Josephine Community Library District  
Board of Directors Regular Meeting  
Thursday, October 19, 2017 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>
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</thead>
<tbody>
<tr>
<td>Call to Order</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>
<td>5 min</td>
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<tr>
<td>2. Approval of October 5 workshop minutes</td>
<td>Motion</td>
<td>All</td>
<td>5 min</td>
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<td>3. Approval of October 12 meeting minutes</td>
<td>Motion</td>
<td>All</td>
<td>10 min</td>
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<td>4. Public comment</td>
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<td>5. Correspondence</td>
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<td>Staff Reports</td>
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<tr>
<td>1. IT Plan presentation, including timeline and Edge Assessment</td>
<td>Report</td>
<td>N. Singer, M. Grutchfield</td>
<td>15 min</td>
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<tr>
<td>2. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>3. Staff recruitment update</td>
<td>Report</td>
<td>L. Samson</td>
<td>10 min</td>
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<td>4. Transition Administrator’s report</td>
<td>Report</td>
<td>T. Stover</td>
<td>5 min</td>
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<td>Action Items</td>
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<tr>
<td>1. Financial management policies, 2nd reading</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>2. Personnel policies, 2nd reading</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>3. IT’s Managed network services contract</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
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<td>4. Job description for Reference Librarian</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>5. Job description for Volunteer Coordinator</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>Committee and Board Member Reports</td>
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<tr>
<td>1. Josephine County Library Foundation update</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
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<tr>
<td>2. Transition Committee update</td>
<td>Report</td>
<td>J. Williams</td>
<td>5 min</td>
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<tr>
<td>Announcements</td>
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<tr>
<td>1. Date and agenda items for next meeting</td>
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<td>2. Comments from board members</td>
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<tr>
<td>Adjourn</td>
<td></td>
<td>L. Samson</td>
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**Date and Time**  
October 21-22, 2017  

**Upcoming Meetings and Events**  
Readapalooza  
Strategic Planning Workshop  
Grants Pass branch, main reading room  
JCLD regular board meeting  
Grants Pass branch, Ben Bones Room  
JCLD regular board meeting  
Grants Pass branch, Ben Bones Room
Josephine Community Library District
Workshop Minutes
Thursday, October 5, 2017, 8:45-11:45 am
Main Reading Room, Grants Pass Branch Library

Members in attendance: Jennifer Roberts, John Harelson, Judy Williams, Laurel Samson
Members absent: Beecher Ellison
Others present: Michael Kosmala of Coraggio Group,
JCLI Executive Director Kate Lasky, and Interim Board Secretary Teresa Stover

CALL TO ORDER. The workshop started at 8:45 am.

STRATEGIC PLANNING WORK SESSION. This work session was the third of four sessions which will result in the development of the three-year Strategic Plan for Josephine Community Library District. See the attached notes for details of workshop results.

ADJOURNMENT
The workshop adjourned at 11:45 am.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District
Josephine County Library District Strategic Planning
10.5.17 Work Session #1 Summary Notes / Submitted by Coraggio Group

Meeting Purpose
Four members (John Harelson, Jennifer Roberts, Laurel Samson, and Judy Williams) of the Josephine County Library District, and JCLI Executive Director Kate Lasky met on October 5 from 8:45 am to 11:45 am with members of the Coraggio Group. Meeting outcomes included:

– Refine Vision, Mission, Values, and Reputation
– Draft Position
– Draft and align on Imperatives
– Provide guidance on Initiatives
– Leave with a clear understanding of next steps in the strategic planning process

Refining Vision
Vision themes that emerged from the 2027 Vision activity at the September retreat were reviewed and articulated in a draft statement.

DRAFT Vision (What is the ideal future state we are trying to create?)
A vibrant community strong in itself and connected the world.

Refining Mission
Draft statements that were developed by JCLD Strategic Planning participants during the September retreat were reviewed and encapsulated into a single draft statement.

DRAFT Mission (What is our purpose? What are we here to make happen?)
Enriching our community through access to quality library services across Josephine County.

Refining Values and Reputation
Draft statements for each element were reviewed and refined in partnership with one another.

DRAFT Values
(What are our fundamental beliefs on how we work together and serve our mission)

– Integrity
– Accountability
– Engagement
– Innovation
– Freedom
– Equity & Inclusion

DRAFT Reputation
(What do we want to be known for? What is the enduring perception or emotion that describes the total experience of our organization?)

– Transformative
– Inclusive
– Dependable
– Essential
– Courageous
Drafting Position

Coraggio led participants through an activity to elicit JCLD’s unique and sustainable value that began by identifying a list of organizations that provide like/similar services to the community including:

– YMCA, Boys and Girls Club, Head Start, Public/Private Schools, SOLES
– SBDC, Goodwill, Worksource
– Local bookstores, video stores, Amazon
– School libraries, RCC, County Law library, History library
– DHS, relief nurseries

Activities for each organization were reviewed and cross referenced against the library to inform a draft position statement.

**DRAFT Position** (What unique and sustainable value do we deliver, and for whom?)

Our community members and partners value the library system as a lifelong resource that provides free and open access to a broad range of materials in a warm and personalized environment.

Drafting Imperatives and Initiatives

Coraggio led the group through definitions for each of these elements and presented the current Imperatives (what must be accomplished during this planning cycle?) from the JCLI Strategic Plan as a starting point for discussion.

Participants identified five categories of work to provide focus on the work that must be accomplished by 2021 and generated a list of potential Initiatives (special projects that will help the organization achieve its mission and strategic imperatives) for each.

<table>
<thead>
<tr>
<th><strong>Programs &amp; Services</strong></th>
<th><strong>Facilities</strong></th>
<th><strong>People &amp; Cultures</strong></th>
<th><strong>Systems &amp; Structures</strong></th>
<th><strong>Relationships &amp; Visibility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expanded constituents (more people served outside district)</td>
<td>Cost benefit analysis&lt;br&gt;Building vision (by branch)</td>
<td>Staff/Volunteer development&lt;br&gt;Strengthen and continue dependence on volunteers for excellent service</td>
<td>Solid organization structure (how we do things: consistently, excellently, responsibly)</td>
<td>Build brand for district&lt;br&gt;Healthy impactful relationship</td>
</tr>
<tr>
<td>Focus on services for currently underserved elements of our community</td>
<td>New and improved facilities (x4)</td>
<td>Become an employer of choice</td>
<td>Build policies for organization</td>
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<tr>
<td>Interlibrary Loans?</td>
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<td></td>
<td>Find organizational balance of staff to open hours to circulation</td>
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<tr>
<td>Expanded hours</td>
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<td></td>
<td></td>
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<tr>
<td>Updated materials</td>
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<tr>
<td>Up to date relevant services</td>
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Upcoming Meeting Dates

- **Work Session #2**: October 26th 8:30-11:30am
- **JCLD Board Approval of the Strategic Plan**: November 9

Immediate Actions/Commitments

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
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<tbody>
<tr>
<td>Coraggio</td>
<td>Meet with JCLI staff to provide updates on JCLD Strategic Planning process and collect input on Initiatives</td>
<td>10.5.17</td>
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<td></td>
<td>Send Summary Notes to JCLD</td>
<td>By 10.18.17</td>
</tr>
<tr>
<td>Kate Lasky</td>
<td>Work with Coraggio Group to review and consider feedback provided by JCLI staff</td>
<td>By 10.26.17</td>
</tr>
<tr>
<td>JCLD Board Members</td>
<td>Review the Summary Notes from Work Session #1</td>
<td>By 10.26.17</td>
</tr>
</tbody>
</table>
Members present: Laurel Samson, Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams
Members absent: None.
Staff present: Library Director Kate Lasky, Transition Administrator Teresa Stover

CALL TO ORDER. President Samson called the meeting to order at 5:15 pm.

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

Approval of September 28 meeting minutes. The board reviewed the recent minutes. Motion: Ms. Roberts moved that the minutes to the September 28, 2017 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Approval of October 6 workshop minutes. The board reviewed the minutes to the joint fundraising meeting with the Josephine County Library Foundation and the district. Motion: Ms. Williams moved that the minutes to the October 6 board workshop be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Approval of bills. Ms. Samson referred to the Approval of Bills table, which listed an invoice payable to Stover Writing Services. Motion: Mr. Harelson moved that the invoice be approved for payment. Ms. Williams seconded. The motion passed with a unanimous vote.

Public comment. There were no public comments.

Correspondence. The district received the 2017-18 Tax Distribution Percentages from the Josephine County Treasurer. For the library district, the amount to collect is $1,358,236.39, and the percentage of overall tax collected is 0.0172. Mr. Harelson stated the district will not receive the full amount, but this is the amount that will be billed.

REPORTS
Library Director’s report. Ms. Lasky summarized progress on the JCLI Transition Work Plan.
- The high-priority finance and personnel policies are drafted and ready for board review. The board will be reviewing policies at every meeting for the foreseeable future.
- The Josephine County Library Board of Trustees met on October 10, 2017, and passed a motion to recommend to the Board of County Commissioners (BOCC) that library trust funds be transferred either to the Josephine County Library
Foundation (JCLF) or to the library district. It also passed a motion to recommend that after the funds are transferred to dissolve the Library Board of Trustees.

- The FY18 budget is being drafted with a goal of presenting it to the first Budget Committee meeting in November. Mr. Harelson offered his assistance.
- About the time tax bills are mailed to property owners, a press release will be sent to let people know the library will be on their tax bill, and what they can do if it’s not on the bill, and that people can annex in and donate to the library.

  Action: Ms. Lasky will confirm the date of the tax bill mailing.
- Ms. Lasky will be at the Southern Oregon Library Federation meeting October 13.

Staff recruitment update. The Public Services Director job was posted on October 2 and is open through October 23. If the board approves three more job descriptions tonight, those jobs will post Monday. JCLI staff have been informed of the recruitment schedule.

Transition Administrator’s report. Ms. Stover summarized Transition Work Plan progress.

- With Ms. Lasky now the district’s library director, Ms. Stover will continue board support with the packet and minutes, and will continue project management on transition activities, all under Ms. Lasky’s direction. Mr. Harelson noted that the bylaws and statutes should be checked to see if board action is required to transfer the duties of board secretary from Ms. Stover to Ms. Lasky, or for Ms. Lasky to delegate board secretary duties to Ms. Lasky while retaining responsibility.

  Action: Ms. Stover will research the issue and report at the next board meeting.
- Current priorities include onboarding Ms. Lasky as a district employee, with the necessary paperwork, payroll, worker’s compensation, computer workstation with accounting software, and banking and credit card authorization. Ms. Williams followed up on a previous question about public contracting rules: under $10,000, no bid process is required; for $10,000 to $150,000, an informal bid process is required, and over $150,000, a formal bid process is required.
- At the October 5 strategic planning workshop, the board discussed values, vision, mission, reputation, and position in the community. At the October 26 strategic planning workshop, the board will develop imperatives (what must be accomplished), objectives (how to measure success), and initiatives (collective transformative actions). The board will review the strategic plan at its November 9 meeting, with action to be taken at its November 16 meeting. After the plan is adopted, district staff will use it to develop its 12- to 18-month operational plan.
- When Ms. Stover spoke with the district’s legal counsel Charles Bolen to let him know that Ms. Lasky is now library director and a key point of contact, he commended the board for starting the district so properly and so efficiently.

ACTION ITEMS

Authorized signers on People’s Bank account. Ms. Samson presented Resolution 2017-021 designating authorized signers on JCLD bank accounts. The resolution adds Ms. Lasky to and removes Ms. Stover from the list of authorized signers, in accordance with policy, which specifies that check-signing authority is limited to the Library Director,
Board President, Board Vice-President, and one other board member. The board discussed whether this People’s Bank action affects contacts and permissions on the local government investment pool (LGIP). It was noted that transfers from the LGIP account can only go to the People’s Bank account, so it’s very secure.

**Action:** Ms. Stover will review the LGIP paperwork to see whether this authorization impacts LGIP contacts and permissions, and will report at the next board meeting.

**Motion:** Mr. Harelson moved to accept Resolution 2017-021 to designate authorized signers on JCLD bank accounts. Mr. Ellison seconded. The motion passed unanimously.

**Polaris integrated library system license agreement.** Ms. Samson presented the Innovative Interfaces, Inc. Perpetual License Agreement for the Polaris integrated library system (ILS). She had discussed the contract with district legal counsel, who said that while the contract is under New York jurisdiction, the contract has no red flags and is acceptable. Pricing is for $23,000 for the year. Pricing fluctuates yearlly based on circulation. The board discussed the contract being under New York jurisdiction, but also noted that the contract can be terminated with 30 days’ notice.

**Motion:** Ms. Roberts moved to authorize Ms. Lasky to sign the Polaris license agreement as written. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for business manager.** Ms. Lasky presented the job description. She noted that the business manager is an exempt employee and would supervise the maintenance coordinator. The board suggested that “Maintain the financial health of the organization” be changed to “Monitor the financial health of the organization.”

**Motion:** Mr. Harelson moved to accept the job description for business manager with the suggested change. Mr. Ellison seconded. The motion passed unanimously.

**Job description for cataloging manager.** Ms. Lasky presented the district cataloging manager job description. She noted that the cataloging manager is a non-exempt employee, with no direct staff reports, although the position oversees 15-25 volunteers weekly. The board suggested that under “Qualifications,” the item “Ability to work effectively and diplomatically under pressure” should be added.

**Motion:** Ms. Roberts moved to accept the job description for cataloging manager with suggested changes. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for collection development librarian.** Ms. Lasky presented the district collection development librarian job description. She noted that the collection development librarian is a non-exempt employee, with no direct reports. The board discussed non-exempt employees on salary. The board suggested that “adult fiction” be added to the Summary of Position.

**Motion:** Mr. Ellison moved to accept the job description for collection development librarian with the suggested changes. Ms. Williams seconded. The motion passed with a unanimous vote.
**Financial management policies.** Mr. Harelson introduced the financial management policies for its first reading by the board. He stated that Ms. Lasky had drafted the policies and he suggested changes. He said this set ensures proper financial controls.

The board discussed the requirement in Policy 2-2, Control Policies and Procedures, item 14, to “take a vacation of at least five consecutive business days” and decided to change it to “…spend a minimum of five consecutive business days per year away from their duties and with no access to the accounting system.” It was noted that two weeks would be ideal. Rather than dictating how employees use vacation, job rotation or professional development away from the office would fulfill the requirement.

Also in Policy 2-2, item 3, regarding segregation of financial duties, the board discussed the phrase “As much as is practical.” Because of the small staff, this phrase will be retained, but will be revisited. It was suggested that auditors can help with ideas on how to implement segregation of duties with a small staff, like having the board assist.

In Policy 2-3, Cash and Purchasing, item 1, the board discussed the need for two signatures for each check. It was noted that two signatures are required by statute. The board also discussed whether check-signing authority could be extended to one other staff member besides the library director.

**Action:** Ms. Lasky will make the suggested changes to the policies and present them at the next board meeting for the second reading and possible action by resolution.

**Personnel policies.** Ms. Lasky presented the personnel policies to the board for its first reading. She pointed out that these are the high-priority personnel policies that are required for legal compliance now that the district has staff.

In Policy 4-2-1, Employee Status, the board discussed whether “temporary employees” are defined by a duration. The board also discussed whether the term “full-time” should be defined by hours.

In Policy 4-3-1, Work Week, Working Hours, and Overtime, the board discussed compensatory time for government divisions like the library district.

**Action:** Ms. Lasky will research compensatory time, including limitations and the number of hours that can be taken on termination payout, the management point of view including tracking, and will also check with HR Answers.

In Policy 4-3-2, Health Insurance and Retirement Benefits, the board asked that the time after which employees are eligible for the retirement plan be added, and agreed that one year is typical. The insurance eligibility will be corrected to start after 60 days.

In Policy 4-5-1, Vacation, the board suggested that the pay period be stated, and that the last column of the vacation accrual be completed. The board discussed the vacation cap of one time the annual accrual, and suggested that it be more generous.
The board also discussed the date when forfeiture occurs because of the cap, for example, December 31, June 30, or the employee’s anniversary date. The board suggested deleting “The library director may extend accruals for an employee in special circumstances.”

In Policy 4-5-2, Holidays, the mention of “compensatory time” should be deleted.

In Policy 4-5-3, Sick Leave, the board discussed the sick leave accrual cap of 120 hours. Ms. Lasky noted that this policy maps to Oregon state law. She also noted JCLI employees hired by the district will have their sick leave accrual carried over to their district accrual to the cap of 120 hours. The board agreed that JCLI employees hired by the district will be permitted to use sick leave immediately rather than wait 90 days.

The board pointed out additional typographical errors to be corrected.

**Action:** Ms. Lasky will make the suggested changes to the policies and present them at the next board meeting for the second reading and possible action by resolution.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Transition Committee update.** Ms. Williams referred to the JCLI-JCLD Transition Committee update memo dated October 11, 2017, and said all points have already been covered. She suggested that this report might no longer be needed.

**Annexation Communication Task Force report.** Ms. Roberts referred to the September 29, 2017 Annexation Communications Task Force meeting summary. She said this meeting, which was attended by members of the task force (Ms. Roberts, Ms. Lasky, and Pat Fahey) and the Josephine County Legal Counsel, Assessor, and Clerk, covered specifics of the annexation process. Wally Hicks committed to completing annexation instructions and the form by October 31 and will also send Ms. Lasky language on opting out of the district which can be shared with the public. The participants determined that a letter to owners of split tax lots is not necessary after all. Ms. Roberts shared the Annexation Process Timeline with the board.

**Josephine County Library Foundation liaison update.** Ms. Roberts reported on the joint fundraising meeting between JCLF and the district board that took place October 6, 2017. She said the meeting resulted in the two groups aligned for the end-of-year fundraising drive. The letter and other communications about the drive will focus on three priorities (scholarships, renovations, and new buildings). The district will also develop a grant project proposal to the foundation which will outline the activities and budget of the fundraising partnership between the two organizations.

**ANNOUNCEMENTS**

Ms. Lasky announced that she and Mr. Ellison were invited to speak on a panel about law library and public library partnerships in rural communities at the April Oregon Library Association conference in Eugene.
Ms. Lasky has also been asked to speak on a panel at the Women’s Leadership Conference on November 2 in Grants Pass hosted by the Women’s Leadership Council.

**Date and agenda items for next regular meeting.** The next regular meeting will be at 5:15 pm on Thursday, October 19. Agenda items will include the second reading of the financial management policies and personnel policies, job descriptions for Reference Librarian and Volunteer Coordinator, and the IT Plan presentation.

**Comments from board members.**
Ms. Roberts congratulated Ms. Lasky on her first board meeting as the district’s library director.

Ms. Roberts also announced that she will not be in town for the November 16 meeting, but can phone in to the meeting. The board discussed public meeting requirements regarding electronic participation. Ms. Samson and Ms. Williams stated that at their SDAO board training, they were clear that phoning in to meetings was permissible.

**ADJOURNMENT**
The meeting adjourned at 7:37 pm.

Respectfully submitted,

![Signature]

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
To: Josephine Community Library District Board of Directors  
From: Kate Lasky, Library Director  
Date: October 19, 2017  
Subject: Technology transition timeline (Quarter 2 activities)

Resources
- JCLI Technology Strategic Plan
- IT’s Managed consultation under JCLI contracted services
- Oregon State Library Edge Initiative
- Universal Service Administrative Co. (E-rate)

Current status
JCLI currently has four servers; 1) Terminal Server (staff remote access), 2) Main Server (network), 3) Exchange Server (email), 4) Backup Manager Server. All four servers are nearing the end of their recommended lifespan and are no longer covered under manufacturer warranty. It is recommended the District install new servers in the coming year.

JCLI is in the process of moving to Microsoft Hosted Exchange in an effort to both upgrade the staff email from 2010 and reduce annual costs to maintain two of the four servers. The move to Microsoft Hosted Exchange will require only two servers, as Hosted Exchange is in the cloud and the Exchange Server and Backup Manager Server will no longer be needed, saving server replacement costs every five years. Further, the move will reduce cyber security costs per month per email address. All security licenses and updates are part of the Microsoft Hosted Exchange package. Costs for Microsoft Hosted Exchange are wrapped into the cost of Office 365 at $39 year per workstation. JCLI has already begun the process of moving to Microsoft Hosted Exchange.

Timeline

<table>
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<tr>
<th>Activity</th>
<th>Deadline</th>
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<tr>
<td>Upgrade Microsoft Office on all staff and volunteer computers utilizing email account. Hosted Exchange requires the upgrade to Office 365.</td>
<td>Oct 31, 2017</td>
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<tr>
<td>*Apply for e-rate reimbursement for FY18-19 by filing an FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, to request reimbursement from USAC for the discount amount on the cost of the eligible services that the applicant has received and paid for in full.</td>
<td>Oct 31, 2017</td>
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<tr>
<td>Migrate email services to Microsoft Hosted Exchange.</td>
<td>Nov 30, 2017</td>
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<tr>
<td>Decommission Exchange server after email migration.</td>
<td>Nov 30, 2017</td>
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<td>Purchase additional external hard drives for data backup/archiving needs. Exact quantity to be determined by archival needs.</td>
<td>Dec 31, 2017</td>
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<tr>
<td>Decommission Backup Manager Server. It’s mostly needed because of current in-house Exchange.</td>
<td>Dec 31, 2017</td>
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<tr>
<td>** Purchase/install encrypted cloud-based backup solution to supplement in-house backups. —All backups are currently on-site at Grants Pass branch, which places library data at risk from fire or other natural disaster. Estimated price: $10/per month/per server ($20 total/month after the two server decommissions)</td>
<td>Jan 31, 2018</td>
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<tr>
<td>Install new server and migrate data off of SVR1. (Average Dell server for library size costs about $6,000)</td>
<td>Jan 31, 2018</td>
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<tr>
<td>Leave current SVR1 server installed as a secondary, redundant server.</td>
<td>Jan 31, 2018</td>
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<tr>
<td>Lower priority, but eventually your Terminal Server will need replacing.</td>
<td>March 31, 2018</td>
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The universal service Schools and Libraries Program, commonly known as the E-rate Program, helps ensure that schools and libraries can obtain high-speed Internet access and telecommunications at affordable rates. Internet access and many commercially available telecommunications services are eligible for annual discounts, as well as equipment that allows access to these services.

**Budget**

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<thead>
<tr>
<th>Before Migrating To Office 365 with Microsoft Hosted Exchange</th>
<th>Expense</th>
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<tr>
<td>Four servers, monetized monthly, replacing every 5 years (estimated $6,000 per server for 60 months)</td>
<td>$400</td>
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<tr>
<td>Backup media for four servers, replaced annually (One external hard drive per server @ $149 * 4 servers * 5 years / 60)</td>
<td>$50</td>
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<tr>
<td>ProofPoint Malware Protection, monthly, for 20 email accounts ($2/per month/per email address * 20)</td>
<td>$40</td>
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<tr>
<td><strong>Total Monthly Costs</strong></td>
<td><strong>$490</strong></td>
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<tr>
<th>After Migrating To Office 365 with Microsoft Hosted Exchange</th>
<th>Expense</th>
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<tbody>
<tr>
<td>Two servers, monetized monthly, replacing every 5 years</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Backup media for two servers, replaced annually</strong></td>
<td>$25</td>
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<tr>
<td>Office 365 Subscription, monthly, for 20 email accounts</td>
<td>65</td>
</tr>
<tr>
<td><strong>Total Monthly Costs</strong></td>
<td><strong>$290</strong></td>
</tr>
</tbody>
</table>

**A five year savings of $11,990**

**Purchase and installation of external hard-drive backup media to supplement in-house backups to be determined by management (i.e. number of backups, frequency, etc.).**
During the summer of 2017, the library took the Edge Assessment. The Edge is a set of national technology benchmarks for the public library field, and the assessment tool was designed to help libraries evaluate current technology services and prioritize goals for improvement. It breaks the benchmarks into three broad categories: Community Value, Engaging the Community, and Organizational Management, breaking each of these down to three to five benchmarks, and also giving detailed analysis within these broader categories.

The broad overview of Josephine Community Libraries’ results can be seen in the following points:

- Community Value 170 / 310 pts
- Engaging the Community 175 / 295 pts
- Organizational Management 245 / 395 pts
- Total 590 / 1000 pts

Within those categories, we achieved the following benchmark scores:

1. Digital Literacy 40%
2. Digital Tools and Resources 66%
3. Meeting Key Community Needs 54%
4. Strategy and Evaluation 58%
5. Strategic Partnerships 73%
6. Sharing Best Practices 46%
7. Planning and Policies 100%
8. Staff Expertise 87%
9. Devices and Bandwidth 44%
10. Technology Management 50%
11. Technology Inclusiveness 50%

Although this is not a “perfect score,” the Edge reminds us that no library is expected to get 1000 points. The average scores in these three areas for libraries of our size would be 183, 157, and 236, respectively, so Josephine Community Libraries actually exceeds the average in two categories, and is a hair above average overall for libraries serving from 15,000-65,000 patrons (we used the new District boundaries in defining our service area for the purposes of this assessment, since it is intended as a planning tool for future action). Certain areas, such as “devices and bandwidth” are actually measurements of how much access the libraries provide, so that increasing hours will automatically improve the scores.

This assessment does suggest room for improvement, however. Using the Edge’s Action Plan tool, we have set priorities for improvement over the next four years. These priorities are based on the priority level that we set in our answers to the Edge Assessment, compared against the national standards and the priorities set by the Edge. They are also broken down between the three categories and are included with this report.
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<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Value</td>
<td>170 / 310 pts</td>
</tr>
<tr>
<td>Engaging the Community</td>
<td>175 / 295 pts</td>
</tr>
<tr>
<td>Organizational Management</td>
<td>245 / 395 pts</td>
</tr>
<tr>
<td>Total</td>
<td>590 / 1000 pts</td>
</tr>
</tbody>
</table>

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3. Meeting Key Community Needs: 54%
4. Strategy and Evaluation: 58%
5. Strategic Partnerships: 73%
6. Sharing Best Practices: 46%
7. Planning and Policies: 100%
8. Staff Expertise: 87%
9. Devices and Bandwidth: 44%
10. Technology Management: 50%
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### Edge Initiative

**Edge Action Plan Timeline**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Target FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform a content inventory of the library’s website at least annually.</td>
<td>2018</td>
</tr>
<tr>
<td>Provide early literacy games, web-based read-along programs, and/or electronic toys or tablets available both at library and on library website to support the use of educational technologies in your community.</td>
<td>2018</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on basic computer skills to promote digital literacy in your community.</td>
<td>2019</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on Internet searching skills to promote digital literacy in your community.</td>
<td>2019</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on library resources to promote digital literacy in your community.</td>
<td>2020</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on social media to promote digital literacy in your community.</td>
<td>2020</td>
</tr>
<tr>
<td>Provide a collection of online links to local, state, and federal eGovernment resources to support the use of public technology for eGovernment services.</td>
<td>2020</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on office productivity software (e.g., word processing, spreadsheets, presentations) to promote digital literacy in your community.</td>
<td>2021</td>
</tr>
<tr>
<td>Provide structured and regularly scheduled classes on digital privacy and security to encourage good digital safety practices among your patrons.</td>
<td>2021</td>
</tr>
<tr>
<td>Provide online guides and instructions for identifying, finding, and using online eGovernment resources to support the use of public technology for eGovernment services.</td>
<td>2021</td>
</tr>
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</table>

### COMMUNITY VALUE

**ENGAGING THE COMMUNITY**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Target FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve library technology management and public services by using existing resources (e.g., Tech Soup, WebJunction, Edge).</td>
<td>2018</td>
</tr>
</tbody>
</table>
### Edge Initiative

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Target FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflect library community’s digital needs in your staffing planning and management.</td>
<td>2019</td>
</tr>
<tr>
<td>Develop and maintain a plan that ensures the assessment and recovery of technology services in the event of an emergency.</td>
<td>2019</td>
</tr>
<tr>
<td>Conduct annual survey to gather feedback from the community and includes question about patron satisfaction with library technology</td>
<td>2020</td>
</tr>
<tr>
<td>Conduct an evaluation of the effectiveness of digital literacy programs and services annually to ensure you are meeting your community’s technology needs.</td>
<td>2021</td>
</tr>
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</table>

### ORGANIZATIONAL MANAGEMENT

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Target FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve patron computer access during peak demand times by increasing the number of devices and/or the number of hours your location is open.</td>
<td>2018</td>
</tr>
<tr>
<td>Procure session management software to assure patrons have adequate time to complete tasks.</td>
<td>2021</td>
</tr>
<tr>
<td>Provide at least one public terminal that can be converted with equipment or programs to facilitate usage by people with motor and dexterity impairments (e.g., touch screens, trackballs, switches, voice-recognition software) at all locations.</td>
<td>2021</td>
</tr>
</tbody>
</table>
Josephine Community Library District
Library Director’s Report
October 19, 2017

Updates
Readapalooza weekend celebration of books and reading is scheduled October 21–22 with four events. Board members are encouraged to attend.

**Storytime Celebration: looking for clues in the library**
Saturday, October 21, 12–4 pm

**FOL Book Sale**
Saturday, October 21, 12–4 pm

**NaNoWriMo Plot Planning Party: the world needs your novel**
Saturday, October 21, 4–6 pm

**Community Read-Aloud: pages for all ages**
Sunday, October 22, 1–4 pm

Impact Stories
1. A patron called for assistance in answering questions about the survey, specifically requesting the collection development librarian’s advice on how to answer. Apparently she wanted reassurance that her answers would communicate the need for a bigger book budget.

2. This past weekend, the library partnered with the Early Learning Hub to offer storytime at the Community Baby Shower, “Welcome Baby.” During the event a family stopped by the library booth with a toddler. The Children’s Librarian read to the family and they went on their way. During the course of the day the parents returned to the library booth (two more times) to retrieve their son who had come back for another story. A reader in the making!

Successes
1. A partnership with Community Corrections is off to a good start with their first applicant taking a weekly shift and providing additional fill-in at the Information Desk. This applicant is very well-suited for the position with significant experience with computers and customer service.

2. Chess Club at the Grants Pass branch during the summer months was a success. This club was created and managed by two middle-school students with very little assistance from library staff. They arrived on time each Saturday, set up tables, enjoyed their time with several other teens, and cleaned up on schedule. We look forward to hosting them at the library again next summer.

Challenges
Vandalism and loitering at the IV branch seems to be at an all-time high. Branch manager has been painting over graffiti and requesting loiterers to pack out their trash and move on almost daily. JCLI is currently working on landscaping and fencing to prevent vandalism and vagrancy.

Staffing
Four positions have been posted. Recruitment is ongoing. Director asks board to share the information about open positions.

Board members are asked to participate on hiring committees per position.

Benefits Task Force will meet to review upcoming HR policies prior to presenting to Board on November 9.
Policy development
Initial personnel policies have been edited with Board recommendations. Second reading on October 19. Governance will be presented to the Board on December 1. Operations will be presented to the Board on January 31.

Finance
Finance policies have been edited with Board recommendations. Second reading on October 19. Library Director received credit card and will commence making purchasing according to Transition Budget as described in the MOU between the District and JCLI. A new computer workstation with QuickBooks Premier has been set up for the position of Business Manager. Library Director is working with Board Member John Harelson in developing the chart of accounts and budget. Budget Committee recruitment has begun, with a target of November 15 for the first Budget Committee meeting. Library Director and Transition Administrator preparing RFP for financial auditing services by November 15. Library Director and Transition Administrator preparing grant application to Josephine County Library Foundation by November 15.

Transition and transfer of assets
Library Director is working with JCLI to transfer the Maintenance Fund per the Lease Agreement with Josephine County to the District by December 31. Josephine County Board of Trustees sent request for transfer of trust funds to County Legal Counsel. Library Director will present a timeline of contract transfers by category at the November 9 Board meeting. ILS contract transfer in progress: Polaris. IT services contract under review.

Administration
Library Director is setting up a comprehensive filing system for the District in the library business offices in preparation for the Business Manager start date.

Communications
Tax bill press release will be sent on October 20. JCLI has begun communications about annexation process through library e-newsletter. County Counsel Wally Hicks provided information to share with individuals seeking to opt out of the District. District, JCLI, and Foundation working together to align communications about transition and fundraising. The fundraising appeal letter will be shared with the Board at the November 9 Board meeting.

Information Technology
See IT memo for presentation to the Board.

Operations
Oregon State Librarian sent question about legality of patron contact information transfer to the Oregon Attorney General. Waiting for response. Authorization of volunteer contact information launched.
**JCLI Transition Support**

Library Director assisting JCLI and Foundation with end of year fundraising including the following tasks:

- Donor transfer
- Monthly giving transfer
- Database contract transfer
- Foundation infrastructure set up
- End of year drive
- New donors communications

Library Director support JCLI Interim Executive Director in orientation and staff communications.
## Financial Management Policies

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<td>2-7</td>
<td>Surplus Property</td>
<td></td>
</tr>
</tbody>
</table>
Policy 2-1. Accounting System

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.

Adopted [**DATE]**

Section 2: Financial Management Policies 22
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 spend a minimum of five consecutive business days per year away from their duties and with no access to the accounting system 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).
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.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Financial Management Policies for the Josephine Community Library District

Resolution No. 2017-026

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 the orderly and fiscally responsible conduct of the business of the District requires the adoption of financial management policies; and

WHEREAS, the Board has reviewed the financial management policies written for the District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The financial management policies 2-1 through 2-7 which are attached hereto and incorporated herein by this reference are authorized for implementation.

DONE AND DATED this ______ day of __________________, 2017.

_________________________________  _______________________________________
Jennifer Roberts Board Member        Judy Williams Board Member

_________________________________  _______________________________________
John Harelson Board Member           Beecher Ellison Board Member

_________________________________
Laurel Samson Board Member
## Personnel Policies for All Employees

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**Section 4: Personnel Policies**
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 of less than one year 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

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 12:00:00 AM 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).

Compensatory Time
The use of compensatory time, more commonly referred to as "comp time" is only available to government employers. Employers in the private sector or non-profit agencies that are not part of a federal, state or local government agency are not permitted to use compensatory time in place of the payment of overtime.

District employees may track time worked in excess of the hourly standard provided in the Fair labor Standards Act, and accrue such time on an hour-for-hour basis. Compensatory time may be taken by contacting the library director or designated supervisor at least one week in advance. Utilization of comp time shall be approved by the library director for all employees.
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 who work 32 hours a week or more. Coverage for eligible employees begins the first of the next month following the employment date. Coverage for eligible employees begins the 61st day of employment.

The district also provides a tax-deferred retirement plan to eligible all employees who work 20 hours a week or more. Coverage for eligible employees begins after 90 days the first day of employment.

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 full-time and part-time employees:

Employees working who work 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 worked 40 hours per week</th>
<th>Vacation hours accrued per pay period</th>
<th>Employee worked prorated hours per week</th>
<th>Vacation hours accrued per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>For years 1 – 5</td>
<td>80 hours</td>
<td>3.08</td>
<td>40 hours</td>
<td>1.54</td>
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<tr>
<td>For years 6-10</td>
<td>96-120 hours</td>
<td>3.69-4.62</td>
<td>48-60 hours</td>
<td>2.31</td>
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<tr>
<td>For years 11 or more</td>
<td>120-160 hours</td>
<td>4.61-6.15</td>
<td>60-80 hours</td>
<td>3.08</td>
</tr>
</tbody>
</table>

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

Vacation accrued shall not exceed the maximum of one time the annual accrual 120 hours in a calendar year, to be carried over on an employee’s anniversary date. 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 overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

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

Section 4: Personnel Policies
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.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Personnel Policies for the Josephine Community Library District Resolution No. 2017-028

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 the orderly and responsible conduct of the business of the District requires the adoption of personnel policies; and

WHEREAS, the Board has reviewed the personnel policies written for the District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The personnel policies 4-1-1 through 4-5-3 which are attached hereto and incorporated herein by this reference are authorized for implementation.

DONE AND DATED this ______ day of __________________, 2017.

____________________________  ________________________
Jennifer Roberts Board Member   Judy Williams Board Member

____________________________  ________________________
John Harelson Board Member      Beecher Ellison Board Member

____________________________
Laurel Samson Board Member
Agreement

1. This is an Agreement between Information Technologies Managed, (hereinafter referred to as “Provider”) and Client as identified in Schedule B.

2. Provider, and/or its agents or subcontractors, shall provide to Client on-call help desk/technical support services, troubleshooting, and on-site dispatch of technicians (hereinafter “Services”), in response to Client’s issues with the equipment set forth in Schedule A (hereinafter “Equipment”), and as further delineated below.

3. Services. The Services furnished by Provider shall be:
   a) On-call telephone help desk/technical support as per the service definitions delineated in Schedule B (hereinafter “Service Definitions”). For all issues, queries and support requests relating to the Equipment Client shall first telephone Provider for on-line diagnostic appraisal and rectification, if possible. Usage of Provider’s help desk/technical support by Client shall be measured and count towards Client’s Service Package as delineated in Schedule B.
   b) If Provider’s help desk determines that an on-site visit is necessary Provider shall dispatch personnel at Provider’s expense within the Service Level Response Time designated in Schedule B. Any on-site visits shall be measured and count towards Client’s Service Package as delineated in Schedule B.
   c) Scheduled maintenance services as deemed necessary by Provider to ensure continued operation of the Equipment. These include investigation of detected anomalies (whether reported by Client or not), upgrades, and preventative maintenance to software or hardware. Scheduled maintenance activities shall be measured and count towards Client’s Service Package as delineated in Schedule B. Client will be notified at least 24 hours in advance of any scheduled maintenance activities and such activities will be conducted in a manner consistent with the least possible downtime/disruption to Client’s business.

4. Client Responsibilities. In addition to responsibilities for fees hereunder, Client will be responsible for:
   a) Properly using, caring for, and controlling access to the Equipment.
   b) Providing prompt notice to Provider of any malfunction or request for Services for the Equipment.
   c) Permitting Provider access to Client’s facilities consistent with Client’s security and operational requirements.
   d) Promptly notifying Provider if Client becomes aware of any unsafe conditions or hazardous materials to which Provider’s personnel may be exposed at Client’s Designated Premises (listed in Section A).
   e) Complying with all applicable government laws and regulations.
   f) Maintaining accurate Designated Contact information. Client will appoint a Designated point of Contact (hereinafter “Designated Contact”) in Schedule B. Client is solely responsible for providing Provider with accurate and up-to-date contact information for Client’s Designated Contact and alternates. Provider will be relieved of its obligations under this Agreement if Client’s Designated Contact information is out of date or inaccurate due to Client’s action or omission.
   g) Providing reasonable working conditions for Provider’s personnel that are safe, non-threatening, and non-abusive. Non-compliance by Client shall relieve Provider of its obligations under this Agreement.

5. Services Not Covered by This Agreement. The following are “Other Services” not covered by this Agreement:
   a) Installation or maintenance of any device not listed in Schedule A, including but not limited to wiring, electrical conduits, peripherals, or accessories.
   b) Services performed outside of the Designated Working Hours listed in Schedule B or after the term of this Agreement.

   Provider reserves the right at any time to designate as “Other Services” certain Services performed for Client or for particular Client equipment to be charged at higher rates (hereinafter “Exceptions”). All Exceptions will be listed in Schedule B and Client shall receive notice of any Exceptions added after execution of this Agreement.

6. Movement of Equipment. If Client desires to move the Equipment, Client must first give Provider 14 days prior written notice. Provider will then evaluate Client’s new location for the Equipment and may choose to (i) continue performance of this Agreement to cover Client’s Equipment at the new location, or (ii) terminate this Agreement without penalty to either Client or Provider. Absent written notice of Provider’s decision to select (i) or (ii), Provider shall be presumed to elect option (i). If Client requests that Provider supervise, inspect, dismantle, remove or reinstall the Equipment as part of any move, Provider will invoice Client at Provider’s hourly rates for Additional or Non-covered Services as listed in Schedule B.

Revision v.3.8 8/25/15
7. **Fees and Charges.** Provider will invoice Client, and Client agrees to pay, the following:
   a) Monthly fees related to Client’s Service Package as listed in Schedule B.
   b) Any Additional or Non-covered Services at the rates listed in Schedule B.

All fees and charges in Schedule B may be adjusted annually on January 1st by the same Cost of Living Adjustment (COLA) as determined by the Social Security Administration for Social Security recipients for that calendar year (see http://www.ssa.gov/news/cola/). Provider may elect not to adjust fees and charges for one or more years when there is an announced COLA, however Provider shall have the right to adjust fees and charges at a later date by the total amount of any COLA(s) not already adjusted.

8. **Payment.** Payment for all invoices is due from Client within 30 days from the date of the invoice. Client agrees to pay a late charge of two percent (2%) per month or the maximum lawful rate; whichever is less, for all amounts not paid when due. Provider may also immediately suspend the performance of any Services called for under this Agreement if any amount is more than ten (10) days past due and Provider may continue this suspension of Services until all due and unpaid amounts are paid in full. Any amounts past due after thirty (30) days from the date of the original invoice shall constitute a breach of this Agreement by Client and Provider may terminate this Agreement upon ten (10) days written notice. Client agrees to pay reasonable attorney’s fees and court cost incurred by Provider to collect any unpaid amounts owed by Client.

9. **Taxes.** Prices and fees charged to Client do not include taxes. Client agrees to pay all local, municipal, state and federal taxes which apply to any transaction under this Agreement (except taxes based solely on Provider’s net income).

10. **Changes to Agreement.** After the initial Term of this Agreement has elapsed, Provider may change any of the Terms and Conditions of this Agreement after providing written notice to Client. Client’s continued use of Provider’s services after written notice of the changes has been provided shall be deemed as Client’s acceptance of those changes.

11. **Term and Termination.** The term of this Agreement shall be as stated in Schedule B, effective on the acceptance of this contract by Client. This Agreement will automatically renew for subsequent one (1) year periods unless terminated by either party by providing the other party at least sixty (60) days advance written notice. Either party may terminate this Agreement at the close of any year hereof without penalty.
   a) If either party breaches this Agreement the affected party will have the option to terminate this agreement by sending “Notice of Termination of Agreement for Non-Performance” (hereinafter “Notice”). Either party may cancel this agreement by delivering to the other party Notice detailing the exact non-performance in writing, and shall be personally delivered or mailed by certified mail, return receipt requested. The party receiving the Notice shall then have a period of ten (10) days to cure said Notice by providing the facilities, services or payment detailed in the Notice. Should the defaulting party not cure the default within the ten (10) day period, the Agreement shall terminate.
   b) In the event that this Agreement is so terminated by Client due to Provider’s breach of its obligations and failure to cure such breach as set forth in 10(a) above, Client’s sole remedy shall be its election to terminate this Agreement without further liability to either party (except for Client’s obligation to pay all accrued and unpaid fees outstanding).
   c) In the event that this Agreement is so terminated by Provider due to Client’s breach of its obligations and failure to cure such breach as set forth in 10(a) above, Provider shall be entitled to invoice Client for early termination charges plus any accrued and unpaid fees outstanding at the time of termination. Early termination charges shall be the monthly fees associated with Client’s Service Package as listed in Schedule B multiplied by the number of months remaining in the term of this Agreement prior to its termination.
   d) This Agreement shall terminate, effective immediately, upon delivery of written notice by either party to the other party upon (i) the institution of insolvency, receivership or bankruptcy proceedings or any other proceedings for the settlement of debts of the other party, (ii) the making of an assignment for the benefit of creditors by the other party; or (iii) the dissolution of the other party.

12. **Liability.** Neither of the parties to this Agreement nor their employees, affiliates, agents, officers or directors will be liable to the other for losses or damages or for any incidental, consequential, direct, indirect, punitive, exemplary or special damages of any nature and however caused, including, without limitation, loss of use, delays, loss of data, lost business opportunities or lost profits, revenue, or savings (hereinafter “Losses or Damages”) arising under and in connection with this Agreement, or the performance thereunder, from any breach or partial breach of the provisions of this Agreement or arising out of any act or omission by the other party, its employees, affiliates, agents, officers or directors whether based on breach of warranty, negligence or any other theory of liability.
Limitation of Liability. Provider's total cumulative liability arising under and in connection with this Agreement, including but not limited to liability arising from mistakes, accidents, omissions, delays, errors or defects in providing Services under this Agreement or in transmission in the provision of Services hereunder, or under any other theory of law, will in no event exceed the fees paid by Client under this Agreement for an Average Month during the previous year. Average Month fees are calculated by adding the total fees paid by Client for Services (labor only, excluding all equipment or hardware charges) for the most recent twelve (12) month period, and dividing the total by twelve (12). Example: Total fees paid by Client for Services in the most recent twelve month period totals $12,000.00. $12,000.00 / 12 = $1,000.00. This limitation of liability applies to any and all claims against Provider. Client acknowledges that these limitations of Provider's liability are a fundamental part of this Agreement and that Provider would not provide Services without Client's consent to them.

Provider shall not under any circumstances be liable for any third party claims against Client or any claim from a customer or end user of a party for Losses or Damages arising under and in connection with this Agreement, or the performance thereunder, from any breach or partial breach of the provisions of this Agreement, or the use or inability to use the Equipment, or any portion thereof, even if Provider has been advised of the possibility of such damages and even if the limited remedies set forth herein are found to fail in their essential purpose, and however caused (including as a result of negligence, breach of warranty, or any other theory of liability).

13. Limit of Warranty. The warranties and remedies set forth in this Agreement constitute the only warranties and remedies with respect to this Agreement. Such warranties are in lieu of all other warranties, written or oral, statutory, express or implied, including, without limitation, the warranties of merchantability and fitness for a particular purpose or use. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, PROVIDER EXPRESSLY DISCLAIMS AND EXCLUDES ALL WARRANTIES CONCERNING THE EQUIPMENT OR THE SERVICES RENDERED HEREUNDER, EXPRESS OR IMPLIED, ORAL OR WRITTEN, ARISING BY LAW OR OTHERWISE, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR THOSE ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE.

14. Force Majeure. In no event will a party to this Agreement have any claim or right against the other party for any failure to perform its obligations under this Agreement if such failure of performance is caused by or is the result of causes beyond the reasonable control of such other party, including, but not limited to such causes as, act of God, fire, flood or other natural catastrophe; explosion, cable dig-up or cut by a third party; laws, orders, rules, regulations, directions or action of governmental authorities having jurisdiction or any civil or military authority; national emergency, insurrection, riot or war; or strike, lockout, work stoppage or other labor difficulty; vandals or hackers, or other similar occurrence beyond the control of a Party. The time for that party's performance will be extended for the period of the delay or inability to perform due to such occurrence, provided, however, that Client will not be excused from the payment of any sums of money owed by Client to Provider. However, if a party suffering a force majeure event is unable to cure that event within sixty (60) days, the other party may terminate the Agreement upon written notice without penalty to either party.

15. Resolution of Disputes. The parties hereto desire to resolve disputes arising out of this Agreement without litigation. Accordingly, except for action seeking a temporary restraining order or injunction related to the purposes of this Agreement, action to collect any unpaid amounts due to Provider, or suit to compel compliance with this dispute resolution process, the parties agree to use the following alternative dispute resolution procedure as their sole remedy with respect to any controversy or claim arising out of or relating to this Agreement or its breach.

a) At the written request of a party, each party will appoint a knowledgeable, responsible representative to meet within thirty (30) days and negotiate in good faith to resolve any dispute arising under this Agreement. The parties intend that these negotiations be conducted by non-lawyer, business representatives. The location, format, frequency, duration, and conclusion of these discussions shall be left to the discretion of the representatives. Upon agreement, the representatives may utilize other alternative dispute resolution procedures such as mediation to assist in the negotiations. Discussions and correspondence among the representatives for purposes of these negotiations shall be treated as confidential information developed for purposes of settlement, exempt from discovery and production, which shall not be admissible in the arbitration described below or in any lawsuit without the concurrence of all parties. Documents identified in or provided with such communications that are not prepared for purposes of the negotiations are not so exempted and may, if otherwise admissible, be admitted in evidence in the arbitration or lawsuit.

b) If the negotiations do not resolve the dispute within sixty (60) days of the initial written request, the dispute shall be submitted to binding arbitration by a single arbitrator pursuant to the Commercial Arbitration Rules of the American Arbitration Association. A party may demand such arbitration in accordance with the procedures set out in those rules. Discovery shall be controlled by the arbitrator. The arbitration hearing shall be commenced within sixty (60) days of the demand for arbitration. The arbitration shall be held in Josephine County, Oregon. The arbitrator shall
control the scheduling so as to process the matter expeditiously. The Parties may submit written briefs. The arbitrator shall rule on the dispute by issuing a written opinion within thirty (30) days after the close of hearings. The times specified in this section may be extended upon mutual agreement of the parties or by the arbitrator upon a showing of good cause. Judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitrator shall have no power or authority to make awards or issue orders of any kind except as expressly permitted by the Agreement and in no event shall the arbitrator have the authority to make any award that provides for punitive or exemplary damages.

c) Each party shall bear its own costs of these procedures. A party seeking discovery shall reimburse the responding party the costs of production of documents (to include search time at the rate of Fifteen dollars ($15.00) per hour and reproduction costs). The fees of the arbitration and the arbitrator shall be equally split between the parties.

16. This agreement will be governed by and construed in accordance with the laws of the State of Oregon.

17. Publicity. Client hereby permits Provider to identify Client as a customer of Provider. Either party shall be permitted to use the other party's name in connection with proposals to prospective customers, and to otherwise refer to the other party in print or electronic forms for marketing or references purposes.

18. Confidential Information. All written information labeled as proprietary or confidential that is disclosed by either party to the other party shall remain the sole property of the disclosing party. Each party agrees that it shall not disclose, use, modify, copy, reproduce or otherwise divulge such confidential information other than to fulfill its obligations under this Agreement. The prohibitions contained in this section shall not apply to information (a) already lawfully known to or independently developed by the receiving party, (b) disclosed in published materials, (c) generally known to the public, or (d) lawfully obtained from any third party. Neither party shall disclose to third parties, other than its agents and representatives on a need-to-know basis, the terms of the Agreement or any addenda hereto without the prior written consent of the other party, except either party shall be entitled to disclose (i) such terms to the extent required by law; and (ii) the existence of the Agreement.

19. Waiver. The failure of any Party to give notice of default or to enforce or insist upon compliance with any of the terms of this Agreement will not be considered the waiver of any other term or condition of this Agreement.

20. There is no partnership or joint-venture relationship expressed or implied in this Agreement. Neither party will have the authority to enter contracts on behalf of or bind the other, and this Agreement does not constitute either Party as the agent or legal representative of the other.

21. The rights afforded by this Agreement may be assigned by either party upon the consent of the other, such consent not to be unreasonably withheld. Should all parties agree to assignment, all provisions of this Agreement will be held in full force and be binding on the assignee(s).

22. This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect. Any promises, representations, offers, or other communications not expressly set forth in this Agreement are of no force or effect. Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

23. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

24. This Agreement will be fully binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

All provisions of this Agreement have been read and understood and are hereby accepted as indicated by the signature below of the authorized representatives of each party.

<table>
<thead>
<tr>
<th>For Provider</th>
<th>For Client</th>
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<tr>
<td>Printed Name</td>
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<th>Company Name</th>
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Equipment:

Servers
Workstations
Network switches, routers, access points
Printers

Client’s Designated Premises. All Equipment shall be located at the following Client Designated Premises:

Josephine Community Library District

Client Company Name

Grants Pass Branch
200 NW C St
Grants Pass, OR 97526
541-476-0571

Illinois Valley Branch
209 West Palmer
Cave Junction, OR
541-592-4778

Williams Branch
20695 Williams Hwy
Williams, OR 97544
541-846-7020

Wolf Creek Branch
102 Ruth Ave
Wolf Creek, OR 975497
541-866-2606
Schedule B

SERVICE DEFINITIONS

Client

Josephine Community Library District
200 NW C Street
Grants Pass, OR 97526

Description of Services

Provider shall deliver help and technical support to Client through Provider’s on-call help desk for all issues, queries, support requests, and troubleshooting (hereinafter “Technical Support”) that relate to the Equipment listed in Schedule A. When determined necessary by Provider’s help desk one or more technician(s) may be dispatched to Client’s Designated Premises (as listed in Section A).

1) Technical Support requests not related to the Equipment listed in Schedule A may be provided at Provider’s discretion and charges for Additional or Non-Covered Services may be invoiced to Client. Provider will inform Client of any additional charges before such Technical Support is provided.

2) Technical Support services are provided only to Client’s employees or designated agents.

3) Client’s Equipment listed in Schedule A is the property of Client.

4) Provider, at its sole discretion, may provide Client with Technical Support services outside of the Designated Working Hours should Client request this. An extra charge may be invoiced to Client for any Technical Support services provided outside of Designated Working Hours and Client will be notified of the extra charge before any such Technical Support is provided.

Service Package

1) Service Package Level: Gold Monthly Fee: $975
   Rate for Covered Services: $65 /hour

2) Client shall receive 300 minutes of use per calendar month at no charge of Provider’s on-call help desk/Technical Support services during the Designated Working Hours. Provider’s on-call help desk may be contacted by telephone, e-mail, or fax but emergency or mission-critical issues must be reported by telephone. If Client’s use of Provider’s on-call help desk is greater than 310 minutes in a calendar month and upon specific request by Client then the additional use will be deducted from the Client’s minutes for the next month up to the total available free minutes for that month. After the total available free minutes for the next month have been used Client will then be invoiced for additional use at the Telephone, e-mail, or fax Technical Support Hourly Rate for Additional Services. Client’s free minutes of use that are not used are not cumulative and cannot be accrued for use in future months.

3) Client shall receive 780 minutes every calendar month of on-site support by Provider’s personnel at no charge to Client at Client’s Designated Premises during the Designated Working Hours. On-site support shall be provided only after Client has contacted Provider’s Technical Support help desk and the help desk has determined that an on-site visit is necessary. If Client uses more than 790 minutes of on-site support in any calendar month and upon specific request by Client then the additional use may be deducted from the Client’s minutes for the next month up to the total available free minutes for that month. After the total available free minutes for the next month have been used
Client will then be invoiced for additional use at the Hourly Rate for Covered Services or Hourly Rate for Additional or Non-Covered Services as applicable. Client's free minutes of use that are not used are not cumulative and cannot be accrued for use in future months.

4) Travel Time: For each dispatch of Provider's personnel related to assisting Client, whether to Client's Designated Premises or other location such as pick-up of replacement equipment, etc., the first fifteen (15) minutes of travel time shall not be counted against Client's on-site support minutes. Additional travel time minutes shall be deducted from Client's on-site support minutes as in "Service Package" item 3 above.

Term

The term of this Agreement shall be ___12___ months.

Designated Working Hours

Monday through Friday, 9:00am to 5:00pm Pacific Time, excluding Holidays (Holidays are: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas). A minimum one (1) hour of On-site Technical Support will be billed for any technical support provided to Client after Designated Working Hours including Telephone, e-mail or fax Technical Support.

Service Level Response Time

1) Telephone, e-mail, or fax Technical Support. Generally Client will be provided with telephone or e-mail Technical Support as soon as Client contacts Provider's help desk. In the event Provider is unable to immediately deliver telephone or e-mail Technical Support it shall be provided within one (1) hour of the initial contact by Client.

2) On-site Technical Support. After Provider's help desk has been contacted by Client and determined that an on-site visit is necessary Provider will dispatch technician(s) within ___8___ hours (not including travel time). On-site Technical Support shall only be provided to Client's Designated Premises as listed in Section A.

Hourly rates for Additional or Non-covered Services

Telephone, e-mail, or fax Technical Support: $45/hour

On-site Technical Support:

Non-Covered Services: $125/hour

Technical Support provided after Designated Working Hours:

Covered Services: $195/hour
Non-covered Services: $220/hour
Services provided on Holidays: $240/hour

Exceptions

1. Covered Services shall not include the following: programming or script writing, system administration or network engineer services for corporate-type networks or enterprise-type equipment (DNS or domain issues, firewalls, routers, etc.). These services shall be billed at $95/hour during Designated Working Hours and $155/hour after Designated Working Hours.
### Client’s Designated Contacts

**Primary Contact:**

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<th>Name</th>
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**Alternate Contact #1:**

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<th>Daytime Telephone</th>
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**Alternate Contact #2:**

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### Notices

All notices required or permitted under this Agreement will be in writing and personally delivered or mailed, by certified mail, return receipt requested, and addressed as follows:

**If to Provider:**

Information Technologies Managed LLC  
P.O. Box 15  
Grants Pass, OR 97528

**If to Client:**

[Blank Line]
POSITION TITLE: Reference Librarian

SUPERVISOR: Public Services Director

SUMMARY OF POSITION

The Reference Librarian oversees adult information services for the library system and coordinates the reference/information desk at the Grants Pass branch, ensuring excellent customer service. This position is responsible for identifying and interpreting patron needs; providing reference, readers' advisory, computer and internet, database and referral services to library patrons; and assisting patrons in material selection. The Reference Librarian assists the Collection Development Librarian and Branch Managers in selection of reference materials, and trains coworkers and volunteers in modern information service delivery. This position 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

Information Services

- Evaluate, weed, and maintain collections of library reference materials and assists in selection.
- Maintain awareness of local and current interests, events and trends, and anticipate demand for information services.
- Participate in ongoing development and provide guidance in use of library catalog.
- Assists in planning and implementing programs and public relations activities.
- Evaluate and update databases and web resources.
- Represent the library and makes presentations about library services to the community.
- Provide the public with reader’s advisory.
- Teach computer and Internet skills to the public and staff in a workshop setting.
- Assist public with use of computer hardware, software, and other technologies.
- Assist patrons with and conduct searches on the Internet and electronic resources.
- Assist patrons with finding books, using computers, and doing research on a variety of topics.
- Train and schedule volunteers on reference/information desk.
- Initiate interlibrary loans.
- Collect data for statistical analysis and reports.

Referral Services

- Maintains a comprehensive database of community organizations and services for all types of library patrons, including local business owners, community leaders, as well as families.
- Continuously search for useful and authoritative websites for staff and the public referrals.
- Develops and maintains website referral content, ensuring ease of use and accessibility for patrons.
- Prepares and distributes referral lists for local business owners, community leaders, and families.
- Trains staff and volunteers on referral resources and customer service best practices.

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
- Knowledge of professional information science, library methods, and reference practices.
- Knowledge of books, authors and readers interests.
- Skill in applying library research methods and practices.
- Skill in the operation of computer systems.
- Experience searching a variety of sources including print and digital resources, as well as external information sources and referrals.
- Experience with an integrated library system (ILS) such as Polaris.
- Informed about the information resources available in a broad range of subject areas of interest to the library’s patrons.

Includes the ability to:
- Prepare and make public presentations.
- Ability to work effectively and diplomatically under pressure.
- Deal with the public in a professional and courteous manner.
- Communicate clearly and concisely, both orally and in writing.
- Use current desktop software, including Microsoft Word, Excel, and PowerPoint.
- Establish and maintain effective supervisory and working relationships with volunteers.
- Perform some advanced calculations, including budget analysis and data manipulation.
- Make independent decisions, sometimes with limited information.

Master’s degree from an ALA-accredited library program and two (2) years professional experience in a library system; or, Bachelor’s degree and five (5) years of experience in public or academic library reference management required. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties 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.
POSITION TITLE: Volunteer Manager

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:
The Volunteer Manager for Josephine Community Library District oversees the recruitment, retention, and appreciation of all volunteers for the library system and ensures that the activities of the volunteer workers meet the needs of the organization. This position interviews, hires, and schedules the volunteer library workers for the Grants Pass branch. The Volunteer Manager also supports the library system’s branches by advocating for volunteers and facilitating the development of operational systems that support volunteer interests, ensuring the continuous flow of information and internal communication. The person in this position is highly organized, and cultivates organization and efficiency in a friendly, exciting, and fast-paced library environment comprised of 200+ volunteers per month. Working with the Public Services Director, Department Heads, and Branch Managers, the Volunteer Manager maintains a team-oriented culture that attracts, keeps, inspires, and motivates quality volunteers and secures the trust and confidence of the Library Director and the Board of Directors.

ESSENTIAL FUNCTIONS

Management
- Actively recruit volunteers, and ensure that staff is advised of practices designed to maximize volunteer retention and demonstrate appreciation.
- Oversee volunteer application process, ensuring compliance with Fair Credit Reporting Act guidelines and internal policies.
- Maintain confidential volunteer records including application packets, hours, and database.
- Disburse relevant information utilizing communications logs, volunteer news and bulletin boards, and branch courier service.
- Plan and attend volunteer orientations and appreciation events.
- Continually communicate with active volunteers to identify potential candidates for leadership roles.
- Seek out professional development opportunities to improve volunteer program.
- Attend weekly staff meetings, monthly Branch Manager and Department Heads meetings, and quarterly meetings with selected individual staff to identify additional volunteer opportunities.

Main Branch Support
- Schedule volunteers for all events, programs, and service areas, identifying substitute volunteers for fill-in shifts as needed.
- Welcome new volunteers by providing sign-in sheet and nametag, business card, locker, tour, and introductions to staff and volunteers.
- Identify training volunteers at the Grants Pass branch, and provide the tools needed to ensure that all volunteers in these positions receive comprehensive training and support.
- Maintain volunteer lounge to ensure an inviting environment with current information posted on volunteer bulletin board.
- Serve as point person for volunteer needs, communicating requests for supplies, computer issues, etc.

Rural Branch Support
- Structure branch visits with Public Services Director to provide operational support for volunteers and Branch Managers.
Collaborate with Branch Managers to provide volunteer trainings designed to promote consistency of service.

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 is a people-person who has office administrative and Microsoft Office experience, is well-organized, and an energetic self-starter who can work efficiently with minimal supervision and attention to detail. Experience with public libraries is a bonus.

- Strong interpersonal skills and ability to work with a variety of personalities
- Ability to work effectively and diplomatically under pressure
- Positive, results-oriented, problem-solving attitude
- Excellent verbal, written, and typing skills, effective time management skills
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment
- Proficiency with Microsoft Windows, Microsoft Office (MSWord and Excel), electronic mail and Internet essentials are required
- Must take initiative and have the willingness to juggle and prioritize a variety of important tasks

May require 1–2 years of experience in the field or in a related area, and some familiarity with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to Public Services Director.

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.
CALL TO ORDER. The committee meeting started at 10:05 am.

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the October 2, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

TRANSITION COMMITTEE REPORT TO BOARDS. The committee discussed the multiple transition work plan reporting formats in use. The Transition Committee meeting minutes can be referenced in the Transition Committee report given by Ms. Williams and Mr. Harelson and can replace the Transition Committee summary memo and Transition Administrator’s report. Action: Ms. Lasky and Ms. Stover will integrate their respective work plans.

STATUS OF DISTRICT TRANSITION TASKS. The committee reviewed the following tasks.

- Develop the staffing plan and hire staff.
  - Implement the staffing plan. Recruitment is under way for the Public Services Director, Business Manager, Cataloging Manager, and Collection Development Librarian. The first interview will take place the week of October 23. As part of the staffing recruitment report to the board, the interview process and panel will be discussed.
  - Set up worker’s compensation. Worker’s compensation, either through SDAO or SAIF, needs to be set up before the first payroll is run on October 23.
    Action: Ms. Stover will ask Hart Insurance to set up workers compensation.
  - Set up and train on the ADP payroll service. Ms. Lasky and Ms. Stover are scheduled for ADP training October 23, at which time they’ll run the first payroll, which is due October 25. Also to be covered during training is how ADP interfaces with the QuickBooks accounting system.
    Action: Ms. Stover will check the Oregon Library District Resource List for other library districts who use the ADP payroll service.
  - Have staff compensation schedule and steps approved by the board. The committee decided that a compensation schedule with steps are not necessary until the FY19 budget is under development. The committee discussed automatic cost-of-living increases and merit increases.
    Action: Ms. Lasky will develop a compensation plan that values individual effort and reflects organizational culture to the next committee meeting. She’ll also bring the Employee Performance Preview form, which includes accomplishments and goals aligned with the strategic plan.
  - Adopt the employee benefits package. The benefits the board approved are reflected in the first set of Personnel policies. The committee discussed the employee probationary period length. The Benefits task force (evolving into a policies task force) will review policies before they come to the board.
    Action: The Benefits Task Force will meet at 9 am on Wednesday, November 1
in the Ben Bones Room. Ms. Lasky will email new policies in advance. 

Action: Insurance benefits will be set up before December 8 (60 days) and the retirement plan will be set up before January 7 (90 days).

- **Transition assets and responsibilities from JCLI to JCLD.**
  - **IT Plan.** The IT Plan will be presented at the October 19 board meeting.
  - **Develop the Community Partners Project Proposal.** Ms. Stover and Ms. Lasky will develop this proposal—including fundraising goals, activities, and budget—in time to present at the November 21 JCLF meeting.
  - **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 will be presented to the JCLI board on October 26.
  - **Transfer contracts.** The district board approved the Polaris ILS contract, and the library director will sign it. The district board will review the IT’s Managed network services agreement on October 19. The committee discussed how the contract review process might be made more efficient.

Action: Ms. Lasky will review the contracts database and code the contracts over a certain dollar amount and the ones that are single-source vendors. She’ll bring this to the November 1 committee meeting for further discussion.

- **Develop and adopt policies.**
  - **Adopt high-level finance and personnel policies.** Finance and personnel policies go to the board for the second reading at the October 19 meeting.
  - **Facilitate and communicate the annexation process.** County Legal has committed to completing the annexation process and forms by October 31.

- **Set up financial structures.**
  - **Form the finance committee.** The finance committee is formed with Ms. Lasky, Mr. Harelson, Ms. Robinson, and Jay Meredith to be an advisory group.
  - **Form the Budget Committee.** The Budget Committee will be recruited and will convene on the FY18 budget in mid-November. The budget will go to the board for review by early December.
  - **Purchasing processes.** Ms. Lasky has received her credit card and asked for direction on furniture and equipment purchases, a community fundraising dinner, and holiday gift cards for staff. The committee agreed that Ms. Lasky has the authority to make the purchases needed under the transition budget. The committee discussed tax implications of gift cards for staff.

Action: Mr. Harelson and Ms. Stover will develop a credit card purchase form.

Action: Ms. Robinson will discuss staff gifts with the JCLI Finance Committee.

NEXT MEETING
The next committee meeting was set for 10 am on Wednesday, November 2.

ADJOURNMENT
The meeting adjourned at 11:40 am.

Respectfully submitted,

Teresa S. Stover for Kate Lasky, Board Secretary
Josephine Community Library District