and fees policy</td>
<td>11/15/2017</td>
<td>Kate</td>
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<td>finalize annexation process</td>
<td>11/15/2017</td>
<td>Annexation Task Force</td>
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<td>Upcoming</td>
<td>launch final phase of hiring recruitment process</td>
<td>11/17/2017</td>
<td>Kate</td>
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<td>present collection development plan to JCLD board</td>
<td>11/19/2017</td>
<td>Kate</td>
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<td>prepare RFP for district audit firm</td>
<td>12/1/2017</td>
<td>Kate/Teresa</td>
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<td>facilitate transfer of Wolf Creek branch building lease</td>
<td>12/1/2017</td>
<td>Kate/JCLD Board</td>
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<td>prepare district operations and board governance policies</td>
<td>12/1/2017</td>
<td>Kate/JCLD Board</td>
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<td>coordinate request for transfer of assets from JCLI to District</td>
<td>12/31/2017</td>
<td>Kate/Teresa</td>
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Transition Administrator's Report, October 11, 2017
An update to the JCLD board of JCLD startup, transition, and administrative activities. * indicates change from previous report.

Progress on the JCLI-JCLD Transition Work Plan

<table>
<thead>
<tr>
<th>Status</th>
<th>Task</th>
<th>Details</th>
<th>Dates</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>Completed</td>
<td>Submit interim progress report #1 to JCLI per MOU.</td>
<td>*Progress report submitted.</td>
<td>9/29/2017</td>
<td>JCLD board</td>
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<tr>
<td></td>
<td>Set up with Local Government Investment Pool (LGIP).</td>
<td>*Account set up.</td>
<td>10/6/2017</td>
<td>T. Stover</td>
</tr>
<tr>
<td></td>
<td>Hire the Library Director.</td>
<td>*Started 10/9/2017.</td>
<td>10/9/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td><strong>Transition assets and responsibilities from JCLI to JCLD</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Request assets from Josephine County.</td>
<td>*Asset transfer to be completed by 12/31/2017.</td>
<td>12/31/2017</td>
<td>BOCC</td>
</tr>
<tr>
<td></td>
<td>Request assets owned by JCLI.</td>
<td>*Request letter submitted.</td>
<td>9/29/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Transfer the contract for the IT vendor, IT’s Managed.</td>
<td>Revisions to be discussed.</td>
<td>12/31/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Transfer the Polaris (integrated library system) contract.</td>
<td>*To board review.</td>
<td>10/12/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td><strong>Set up financial structures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form the Finance Committee.</td>
<td>*First meeting held.</td>
<td>September</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Form the Budget Committee by 10/15/2017.</td>
<td>*Recruit committee members.</td>
<td>10/15/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Adopt FY18 budget.</td>
<td>With Budget Committee.</td>
<td>11/15/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Select and set up the accounting system.</td>
<td>*QuickBooks purchased.</td>
<td>10/10/2017</td>
<td>T. Stover</td>
</tr>
<tr>
<td></td>
<td>Select a payroll service.</td>
<td>*ADP sales agreement signed.</td>
<td>9/29/2017</td>
<td>T. Stover</td>
</tr>
<tr>
<td></td>
<td><strong>Develop and adopt policies</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Facilitate and communicate the annexation process.</td>
<td>*Meeting held with county.</td>
<td>9/29/2017</td>
<td>Annexation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annexation paperwork to be ready by 10/31/2017.</td>
<td></td>
<td>Communication</td>
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<td>Task Force</td>
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<td></td>
<td>Adopt high-priority finance policies.</td>
<td>Finance policies to board.</td>
<td>10/12/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Adopt high-priority personnel policies.</td>
<td>*Personnel policies to board.</td>
<td>10/12/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td><strong>Create the JCLD strategic plan</strong></td>
<td></td>
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<tr>
<td></td>
<td>Adopt the JCLD strategic plan by 12/1/2017.</td>
<td>Workshop held 10/5.</td>
<td>10/26/2017</td>
<td>JCLD board</td>
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<td></td>
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<td>Final workshop on 10/26.</td>
<td></td>
<td>Coraggio Group</td>
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<td></td>
<td><strong>Upcoming priorities</strong></td>
<td></td>
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<tr>
<td></td>
<td>Adopt agreement with Josephine County Library Foundation.</td>
<td>*Write Community Partnership Project Proposal.</td>
<td>11/21/2017</td>
<td>T. Stover</td>
</tr>
<tr>
<td></td>
<td>*Adopt compensation schedule/wage ranges.</td>
<td></td>
<td>11/15/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Develop RFP for municipal audit firm.</td>
<td></td>
<td>*11/30/2017</td>
<td>K. Lasky, board</td>
</tr>
<tr>
<td></td>
<td>*Submit interim progress report #2 to JCLI per MOU.</td>
<td></td>
<td>11/30/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Pay election bill to County Clerk.</td>
<td></td>
<td>12/31/2017</td>
<td>JCLD board</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Designating Authorized Signers on Bank Accounts of the Josephine Community Library District

Resolution No. 2017-021

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

WHEREAS, the Board has determined that it will require banks accounts and that it is necessary to designate authorized persons to sign on those accounts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

Resolution No. 2017-014 (Designating Authorized Signers on Bank Accounts of the Josephine Community Library District) dated July 20, 2017 is rescinded.

The following persons are authorized to sign checks, drafts, and other necessary instruments and documents related to the finances of the District: board members Laurel Samson, Jennifer Roberts, and John Harelson, and Library Director Kate Lasky. Two signatures of the above-names parties are required for every check or draft drawn on District funds. The parties named are authorized to open accounts with People’s Bank in Grants Pass.

DONE AND DATED this _______ day of October, 2017.

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

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

____________________________
Laurel Samson, Board Member
**JOSEPHINE COMMUNITY LIBRARY DISTRICT**

**POSITION TITLE:** Business Manager

**SUPERVISOR:** Library Director

**SUMMARY OF POSITION:**
The Business Manager provides management of all financial and accounting operations for Josephine Community Library District with additional oversight of maintenance and facilities. The Business Manager works with the Library Director to develop the yearly organization budget and prepares fiscal reports for the Library Director and the Board of Directors as requested. The Business Manager assists the Library Director in personnel matters and business office management and assists Department Heads with annual budgets, administrative matters, training, and troubleshooting to help 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**

**Management**
- Maintain the financial health of the organization
- Develop and implement internal control policies and procedures
- Provide advice and guidance to upper management on future financial plans
- Conduct reviews and evaluations for cost-reduction opportunities
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained

**Administration**
- Assist Library Director with preparation of monthly board packets
- Take and write minutes for District board meetings
- Organize and maintain records
- Respond to public records requests
- 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; assist library director as needed
- 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
- Maintain e-rate program; quarterly reporting for expense reimbursement
- Process payroll timesheets with ADP and reconcile
- Maintain and organize district records for all of the above; annually update filing

**Personnel**
- Assist library director in human resources
- Maintain personnel files and personnel policy manual
- Coordinate employee benefits programs and enrollment
- Develop all documentation required by BOLI, SAIF, SDAO, and other state and federal agencies

**Facilities and Maintenance**
- Oversee the janitorial service and maintenance of the library facilities and provide oversight of maintenance department
- Request service of professionals for specific problems with electrical, heating and cooling, or plumbing
- Order supplies and equipment needed for janitorial and maintenance duties
Office Management
- Maintain fiscal process and procedures manual
- Organize and purchase office supplies for the District

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 a broad interpretation of applicable laws and governmental guidelines. Position has full operational budget responsibility 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 has full supervisory responsibility for Maintenance Coordinator, including hiring, termination, and pay recommendations.

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, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities. Municipal accounting experience preferred.

- A solid understanding of financial statistics and accounting principles
- Ability to work effectively and diplomatically under pressure
- Strong interpersonal, communication, and presentation skills
- Working knowledge of all statutory legislation and regulations
- Able to manage, guide, and lead employees to ensure appropriate financial processes are being used
- Proficient user of finance software
- 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

Bachelor’s degree in related field with two (2) years of professional experience in financial management or Associate’s degree and five (5) years of professional experience in financial management; any combination of education, training, and experience which demonstrates the candidates 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
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.
POSITION TITLE: Cataloging Manager

SUPERVISOR: Library Director

SUMMARY OF POSITION:
The Cataloging Manager is responsible for overseeing cataloging and processing of library materials, supervising volunteers to facilitate the workflow and direct original and copy cataloging, responding to cataloging-related inquiries or problems and providing cataloging training. The Cataloging Manager works closely with Department Heads to help 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
Cataloging
- Carry the primary responsibility for the maintenance of the catalog including correcting and/or deleting bibliographic and item records.
- Create bibliographic records for purchased and donated items.
- Perform original descriptive and subject cataloging for various library materials in a variety subject fields; determine appropriate guidelines in applying rules of Anglo-American Cataloging Rules, Library of Congress subject heading policies, Dewey Decimal Classification, MARC21, and catalog materials in categories of advanced specialized backgrounds.
- Conduct complex searching and researching in English and some foreign languages to establish appropriate form of main entries; add entries and place names; assign main entries and subject headings; determine edition statements, imprints, collations, and series notes.
- Perform copy cataloging in all subject areas.
- Create item record, attach barcode, assign cutter, and print spine label for each physical item. Assign item to one of the four Branch libraries.
- Create Quick-circ record for magazines and paperbacks.
- Determine appropriate treatments for series or multipart items.
- Re-catalog items with missing bibliographic or item records, damaged labels, or other issues. Replace incorrect spine labels or informational labels.
- Order cataloging supplies as needed.

Processing
- Process all new and donated materials received for the collection including covering with protective book jacket, stamping with ownership stamps, and adhering date due slips, necessary identifying stickers, and barcodes.
- Repair or replace defective audio books, CDs, videos, DVDs, or cases.
- Create gift and grant bookplates and make sure they are correctly placed in donated items.
- Fill interlibrary loan (ILL) requests, fax to lending library, and receive ILL borrowed material. Prepare ILL items for check-out to patrons. Monitor checked-out ILL items and return materials to lending library by due date.

Management:
- Provide overall supervision and assistance to volunteers performing cataloging activities and other department functions.
- Develop and maintain cataloging policies and procedures to facilitate effective and efficient cataloging workflow, quality control, and database management practices.
- Assist in preparing the annual cataloging services budget.

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 a broad interpretation of applicable laws and governmental guidelines. Position has full operational budget responsibility 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 are seldom about confidential or sensitive matters.

QUALIFICATIONS:
The ideal candidate for this job has experience indexing in an automated environment.
- Fluent in cataloging using an integrated library system (ILS); Polaris-Innovative is preferred
- Indexing in an automated environment
- Development of original and copy cataloging
- Proficiency with ILS software (Polaris), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required
- MLS from an ALA-accredited library school or 2:1 work experience, 12 years
- Five years professional experience in original cataloging and classification using MARC records and OCLC in an automated environment or a LTA/AA
- Seven years of experience in original cataloging and classification
- Ability to perform some advanced calculations, including budget analysis and data manipulation
- 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

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.
POSITION TITLE: Collection Development Librarian

SUPERVISOR: Library Director

SUMMARY OF POSITION:
The Collection Development Librarian is in charge of adult nonfiction, electronic resources, and the reference collection, providing selection, maintenance, and weeding guidance at multiple branches. The Collection Development Librarian is a resource for the Reference Librarian and Children’s Librarian as well as Information Desk volunteers and the public in research techniques and utilizing the online catalog and electronic resources. This position helps maintain a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Collection Development
- Build strength in information resources in all formats and media for adult patrons. Recommend forward-thinking plans for growth and management of the collections for adult patrons.
- Identify areas in which additional materials are needed and order new titles.
- Create pathfinders and bibliographies for various library resources, including electronic resources, to support users’ needs and interests.
- Recommend updates to the library website to improve patron access.
- Plan and select materials for library theme-based displays.
- Update the government documents collection, especially state and local.
- Maintain awareness of local and current interests, events and trends, and anticipate demand for materials.
- Assist the Public Services Director and Library Director in establishing the collection development budget, particularly for reference, nonfiction, and electronic resources.
- Manage and expend the annual budget for adult nonfiction as well as trust or grant funds targeting specific subject areas of the adult collection.
- Evaluate pre-screened donations for possible inclusion in the collection.
- Administer the online subscription databases.

Adult Services
- Provide guidance in using the online catalog. Help with directional, reader’s advisory, and informational questions.
- Be a resource in the uses of the online catalog and research databases.
- Respond in writing to Requests to Reconsider Materials in the adult collection.

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 a broad interpretation of applicable laws and governmental guidelines. Position has full operational budget responsibility 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 are seldom about confidential or sensitive matters.

QUALIFICATIONS
- Master’s degree from an ALA-accredited library program and three (3) years professional experience in adult public services in a public or comparable library system is required.
- Experience with an integrated library system (ILS) such as Polaris is preferred.
- Experience in collection development and the knowledge, skills, abilities, and behaviors necessary to provide superior service to patrons, volunteers, and staff.
- Knowledgeable of the general principles and techniques of professional library work and skills necessary to perform the duties and responsibilities of the position.
- Familiar with the general reading interests of public library patrons and knowledge of key authors in various popular genres.
- Informed about the information resources available in a broad range of subject areas of interest to the library’s patrons.

Includes the ability to:
- Effectively search a variety of sources including print and digital resources, as well as external information sources and referrals.
- Prepare and make public presentations.
- Use current desktop software, including Microsoft Word, Excel, and PowerPoint.
- Manage complex projects; prioritize and accurately perform a variety of tasks under the pressure of deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Perform some advanced calculations, including budget analysis and data manipulation.
- Make independent decisions, sometimes with limited information.

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.
### Financial Management Policies

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Policy 2-1. Accounting System

Adopted [**DATE**]

The accounting system of Josephine Community Library District shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include journals and ledgers with sufficient detail to produce reports in accordance with generally accepted accounting principles for Oregon municipal corporations and in accordance with Oregon Budget Law.
Policy 2-2. Control Policies and Procedures

Josephine Community Library District follows these policies and procedures to ensure control and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to perform these three duties:
   a. authorize a transaction,
   b. record the transaction in the accounting system, and
   c. take custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records by persons independent of the custodians of accounting records and persons whom approve transactions.
7. All financial records are retained and secured in accordance with ORS and the District Record Retention Policy.
8. Records no longer required to be retained are destroyed securely in accordance with District policy.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory is maintained.
11. The Library Director shall submit the prior month’s financial report to the Board of Directors with the packet for the regular monthly meeting.
12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.
14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.
Policy 2-3. Cash and Purchasing

Adopted [**DATE**]

Josephine Community Library District shall follow these specific policies and procedures for cash and purchasing.

1. Cash disbursement
   
   a. Check-signing authority is limited to the Library Director, Board President, Board Vice-President, and one other Board Member.
   
   b. Two signatures are required on each check.
      
      i. Some regularly recurring bills and payments may be paid electronically by the Library Director or designee.
      
      ii. Bills and payments authorized to be paid electronically shall be established by Board resolution.
      
      iii. Invoices must be retained and reviewed by the Board President or Vice President.
      
      iv. All electronic transactions will receive second-signer approval.
      
      v. Procedures that will ensure that acceptable internal control procedures over disbursements is maintained to the extent practicable will be adopted by management and reported to the Board.
   
   c. Authorization of payment is required by the Library Director or designee.
   
   d. Original invoices shall be attached to checks before signing.
   
   e. Pre-signing any check is prohibited.
   
   f. Blank checks are prohibited.
   
   g. Checks shall be numbered sequentially.
   
   h. The check stock shall contain security safeguards to prevent fraud.
   
   i. The check stock shall be secured and use shall be documented.
   
   j. Voided checks shall be defaced and retained in the financial records.
   
   k. Signature stamps are prohibited.

2. Cash handling
   
   a. Daily cash counts shall be performed.
   
   b. Deposits shall be performed weekly or when cash to be deposited exceeds $500, whichever comes first. More frequent deposits may be required by the Library Director as circumstances require.
   
   c. Cash till control and reconciliation shall be standard policy.

3. Bank account reconciliation
   
   Management shall review bank account reconciliations monthly. Reconciliations will use a proof of cash format or similar that reconciles all debit and credit differences between the bank account and the District’s general ledger.
4. **Surplus funds**
   Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds. The primary disbursement bank account balance will be maintained at a level necessary to pay disbursements for the ensuing two weeks. All surplus funds will be kept in the District’s account in the Oregon State Treasurer’s Local Government Investment Pool (LGIP) until a separate policy, approved by the Oregon State Treasurer’s Short Term Fund Board, is adopted by the District Board.

5. **Banking**
   Banking shall be conducted according to ORS and applicable accounting practices.

6. **Purchasing**
   a. Original invoices shall be required.
   b. Employees of the District shall not serve as independent contractors to the District.
   c. Employees of the District shall not accept consideration from an outside entity while performing District duties.

7. **Expenditures approval**
   The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of $3,000 with the following exceptions:
   a. Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed $3,000. Such purchases must be approved by the Board President and comply with ORS.
   b. Payments of monthly statements from Board-approved vendors, composed of individual invoices not exceeding $3,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
   c. Regular payments on contracts that have been pre-approved by the Board of Directors.

The Library Director shall authorize all expenditures or contracts up to $3,000 except contracts for legal services.

Total expenditures within a budgetary fund category (for example, Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.
Policy 2-4. Credit Cards

The Library Director is authorized to apply for credit cards in the name of the District. District credit cards are subject to the following restrictions and controls:

1. Only the following officials and staff members shall be listed on the District’s general purchasing credit card agreements as authorized users: Library Director; and Staff explicitly authorized by the Director.
2. District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on District business. All credit card charges for employee travel or entertainment shall be subject to reporting in accordance with the District’s Employee Travel and Reimbursement Policy (an accountable plan).
3. Use of District credit cards for personal purchases is prohibited.
4. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after the purchase. Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage. A standard credit card accounting report will be developed and each card user shall be required to submit this report to the Library Director (or designee) within three business days after month end. Credit card billing periods shall end on the last day of the month and card statement shall be paid full by bank debit upon presentation.
Policy 2-5. Personnel

Employment policies shall include procedures that reasonably protect District assets.

1. Employment applications shall include:
   a. A statement that false information or misrepresentation can be cause for disqualification or dismissal.
   b. A criminal background check with candidate’s written approval.
   c. Reference checks.
2. Appropriate staff supervision.
3. Rotation of duties/cross-training.
4. Communication and confirmation of polices and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

Adopted [**DATE]**
Policy 2-6. District Assets and Capital Outlay

The Library Director shall not allow District assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase:
   a. Contrary to state statutes and regulations concerning conflicts of interest.
   b. Of over $500 without having obtained comparative prices and quality.
   c. Of over $3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or damage.
6. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
7. Fail to comply with the District’s Investment Policy.
8. Fail to ensure that policies are written and implemented to ensure that Oregon Public Official Ethics Rules are followed. The District has an obligation to ensure that employees do not inadvertently violate Oregon laws concerning personal use of District property.

Capital outlay shall include expenditures on:

1. Land acquisition or improvement, including improvements and installations on the grounds.
2. Building construction, expansion, or remodeling.
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services.
4. Shelving.
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost $5,000 or more, retain their original shape and use, and are nonexpendable. Equipment, including nonexpendable equipment costing less than $5,000, must be inventoried. The definition of accounting for “capital outlay” and the accounting thereof, should be part of the District’s Accounting Policy.
Policy 2-7. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. **Recycled internally.** Staff should first deem whether property has use for District purposes other than its original use.

2. **Sold or traded.** If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold “as is.” If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District’s consortium or in Oregon. If no other library is interested in the property, the District may offer it for sale to local nonprofit organizations. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.

3. **Donated.** If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District’s consortium or in Oregon. If no other library is interested in the property, the District may offer it for donation to local nonprofits.

4. **Discarded.** Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
   a. Hazardous substances shall be discarded in accordance with proper safety procedures.
   b. Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.
   c. Oregon administrative rules require certain compliance with certain rules for disposal of public property.
# Personnel Policies for All Employees

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Policy 4-1. Overview and Purpose of the Personnel Policies

Adopted XX/XX/2017

Scope
The Josephine Community Library District (JCLD) personnel policies establish policy only in the areas in which specific information is provided. To the extent that any adopted policy may conflict with Oregon statute or federal law, the law shall prevail. Wherever the adopted state or federal law allows local policy to prevail, this policy shall govern.

Any employment policy not addressed in this policy will be determined by the executive director, with such determination subsequently submitted to and either authorized or rejected by the JCLD Board of Directors.

Purpose
Personnel policies are intended to provide employees with a general understanding of the employment policies and to provide guidance. The policies cannot anticipate every situation or answer every question about employment relationships that might arise.

In all areas where specific guidance is not provided by these policies, the JCLD Board of Directors reserves the right to determine all such issues on a case-by-case basis, with recommendations made by the library director as provided in this policy, and affirmed or rejected by the board.

JCLD also reserves the right to change or revise policies and procedures in accordance with the policies of the Board of Directors.

This policy is not a contract of employment, and the terms identified are the statements of policy, not contractual rights.

Applicability
The policies in this statement shall apply to individuals that have an employment relationship with JCLD. To the extent that volunteers are utilized by JCLD, the provisions relating to protection of status, protection from adverse environments, and the requirements for positive behaviors shall apply. Wherever this policy is applicable to both employees and volunteers, it shall be noted in the language.
Policy 4-1-1. Equal Employment Opportunity

Adopted XX/XX/2017

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

This commitment to equal opportunity applies to all aspects of the employer-employee relationship, including recruitment, hiring, reclassification, training, promotion, transfer, discipline, layoff, recall, and termination.
Policy 4-1-2. Personnel Administration Generally

Adopted XX/XX/2017

The Board of Directors and the library director shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The library director is charged with responsibility for the interpretation and application of the policies.

The library director may specifically delegate in writing the authority for the enforcement of rules and policies.

The library director shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to the library director broad discretion in all aspects of personnel, subject to the advice and concurrence of the Board.
Section 4-2. Appointment, Qualifications, and Separation

Policy 4-2-1. Employee Status

Adopted XX/XX/2017

- Regular Full-Time Employees
  An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee.

- Regular Part-Time Employees
  An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period is successfully completed. [The District shall pay a proportion of benefits, based on the regular hours of work.]

- Temporary Employees
  Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work-loads or emergencies. [Temporary employees are ineligible for employer-paid benefits other than sick leave as required by the Oregon Sick Leave Act.]
Policy 4-2-2. Exempt Employees

Adopted XXXXX

Library personnel whose duties fall under exempt as those terms are defined in federal and state law shall not be eligible for overtime.

Each position job description will clearly define exemption status for overtime compensation as “exempt” or “non-exempt.”
Policy 4-2-3. Volunteers

Adopted XXXXX

A volunteer in the library system is an individual who receives no direct compensation for services. Employees are expected to work with volunteers in a manner that is respectful, patient, and appreciative of volunteers, offering guidance, assistance, and support when and where appropriate.

Personnel compensated as employees of JCLD may not volunteer to do work they would otherwise be paid to accomplish.
Policy 4-2-4. Eligibility of Employment

Adopted XX/XX/2017

Minimum Age Requirements
All employees of JCLD must be at least eighteen (18) years of age.

Employment of Relatives
Employees who are relatives of JCLD employees will not be eligible for JCLD employment where direct supervision is provided by a relative. A relative is defined as a parent, child, spouse, brother, sister, uncle, aunt, nephew, niece, in-law, and step relationships.

Pre-Employment Screening
All applicants who are offered a position for employment are subject to a full background screening to be completed before starting employment in accordance with the job description.
Policy 4-2-5. Driving Record

Adopted XX/XX/2017

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment each employee who operates a vehicle in order to fulfill their job description must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.

Job applicants' driving records may be checked prior to being hired as a condition of employment.

Employees who may be required to drive shall notify the library director of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the library director is viewed as a violation of District policy. The District monitors driving records as a component of risk management, in order to identify needs for driver improvement.

This policy is applicable to qualified individuals with disabilities only when driving is an essential function of their job.
Section 4-3. Payroll, Scheduling, and Overtime Practices

Policy 4-3-1. Work Week, Working Hours, and Overtime

Adopted XX/XX/2017

The normal work week consists of forty (40) hours, however this should not be considered as a guarantee of any specific amount of work being made available. The library director and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

Hours of Work
The work schedule for employees shall be defined as required by the library director based on operational needs.

Work Week
The work week for calculation of wage and hour provisions applicable to JCLD shall begin at 12:00:00AM Monday morning and extend to 11:59:59 PM Sunday.

Overtime
Hours worked in excess of 40 hours in a work week as defined in the Federal Fair Labor Standards Act and Oregon Wage and Hour provisions, shall be considered overtime and compensated at time-and-one-half for all non-exempt employees as required by law.

Actual hours worked for the purpose of overtime calculations excludes paid time off benefits (vacation, sick, and holiday).
Policy 4-3-2. Health Insurance and Retirement Benefits

Adopted XX/XX/2017

The District provides group medical, vision, long-term disability, and life insurance for eligible employees. Coverage for eligible employees begins the first of the next month following the employment date.

The district also provides a tax-deferred retirement plan to eligible employees.

Information regarding eligibility and specific benefits is available from the Library Director or Business Manager.
Section 4-5. Time Off

Policy 4-5-1. Vacation

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 part-time and full-time employees.

Employees working 20 hours a week or more shall earn vacation time. After successful completion of their probationary period, eligible employees will commence earning vacation benefits.

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Employee scheduled 40 hours per week</th>
<th>Vacation hours accrued per pay period</th>
<th>Employee scheduled 20 hours per week</th>
<th>Vacation hours accrued per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>For years 1 mo. – 60 mo.</td>
<td>80 hours</td>
<td>3.08</td>
<td>40 hours</td>
<td></td>
</tr>
<tr>
<td>For years 61 mo. – 120 mo.</td>
<td>96 hours</td>
<td>3.69</td>
<td>48 hours</td>
<td></td>
</tr>
<tr>
<td>For years 121 mo. – 180 mo.</td>
<td>120 hours</td>
<td>4.61</td>
<td>60 hours</td>
<td></td>
</tr>
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</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 one time the annual accrual in a calendar year. Any hours in excess of that amount will be forfeited. For example, employees who accrue 80 hours of vacation per year forfeit any unused hours in excess of 80 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-XX, Leaves. All time granted shall be compensated at the normal pay rate for the employee. The library director may extend accruals for an employee in special circumstances. 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 XX/XX/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 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.
Policy 4-5-3. Sick Leave

Adopted XX/XX/2017

Compensated sick leave will be provided on an accrual basis for all personnel.

Employees may use sick leave when a personal illness or injury prevents them from safely performing their normal job duties. Employees may also use sick leave to care for an immediate family member (spouse, children, step-children, parent, parent-in-law, registered domestic partners) residing in the home who is suffering from an illness or injury. Sick leave may also be used for preventive care appointments for the employee and employee’s family members. More details regarding the use of sick leave can be found on the Requirements of Oregon Sick Time Law poster displayed in the break area.

Notification of Inability to Work
Employees are expected to be able to attend work reliably, predictably, and regularly. Employees who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor at least two hours prior to the scheduled start of the work shift. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work. In the event of a bona fide emergency (such as car wreck, flood, natural disaster), the individual shall provide notice as soon as practical.

When sick leave is taken to care for a dependent, the District expects that other care arrangements will be made as soon as possible, except where leave for dependent care purposes is provided for by family leave laws and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

If an employee takes sick leave in excess of three regularly scheduled consecutive days, or before or following scheduled holidays or breaks, the library director may request the employee provide evidence from a medical provider or a similar specific representation regarding the nature of the illness causing the sick leave use. If there is a cost to the employee to obtain such documentation, the District will reimburse the employee. Failure of the employee to provide requested evidence within 15 days of the requested sick time may result in discipline.

Accrual
Upon hire, employees will commence earning sick leave benefits at the rate of .03846 hours for paid hours worked. For example, an employee normally working 80 hours in a pay period would earn 3.08 hours of sick leave. Following 90 days of employment, employees may begin using previously accrued sick leave and earned sick leave. Sick leave shall be earned and accrued based upon the employee’s paid hours, not including holidays and overtime. Any variance in regularly scheduled hours worked per week would be prorated.

Unused sick leave benefits accumulate from year to year.

Sick leave for full-time and part-time employees shall accrue to a maximum of 120 hours. Any time in excess of the accrual limit is forfeit. The sick leave balance has no value upon termination or voluntary resignation. Employees are not paid for unused sick leave upon employment termination.

**Concurrent Leaves**

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently. This means that sick leave, workers’ compensation leave, personal leave, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and unpaid leaves of absence may all run concurrently and be counted against the employee’s family medical leave entitlement. The District may designate any type of leave as Family Medical Leave if the leave is used for a family medical leave purpose.

**Medical Certification**

An employee on sick leave that is running concurrently with another type of leave, for example family medical leave or personal leave, must provide the medical certification required for any and all applicable types of leave. This means an employee on sick leave may be required to have their medical provider complete the certification of physician or practitioner form required for federal or state family medical leave, obtain second or third medical opinions, as provided by family medical leave laws, and provide fitness for duty medical certifications before returning to work as provided by the family medical leave policy.
The Transition Committee (Judy Williams, John Harelson, Shad Shriver, Kate Lasky, and Teresa Stover) met on October 2 and discussed the following transition activities:

- **Develop the staffing plan and hire staff.**
  - Adopt the employee benefits package. The board approved the Benefits Task Force’s recommendations for health, retirement, and leave benefits at its September 21 meeting. Next steps are to write recommendations into policy.
  - Transition and recruit staff. Ms. Lasky will share with all JCLI employees the schedule of JCLD job postings. All JCLD staff will be known by December 15. Any remaining JCLI employees will receive layoff notices effective December 31.
  - Start implementing the staffing plan. Recruitment starts in October with the Public Services Director. Hart will be asked to set up workers compensation through SDAO or SAIF. Pay ranges will be reviewed by the board by mid-November.

- **Transition assets and responsibilities from JCLI to JCLD.**
  - Request county assets. Josephine County Legal Counsel has committed that the transfer of county assets will take place no later than December 31, 2017.
  - Request JCLI assets. The letter from JCLD to JCLI requesting JCLI’s inventoried assets was approved and submitted to JCLI management on September 29.
  - Transfer contracts. The district’s lawyer is reviewing the IT’s Managed contract again. SDAO has been consulted as well. The Polaris ILS contract has been reviewed by the attorney and is ready for board review. Upcoming contracts will be Hunter Communication, whose costs can be offset by eRate reimbursements.
  - Formalize the fundraising relationship between JCLD and JCLF. A meeting was scheduled for October 6 between the boards of JCLD and JCLF to discuss the goal of the end-of-year fundraising drive and long-term fundraising strategy.

- **Develop and adopt policies.**
  - Adopt high-level finance and personnel policies. Finance and personnel policies will come to the board for first reading at the October 12 meeting.
  - Facilitate and communicate the annexation process. A meeting about annexation process and timeline was held with the Josephine County Legal Counsel, Clerk, and Assessor on September 29. Paperwork to facilitate the annexation process will be completed by County Legal by October 31. It was determined that split tax lot taxpayers do not need a letter from the district.
  - JCLI fine and fee forgiveness. The board has agreed that JCLI fines and fees should not carry over to the district, and therefore will be forgiven as of January 1. District fines and fees will be outlined in district operational policies.

- **Set up financial structures.**
  - Form the finance committee. Ms. Lasky, Mr. Harelson, and Ms. Robinson met to discuss municipal budget structure and the chart of accounts. Ms. Lasky will recruit and convene the full finance committee to draft the district’s FY18 budget.
  - Form the Budget Committee. The Budget Committee will be recruited for its first of two meetings about the FY18 budget in October.
  - Adopt the FY18 budget. Ms. Lasky will present the draft FY18 budget to the Budget Committee for review and approval by mid-November.

In other business, the committee:
- Approved the minutes for the September 18, 2017 Transition Committee meeting.
- Set the next Transition Committee meeting for 10 am on Wednesday, October 18.
Josephine Community Library District
Annexation Communications Task Force meeting
Friday, September 29, 2017 at 10 a.m.
Josephine County Assessor’s office

Present: Library District Board Member Jennifer Roberts, JCLI Board Member Pat Fahey, Library Director Kate Lasky, County Assessor Connie Roach, County Cartographer Gabe Snodgrass, County Legal Counsel Wally Hicks, Legal Administrator Pat Ellison, County Clerk Rhiannon Henkels, Chief Deputy Clerk Beecher Ellison

Welcome and introductions
Mr. Fahey introduced the meeting and thanked Mr. Hicks for the letter he sent to the Library District. Mr. Fahey explained the need for the Library District to be able to begin front-line processing of annexations in the libraries by April 1, 2018 in conjunction with beginning to charge for library cards on that same day. He asked how the Library District can support the County Legal Counsel, County Clerk, and County Assessor in their processes.
Ms. Lasky asked for clarification about the letter from Mr. Hicks. Mr. Hicks clarified that the timeline for the annexation of additional properties into the district will be completed by December 31, 2017 and that includes the forms for annexation for anyone to use.

Annexation timeline
Ms. Ellison explained County Legal Counsel’s plans to provide the annexation form and process instructions by October 31. The petition form is completed but she is currently working on a list of instructions for residents.
Mr. Ellison said each tax lot will require a separate petition, such that petitioners with multiple tax lots will be required to fill out multiple petitions if they wish to annex more than one tax lot.
Ms. Ellison said the petition form will require the legal description from the property owner’s deed. If the property owner doesn’t have the deed, they will need to request a copy from the Clerk.
Ms. Henkels said that if the petitioner needs a copy of their deed, they would need to tell the Clerk the deed’s instrument number (which may be found in the Assessor’s records).
Ms. Ellison said she would share the annexation form with the Clerk and Assessor for final approval.
Ms. Ellison described the timeline for the annexation process; see “Annexation Process Timeline.”

Residents requesting to opt out
Ms. Lasky asked what the Library District should tell people who want to opt out. Mr. Hicks said that opting out is a separate legal process from annexation and is governed under ORS 198.870. No resident will be eligible to opt out for the first two years after formation of the Library District. The Board of County Commissioners will be responsible for executing a request to opt out in the future.
**ACTION:** Mr. Hicks will send Ms. Lasky an explanatory paragraph about opting out which she can share with the public.

Properties on the Library District boundary
Ms. Lasky asked if the Library District should consider communicating with the 48 properties straddling the boundary of the newly formed library district for which property owners will pay taxes but may not be eligible to vote. Ms. Roach said some taxpayers may own property inside the district but reside outside the boundary, making them also ineligible to vote. This is not an uncommon profile, as in the...
example of a person who resides out of state but pays property tax on property owned within the City of Grants Pass. Ms. Roberts confirmed that it will not be necessary to communicate with the 48 property owners in question.

**Online tools**

Ms. Lasky asked when the approved petitions would be added to the Library District online mapping tool on the County’s website supported by the Assessor’s office. Mr. Snodgrass said that should happen shortly after the Department of Revenue forwards the approved petition to him. Ms. Roach said a fillable PDF for applicants will be available that may be placed on the library’s website, once the form is finalized by the County Legal office.
Annexation Communication Task Force

Annexation Process Timeline
This timeline outlines the tasks and dates associated with the annexation process, associated library processes and events, and corresponding communication with stakeholders. All dates are targets and function as guidelines for planning purposes.

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

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