### Josephine Community Library District

#### Board of Directors Regular Meeting

**Thursday, November 9, 2017 at 5:15 pm, Ben Bones Room, Grants Pass Branch Library**

**Agenda**

<table>
<thead>
<tr>
<th>Board members:</th>
<th>Position 1</th>
<th>Position 2</th>
<th>Position 3</th>
<th>Position 4</th>
<th>Position 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beecher Ellison</td>
<td>Laurel Samson, President</td>
<td>Jennifer Roberts, Vice President</td>
<td>Judy Williams</td>
<td>John Harelson</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td></td>
<td>L. Samson</td>
<td></td>
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</tbody>
</table>

**Standing Items**

1. Approval of agenda
2. Approval of October 26 meeting minutes
3. Approval of October 26 workshop minutes
4. Public comment
5. Correspondence

<table>
<thead>
<tr>
<th>Staff Reports</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
</tr>
</tbody>
</table>

**Action Items**

1. Strategic plan draft
2. Library operations contracts
3. Business operations contracts
4. Job description for Children’s Librarian
5. Job description for Branch Manager
6. Budget Committee candidates
7. Personnel policies 4-2-6 (anniversary date and performance evaluation), 4-5-1 (vacation), 4-8-1 (non-discrimination), 4-8-2 (harassment), and 4-8-3 (bullying)

<table>
<thead>
<tr>
<th>Committee and Board Member Reports</th>
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</thead>
<tbody>
<tr>
<td>1. Property tax collections</td>
<td>Report</td>
<td>J. Harelson</td>
</tr>
<tr>
<td>2. Transition Committee update</td>
<td>Report</td>
<td>J. Williams/ J. Harelson</td>
</tr>
</tbody>
</table>

**Announcements**

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

<table>
<thead>
<tr>
<th>Adjourn</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>L. Samson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Upcoming Meetings and Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 16, 2017 5:15 pm</td>
<td>JCLD regular board meeting Grants Pass branch, Ben Bones Room</td>
</tr>
<tr>
<td>Thursday, November 30, 2017 5:15 pm</td>
<td>JCLD Budget Committee orientation meeting Grants Pass branch, Ben Bones Room</td>
</tr>
<tr>
<td>Thursday, December 21, 2017 5:15 pm</td>
<td>JCLD regular board meeting Grants Pass branch, Ben Bones Room</td>
</tr>
</tbody>
</table>
CALL TO ORDER. President Samson called the meeting to order at 8:35 am.

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

Approval of October 19 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Williams moved that the minutes to the October 19, 2017 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed by majority vote.

Public comment. There were no public comments.

ACTION ITEMS
IT’s Managed network services agreement. Ms. Samson presented the agreement with Information Technology Managed to arrange for district technology services and support.
Motion: Mr. Harelson moved to accept Resolution 2017-019 which authorizes Ms. Lasky to sign the contract with Information Technology Managed and to direct the company’s efforts in implementing the district’s technology plan. Ms. Williams seconded. The motion passed unanimously.

ADJOURNMENT
The meeting adjourned at 8:40 am.

Respectfully submitted,

Teresa S. Stover for Board Secretary Kate Lasky
Josephine Community Library District
Josephine Community Library District
Workshop Minutes
Thursday, October 26, 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,
JCLD Library Director Kate Lasky, and Transition Administrator Teresa Stover

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

STRATEGIC PLANNING WORK SESSION. This work session was the fourth of four sessions
which will result in the development of the three-year Strategic Plan for Josephine
Community Library District. In this session, the board:

- Recapped the results of the October 5 strategic planning session.
- Reviewed and refined strategic imperatives and initiatives.
- Drafted the objectives.

The draft strategic plan is in the attached 2017-2020 Strategic Direction document.

ADJOURNMENT
The workshop adjourned at 11:50 am.

Respectfully submitted,

Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District
2017-2020 Strategic Direction
Josephine Community Library District
November 9, 2017
Coraggio Group
503.493.1452 | coraggiogroup.com
Overview: Project Timeline

**Immersion Session**
June 30, 2017

**Community Survey**
August 2017

**Strategic Planning Retreat**
September 10, 2017

**Strategic Planning Work Session #1**
Library Staff Input
October 5, 2017

**Strategic Planning Work Session #2**
October 26, 2017

**Strategic Plan Approval**
November 9, 2017

**Operational Planning**
November-December
Approach: Coraggio’s Strategic Framework

Clarity

Vision
What is the ideal future state we are trying to create?

Mission
What is our purpose? What are we here to make happen?

Values
What are the fundamental beliefs that shape how we work together and serve our mission?

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

Position
What unique & sustainable value do we deliver, where do we deliver, and for whom?

Action

Focus
Strategic Imperatives
What must be accomplished over the planning horizon?

Objective
How will we measure success?

Initiative
What collective actions do we need to take, that are transformative in nature?
### Josephine Community Library District

#### 2017-2020 Strategic Direction

<table>
<thead>
<tr>
<th>Vision</th>
<th>Mission</th>
<th>Values</th>
<th>Reputation</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>A vibrant community strong in itself and connected to the world.</td>
<td>Enriching our community through access to quality library services across Josephine County.</td>
<td>Integrity, Accountability, Engagement</td>
<td>Transformative, Inclusive, Dependable</td>
<td>Our community members and partners value the library system as a lifelong source of ideas and inspiration in an open, warm, and responsive environment.</td>
</tr>
<tr>
<td> </td>
<td> </td>
<td>Innovation, Freedom, Equity &amp; Inclusion</td>
<td>Caring, Essential, Courageous</td>
<td> </td>
</tr>
</tbody>
</table>

#### Imperatives

- **Enhance program quality and customer service**
  - Year-over-year increases in patron satisfaction
  - Achieve “Enhanced” status in Oregon Library Association Library Standards by 2020
  - Year-over-year increases in library use

- **Nurture a work culture that values and supports its staff and volunteers**
  - Year-over-year increases (baseline in 2018) in staff engagement
  - Year-over-year increases in volunteer engagement
  - Increased volunteers hours by 1500 by 2019

- **Enhance the facilities across the library systems**
  - Complete Facilities Master Plan by end of July 2018
  - Update overall objectives based on the results of the Master Plan by October 2018

- **Develop efficient operating systems and structures**
  - Clean annual audit
  - 100% Board participation in Special Districts of Oregon training

- **Build awareness and expand partnerships**
  - Year-over-year increases in patron awareness
  - Increase in quality and number of partners
  - Annual Board participation in Oregon Library Legislative Day

#### Objectives

- **Imperatives**
  - Year-over-year increases in patron awareness
  - Increase in quality and number of partners
  - Annual Board participation in Oregon Library Legislative Day

- **Initiatives**
  - Year-over-year increases (baseline in 2018) in staff engagement
  - Year-over-year increases in volunteer engagement
  - Increased volunteers hours by 1500 by 2019

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#### Initiatives

- **Imperatives**
  - Year-over-year increases in patron satisfaction
  - Achieve “Enhanced” status in Oregon Library Association Library Standards by 2020
  - Year-over-year increases in library use

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#### Transformative

- **Inclusive**
  - Develop a Facilities Master Plan that includes a vision which addresses community needs and provides a cost benefits analysis
  - Develop and implement a fundraising campaign that engages community partners

- **Dependable**
  - Develop a long-term financial plan for the library system
  - Develop and maintain clear policies and procedures for key organizational functions
  - Build board effectiveness in the governance and oversight of taxpayer funds

- **Caring**
  - Develop and implement a communications plan that includes progress updates on Measure 17-79 commitments and transitions Josephine Community Libraries’ brand to the Library District
  - Nurture healthy and impactful relationships with current and new Library System partners
TO: Josephine Community Library District
FROM: Kate Lasky, JCLD Library Director
DATE: November 9, 2017
SUBJECT: Library Director's Report

Updates

Oregon State Librarian sent question about legality of patron contact information transfer to the Oregon Attorney General. The AG’s office confirmed that it is okay to transfer library patron data from one library to another.

Readapalooza weekend celebration of books and reading was well attended with 150 kids and adults participating in Saturday’s storytime celebration, 16 adults attending the NaNoWriMo Plot Planning Party, and standing-room-only attendance at the Community Read-Aloud with 31 readers. Madison Gibbs of South Middle School one first place and $500 for her school library. Please be sure to thank the following businesses and members of our community for helping with this fun event:

   Fort Vannoy Farms for donating 100 pumpkins
   All About Parties for balloons
   Oregon Books & Games for prizes
   Jill Hamm with Kajo/KLDR for emceeing event
   Colene Martin CEO of the Grants Pass Chamber of Commerce kickoff reader
   Antonio Melendez of Heartisan Films for notable reader
   Scott Stoddard editor of the Grants Pass Daily Courier, judge
   Bill Kohn, judge
   Danielle McCrea with Southern Oregon Education Service District, judge

JCLI all-Board-member party is scheduled for November 12. District Board invited.

Impact Stories

From July 2017: A couple shared that their two grandchildren, ages 6 and 9, were visiting for a few weeks. The older girl is an avid reader, but the younger boy maintained that he “doesn’t read.” They all came to the Grants Pass branch, and while the girl chose her books, the children’s librarian learned that the boy was interested in animals and dinosaurs. She introduced him to the Biscuit books and the Word Birds. He spent the next several days reading (with help) to his grandparents. Later, they all came to K9 Reading Buddies. He was reticent to read to the dogs at first, and just listened to his sister and other children reading. He finally got up the nerve to read his Biscuit book to the first dog.

After getting praises and stickers, he read the book to the second dog and was so happy that he “put the dog to sleep.” When praised again for his reading ability, he told the dog’s handler, “I just learned how to read!”

Successes

1. District hired its second employee, Norma Singer for the position of Public Services Director. Norma’s start date was November 6.
2. Established initial personnel and financial policies.
3. Posted seven open positions and began the interviewing process.

Challenges

Transferring contracts from JCLI to the district is taking longer than expected. The Library Director will work with the JCLI fiscal coordinator and the JCLD transition committee to create a priority list of contracts (such as utilities and Xerox) for approval by the district Board to be presented at the next district Board meeting on November 9.

Staffing

Two new job descriptions have been developed for Board review.

Six positions have been posted. One position hired, Public Services Director. Three positions under review/interview process, Business Manager, Cataloging Manager, and
Collection Development Librarian. Two positions in ongoing recruitment, Reference Librarian and Volunteer Manager.

Interview and evaluation criteria development ongoing.

Director asks board to share the information about open positions.

Board members are participating on all hiring committees.

Set up worker’s compensation through Hart Insurance and SAIF effective October 25, 2017. Another estimate with SDIS is pending for future reference. Volunteer accident insurance will be covered by a separate policy (not worker’s compensation) effective January 1, 2018.

**Policy development**

Additional personnel policies developed for board review and approval.

Governance policies to be presented to the Board on December 7.

Operations policies to be presented to the Board on January 31.

**Finance**

Baker City Library Business Manager will visit JCLD to assist in setting up District’s QuickBooks accounting system and chart of accounts. District will sponsor Baker City’s Business Manager’s trip. Other assistance will come from JCLI Fiscal Coordinator and Interim Executive Director.


Regularly monitored the People’s Bank and Local Government Investment Pool (LGIP) accounts. Maintained the transition budget. The first distribution of tax receipts is expected to be deposited into the LGIP account on Tuesday, November 14.

For appointment to the Budget Committee, recruited five candidates: Joanne Stumpf, Jay Meredith, Bill Kohn, Jim Polk, and Tom Miller. All have agreed to serve, and their applications will be ready for review at the November 9 and November 16 board meetings in preparation for the first Budget Committee meeting on November 30, where the draft FY18 budget will be presented.

JCLD budget under development. Budget Committee meeting planned for November 30.

Started drafting a $5,000 proposal to SDAO for a Safety and Security grant to cover security fencing at the Illinois Valley branch. This grant requires a $5,000 match from the recipient district.

**Transition and transfer of assets**

Started drafting the Community Partners Project Proposal which outlines the fundraising partnership with the Josephine County Library Foundation (JCLF). The proposal will be presented at the JCLF board meeting on November 21.

Drafted Progress Report #2 from the district to JCLI reporting on MOU activities and the grant budget. This report is due to JCLI on November 30.

ILS contract transfer still in progress: Polaris.

Contracts lists evaluated and categorized for Board review.

**Communications**

County Legal production of a form for annexation is delayed. New target date is November 21. JCLI has begun communications about annexation process through library e-newsletter.

Library district position recruitment press release picked up by Daily Courier, Channel 5, and KAJO/KLDR.

District, JCLI, and Foundation working together to align communications about transition and fundraising. The fundraising appeal letter will be shared with all library boards. See attached.

JCLD and Foundation Bridge group met on October 6.
Information Technology
JCLD is contracting with ITS Managed. JCLI continues to cover property insurance for its assets and JCLD is setting up property insurance for transition at $10,000. See Administration section.
All staff and key volunteer computers have been updated to Microsoft Office 365.
JCLD to purchase four new staff computers.

JCLI Transition Support
End of year fundraising drive to be launched on December 1. Library Director participating in all planning activities with JCLI Development Manager and Foundation Board members.

Administration
Activated property insurance with Hart Insurance/SDIS for $10,000 of property for the transitional period before the buildings are in district control.
Researched cyber liability insurance which covers breach of personal information including notification and credit monitoring. Also researched computer-related coverage existing with the property and crime policies.
Library Director participated in risk management and HR workshop with SDAO on October 24 and Women’s Leadership Conference group panel on November 2.
JCLD Transition Committee, District/Foundation Bridge Group, JCLD Benefits Task Force, and JCLI Board of Directors have met since the last District Board meeting on October 19.
JCLI contracting with Kitty Whitt to apply for e-rate for library district.

From October:
Library Director attended Public Library Directors Meeting in Tigard and monthly GP Chamber of Commerce Government Affairs Committee meeting, SBDC Rogue Innovation Hub Idea Center sneak preview for the development of a membership-based maker space in GP Firehouse Gallery. Also attended SOELS Home Visiting Network meeting, Blue Zone Project Tobacco Policy.
Library Director met with statewide agency, Children First to review local challenges for policy change recommendations.
Library Director and Collection Development Librarian attend Southern Oregon Library Federation meeting in Cottage Grove.
Library Director attend Oregon Humanities Board meeting in Portland, now serving as program committee chairperson.
JCLI Operations Manager and Volunteer Coordinator met with Nurturing Center to review components of a successful volunteer program for a nonprofit.
Library Director supporting an initiative to fund Dolly Parton Imagination Library program in Josephine County. Please contact Library Director for more information.
Dear <<Informal Salutation>>, 

Wow. It’s actually happened! Together, we’ve returned public funding to our libraries and provided a long-term, sustainable foundation for this vital public service.

Since the election, library leadership has been busy (really busy!) setting up systems, transitioning services, and hiring staff, all while continuing to provide excellent service to our patrons.

We’ve brought together the nonprofit Josephine Community Libraries, the Josephine County Library Foundation, the newly formed Josephine Community Library District, and Friends of the Library groups to identify our values, set priorities, and plan for the future. We enter this new era of the library fully committed to maintaining the values and culture that have helped our library truly be a place of community.

Through these discussions, we’ve also rededicated ourselves to the idea of a strong, healthy, thriving library. However, while funding from the district will provide the library with more hours, better books, and increased stability, its budget will still be lean, so we will continue to conduct fundraising drives in order to build a library that doesn’t just survive, but thrive.

We’ve identified three priorities for enhanced library funding:
- a capital campaign for new buildings
- necessary maintenance and updating for current buildings
- library card scholarships for children outside the boundaries of the district

If there’s one thing we’ve learned in the ten years since the libraries closed in 2007, it’s that our community loves and values its libraries. We see them as places of transformation, of opportunity, of connection.

<<Informal Salutation>>, won’t you join us in this vision? We are asking you to make your end-of-year donation to support our libraries. Or, please consider becoming a monthly contributor, an incredibly efficient way to help build a future for everyone in Josephine County.

Even though the structures may have changed and the name is a little different, this is still YOUR library, and together we can make it stronger and better than ever.

Kind regards,

Kate Lasky
Library Director

Randy Richardson
Board President
### Transition Work Plan Update, November 8, 2017

An update to the JCLD board of JCLD startup and transition activities. * indicates change from previous report.

<table>
<thead>
<tr>
<th>Status</th>
<th>Task</th>
<th>Details</th>
<th>Dates</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Adopt high-priority finance and personnel policies.</td>
<td>*Completed.</td>
<td>10/19/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Present the IT Plan to the board</td>
<td>*Completed.</td>
<td>10/19/2017</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Transfer the contract for the IT vendor, IT’s Managed.</td>
<td>*Completed.</td>
<td>10/19/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Set up workers compensation.</td>
<td>*Completed.</td>
<td>10/25/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Form the Finance Committee.</td>
<td>*Completed.</td>
<td>10/27/2017</td>
<td>K. Lasky</td>
</tr>
</tbody>
</table>

| In progress    | Develop staffing plan and hire staff                                 | *1 job filled, 3 in interviews, 2 now posted, 7 to go.       | 1/1/2018       | K. Lasky               |
|                | Implement the staffing plan.                                         |                                                             |                |                        |
|                | Adopt all job descriptions.                                          | Several each board meeting.                                 | 11/16/2017     | K. Lasky, board        |
|                | Adopt compensation schedule/wage ranges.                            | *To board review 11/16.                                     | 11/16/2017     | K. Lasky, board        |
|                | Develop and adopt policies                                           |                                                             |                |                        |
|                | Adopt second set of personnel policies.                              | *Board first reading.                                       | 11/9/2017      | K. Lasky               |
|                | Facilitate and communicate the annexation process.                   | *Annexation form deadline moved from 10/31 to 11/21.         | 11/21/2017     |                        |
|                | Set up financial structures                                          |                                                             |                |                        |
|                | Receive first tax receipts into LGIP account.                        |                                                             | 11/14/2017     |                        |
|                | Form the Budget Committee.                                           | *Members recruited.                                          | 11/16/2017     | JCLD board             |
|                | Adopt FY18 budget.                                                   | With Budget Committee.                                      | *11/30/2017    | K. Lasky               |
|                | Select and set up the accounting system.                             | *QuickBooks and chart of accounts setup.                    | 12/15/2017     | K. Lasky               |
|                | Transition assets and responsibilities from JCLI to JCLD            |                                                             |                |                        |
|                | Activate property insurance.                                         | *$10,000 in current coverage.                               | 11/2/2017      | K. Lasky               |
|                | Adopt the JCLD strategic plan by 12/1/2017.                         | *To board for review and possible action.                    | 11/9/2017      | JCLD board Coraggio Group |
|                | Request assets owned by JCLI.                                        | *To JCLI board for action.                                  | 11/15/2017     |                        |
|                | *Submit request for $5,000 to SDAO Safety and Security grant program for IV security fencing. |                                                             |                |                        |
|                | Adopt agreement with Josephine County Library Foundation.            | Develop grant proposal.                                     | 11/16/2017     | T. Stover K. Lasky     |
|                | Write Community Partnership Project Proposal.                        |                                                             | 11/21/2017     | T. Stover K. Lasky     |
|                | Submit interim progress report #2 to JCLI per MOU.                   |                                                             | 11/30/2017     | JCLD board             |
|                | Request assets from Josephine County.                                | Request being processed.                                    | 12/31/2017     | BOCC                   |
|                | Create the JCLD strategic plan                                       |                                                             |                |                        |
|                | Adopt the JCLD strategic plan by 12/1/2017.                         | Plan to board review.                                       | 11/9/2017      | JCLD board             |

| Upcoming priorities | Develop RFP for municipal audit firm.                               |                                                             | 11/30/2017     | K. Lasky/T. Stover     |
|                     | *Adopt Governance policies.                                          | *To board first reading.                                    | 12/7/2017      | K. Lasky               |
To: Josephine Community Library District Board of Directors  
From: Kate Lasky, Library Director  
Date: November 9, 2017  
Subject: Contractor and vendor services transfers

Timeline: According to the MOU between the District and JCLI, the District has agreed to develop a Transition Plan with JCLI. The Transition Plan states that the District will take over operations of the library on January 1, 2018. Operations contracts currently held by JCLI will necessarily be transferred or replaced by December 31 so that JCLI may begin the dissolution process in January 2018.

Background: JCLI currently holds more than 50 contracts, subscriptions, and leases for operations of the library system. (See attached contract list). The District passed the following financial expenditure policy on 10-19-17.

Policy 2-3. Cash and Purchasing
1. 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.

Recommendation: Library Director recommends the JCLD Board of Directors review the contract for lease agreement with Josephine County as well as the personal service contract for grant writing services with Stover Writing Services as it will exceed $3,000 annually. The Library Director will work with the District Board President to determine if those contracts should be reviewed by legal services prior to review by the Board of Directors.

Library Director requests that library services and business services contracts and subscriptions which are library specific service providers or single source service providers (see attached), which fall under the purview of the Library Director, be transferred, renewed, or replaced by the Library Director in accordance with the Financial Management Policies and for items over $3,000 by a consent motion or resolution by the Board of Directors at the November 9 Board meeting.
### Library service providers

<table>
<thead>
<tr>
<th>Contractor/Vendor Name</th>
<th>JCLI Annual Cost</th>
<th>Description</th>
<th>Terms and Payment Dates</th>
<th>Transfer or Replace</th>
<th>Notes</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingram</td>
<td></td>
<td>Monthly Vendor</td>
<td>transfer</td>
<td>single service provider, collection</td>
<td></td>
<td>11/10/2017</td>
</tr>
<tr>
<td>Demco</td>
<td></td>
<td>Monthly Vendor</td>
<td>transfer</td>
<td>lowest library pricing, cataloging supplies</td>
<td></td>
<td>11/10/2017</td>
</tr>
<tr>
<td>Center Point</td>
<td>$ 560.88</td>
<td>Large Print Books</td>
<td>Standing order once a month - 2 books</td>
<td>transfer</td>
<td>single service provider, collection</td>
<td>11/30/2017</td>
</tr>
<tr>
<td>Statewide Database Licensing Program</td>
<td>$ -</td>
<td>Library Databases</td>
<td>This is from 2014</td>
<td>transfer</td>
<td>single service provider, free databases</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Gate/Online database for patrons</td>
<td>$ 3,600.00</td>
<td>Database</td>
<td>Annual Contract for Online databases</td>
<td>replace</td>
<td>Skillsoft, database</td>
<td>1/31/2018</td>
</tr>
</tbody>
</table>

### Business service providers

<table>
<thead>
<tr>
<th>Contractor/Vendor Name</th>
<th>JCLI Annual Cost</th>
<th>Description</th>
<th>Terms and Payment Dates</th>
<th>Transfer or Replace</th>
<th>Notes</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Pass Sneak Preview</td>
<td>$ 816.00</td>
<td>Advertising</td>
<td>Monthly promotion for library services</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/1/2017</td>
</tr>
<tr>
<td>Frontier [WM-846-7020]</td>
<td>$ 1,252.99</td>
<td>Phone - WM</td>
<td>Change name and F EIN</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/3/2017</td>
</tr>
<tr>
<td>Frontier [WC-866-2606]</td>
<td>$ 1,702.52</td>
<td>Phone-WC</td>
<td>Change name and F EIN; includes internet</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/10/2017</td>
</tr>
<tr>
<td>Alliance Member Services</td>
<td></td>
<td>Health</td>
<td>General Liability/Directors and Officers/Accident</td>
<td>replace</td>
<td>already set up by board</td>
<td>11/10/2017</td>
</tr>
<tr>
<td>The Hartford</td>
<td>$ 4,221.00</td>
<td>Workers Comp</td>
<td>Workers Comp</td>
<td>replace</td>
<td>already set up by board</td>
<td>11/10/2017</td>
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<tr>
<td>Bavon</td>
<td>$ -</td>
<td>Credit card maching - GP</td>
<td>$10 plus .00275 and $.09 per item through bank</td>
<td>transfer</td>
<td>already set up by board</td>
<td>11/15/2017</td>
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<tr>
<td>Century Link</td>
<td>$ 3,597.20</td>
<td>Phone - GP</td>
<td>Formerly Guest; no new lines allowed w/o new connectivity</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
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<tr>
<td>Avista</td>
<td>$ 3,677.40</td>
<td>Gas-GP</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
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<tr>
<td>Blue Star Gas</td>
<td>$ 1,153.75</td>
<td>Water - CJ</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
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<tr>
<td>City of Cave Junction Water &amp; Sewer</td>
<td>$ 2,794.12</td>
<td>Water - GP</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
</tr>
<tr>
<td>D-n-D Porta Potti</td>
<td>$ 701.50</td>
<td>Porta potti-WM</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
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<td>Jo. Co. Building Operations &amp; Maint.</td>
<td>$ 16,703.24</td>
<td>Electricity-GP</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
<td>single service provider</td>
<td>11/30/2017</td>
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<td>Pacific Power [WP-76089140]</td>
<td>$ 3,115.42</td>
<td>Electricity/WC</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
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<td>11/30/2017</td>
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<td>Pacific Power [WP-13471774]</td>
<td>$ 3,039.39</td>
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<td>single service provider</td>
<td>11/30/2017</td>
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<td>Republic Services</td>
<td>$ 600.60</td>
<td>Trash - GP</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
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<td>11/30/2017</td>
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<tr>
<td>SOS Alarm [Wolf Creek]</td>
<td>$ 1,127.42</td>
<td>Alarm - WC-Quarterly</td>
<td>Monthly; notify Name Change</td>
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<td>Southern Oregon Sanitation</td>
<td>$ 189.00</td>
<td>Trash - IV</td>
<td>Monthly; notify Name Change</td>
<td>transfer</td>
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<td>11/30/2017</td>
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<td>ABC Office Machines</td>
<td>$ 1,944.14</td>
<td>Maintenance for Xerox</td>
<td>5 Year Contract</td>
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<td>single service provider/ lowest price</td>
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<td>LEAF-Xerox Machine Lease</td>
<td>$ 1,320.00</td>
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<td>Frontier [IV-592-4770]</td>
<td>$ 3,077.55</td>
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<td>Change name and F EIN; includes internet</td>
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<td>Constant Contact</td>
<td>$ 1,638.00</td>
<td>Email data Base</td>
<td>Agreement</td>
<td>transfer</td>
<td>transfer of contact information, communications</td>
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<tr>
<td>J and J Thomas, Inc.</td>
<td>$ 2,700.00</td>
<td>Internet Service for GP and In Kind</td>
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<td>transfer</td>
<td>board review contract</td>
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<tr>
<td>City of Grants Pass</td>
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<td>Annual Business Tax License</td>
<td>replace</td>
<td>single service provider</td>
<td>1/7/2018</td>
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<td>Hunter Communications</td>
<td>$ -</td>
<td>Internet Service for GP and In Kind</td>
<td>3 year increments; $18540 for GP and $17820</td>
<td>transfer</td>
<td>free</td>
<td>3/23/2018</td>
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<tr>
<td>Blue Coast Systems Inc.</td>
<td>$ 249.80</td>
<td>Children’s computers</td>
<td>Annual Payment web Protection Licenses</td>
<td>transfer</td>
<td>lowest cost for children’s computer filter</td>
<td>3/31/2018</td>
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</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Library Operations Contracts for the Josephine Community Library District Resolution No. 2017-029

WHEREAS, the Board of Directors of the Josephine Community Library District has determined that the orderly and responsible conduct of the business of the District requires agreements with a variety of library service providers; and

WHEREAS, the Library Director has reviewed the existing agreements with all library service providers and have found them to be advantageous to the District and aligned with library best practices; and

WHEREAS, the Board will assume library governance and operations from Josephine Community Libraries, Inc. as of January 1, 2018, and is committed to a seamless transition of library services; and

WHEREAS, the Board has determined that it’s in the best interest of the District and the people it serves to transfer or replace the existing library service provider agreements; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

1. Library Director Kate Lasky is authorized to execute agreements with the library service providers, a list of which is attached to this resolution and incorporated herein.

2. Library Director Kate Lasky or her staff designee will direct the efforts of contracted library service providers to implement the district’s strategic and operating plans.

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
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Business Operations Contracts for the Josephine Community Library District Resolution No. 2017-030

WHEREAS, the Board of Directors of the Josephine Community Library District has determined that the orderly and responsible conduct of the business of the District requires agreements with a variety of library service providers; and

WHEREAS, the Library Director has reviewed the existing agreements with business service providers and have found them to be advantageous to the District and aligned with library and business operations best practices; and

WHEREAS, the Board will assume library governance and operations from Josephine Community Libraries, Inc. as of January 1, 2018, and is committed to a seamless transition of library services; and

WHEREAS, the Board has determined that it’s in the best interest of the District and the people it serves to transfer or replace the agreements for existing business service provider; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

1. Library Director Kate Lasky is authorized to execute agreements with the business service providers, a list of which is attached to this resolution and incorporated herein.

2. Library Director Kate Lasky or her staff designee will direct the efforts of contracted business service providers to implement the district’s strategic and operating plans.

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
POSITION TITLE: Children's Librarian

SUPERVISOR: Public Services Director

SUMMARY OF POSITION
The primary responsibility of the Children’s Librarian is the coordination and implementation of services for the library system for children aged birth to 12 years old. Working directly with children and families, the Children’s Librarian cultivates an environment which provides for enjoyable and convenient access to and use of library resources. The person in this position fosters community partnerships to enhance the quality and impact of the library’s early literacy programs, and promotes partner resources and services to library patrons. The Children’s Librarian is a highly visible and responsible position, and presents a positive public image. This position helps maintain a team-oriented climate that attracts, retains, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

General
- Demonstrates a knowledge and appreciation of children’s literature, periodicals, audiovisual materials, web sites and other electronic media, and other materials that contribute to a diverse, current, and relevant children’s collection.
- Understands and responds to the needs of parents, caregivers, and other adults who use the resources of the children's department.
- Assesses the diverse needs, preferences, and resources of the community on a regular and systematic basis.
- Maintains regular communication with other agencies, institutions, and organizations serving children in the community.
- Understands and applies criteria for evaluating and selecting the content and artistic merit of children’s materials in all genres and formats.
- Acquires familiarity with emerging technological trends and tools.
- Understands theories of infant, child, and adolescent learning and development and their implications for library service.
- Recognizes the effects of societal developments on the needs of children.

Programming
- Designs, promotes, presents, and evaluates a variety of programs for children of all ages, based on their developmental needs and interests and the goals of the library.
- Provides library outreach programs which meet community needs and library goals and objectives.
- Establishes programs and services for parents, individuals, and agencies providing childcare as well as for other community professionals who work with children.
- Applies technological skills to provide reference services and programs for children and families.
- Supports access to Internet and electronic resources for children.
Administrative and Management
- With Volunteer Manager’s assistance, identifies children’s library training volunteers for the Grants Pass branch, and provides the tools needed to ensure that all new volunteers systemwide receive comprehensive training and support.
- Writes job descriptions and encourages continuing education for volunteers who work with children.
- Develops and maintains partnerships and programs with community agencies to increase impact and value of early literacy programs.
- Analyzes the costs of library services to children in order to develop, justify, administer, manage, and evaluate a budget.
- Documents and evaluates services and needs assessments through various reporting methods.
- Sets long- and short-range goals, objectives, strategic plans, and priorities.
- Participates in all aspects of the library’s planning process to represent and support service to children, including monthly reporting, strategic planning, and policy review and revision.
- Attend library meetings and professional development training opportunities.

Communication
- Collaborates with branch managers to provide support and ensure consistency of children’s services.
- Instructs children and parents in the use of library tools and resources, empowering them to choose materials and services on their own.
- Facilitates communication among partner agencies, volunteers, and library staff for the purpose of increasing value and impact of children’s programs and services.
- Compiles and maintains information about community resources, promoting these services to library patrons.
- Encourages use of materials and services through bibliographies, booktalks, displays, electronic documents, and other special tools.
- Defines and communicates the role and scope of public library service to children for administrators, other library staff, and members of the larger community.
- Successfully communicates library policies and procedures to patrons of all ages.
- Responds in writing to Requests to Reconsider Materials in the children’s collection.
- Respects the patron’s right to browse regardless of age, and provides nonjudgmental answers to their questions.

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 departmental budget responsibility under the direction of the Library Director and Public Services Director 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 position enjoys working with children, is highly motivated, and well-organized with a strong attention to detail. This position requires an energetic self-starter who can work efficiently with minimal supervision, has good troubleshooting skills, strong interpersonal skills, and ability to work with a variety of personalities.

- Required are a bachelor’s degree and five years of experience in children’s services and program management. Preferred are a master’s degree from a program accredited by the American Library Association and some experience in children’s library services.
- Pays attention to detail, and has strong organizational, time management, and self-administrative skills.
- Demonstrates excellent verbal and written communication skills, adjusting content and style to accommodate diverse functions and audiences.
- Able to prepare and make public presentations.
- Possesses up-to-date computer and technology skills necessary for effective communications and presentations, including fluency in Microsoft Office Suite.
- Works effectively and diplomatically under pressure
- Takes initiative and is a team player, with the ability to juggle and prioritize a variety of important tasks under pressure.
- Exhibits a positive, results-oriented, problem-solving attitude.

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

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

ATTENDANCE: Regular and consistent attendance is required, with reporting of weekly schedule to the Public Services Director. The nature of the position requires the incumbent to work a flexible work schedule including some evenings and weekends.

FLSA STATUS: Exempt status.

BACKGROUND CHECK and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
POSITION TITLE: Branch Manager

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:
The Branch Manager plans, organizes, and directs the operation of a rural library branch (Illinois Valley, Williams, or Wolf Creek) and related library outreach efforts to provide a comprehensive program of library services. The Branch Manager coordinates with the Public Services Director on policies and procedures, oversees services and programs, ensures excellent customer service, and participates in branch library public relations activities and events in their community. Working with the Library Director, Public Services Director, and designated staff, the Branch Manager helps maintain a team-oriented climate that attracts, inspires, and retains quality volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Management
- Supervise and prioritize the daily operations of the branch library during scheduled hours, including opening and closing of the branch.
- With Volunteer Manager assistance, recruit, train, supervise, and retain library volunteers.
- Consistently promote library services and programs to patrons.
- Organize and coordinate all outreach activities.
- With Partnership Manager assistance, act as liaison for the local Friends of the Library.
- Plan and present programs on a variety of subjects of community interest.
- Respond to and resolve difficult inquiries and complaints from library patrons and any emergencies impacting branch operations.
- Attend library meetings and professional development training opportunities.
- Prepare required statistical and management reports.
- Prepare the annual branch budget.

Operations
- Ensure compliance with all policies and procedures, and consult with the Public Services Director on possible policy improvements.
- With Children’s Librarian assistance, plan and implement children’s programs, storytimes, and displays.
- Plan, organize, and manage the Summer Reading Program for children, teens, and adults.
- Provide Reference Desk services by assisting patrons with both in-library and digital resources, including databases.
- Collect, monitor, and accurately report financial transactions including fines, fees, and printing charges.
- Provide direct support for volunteers performing circulation, shelving, and reference desk services.
- Make decisions on weeding of cataloged items
- Create and/or assist with the creation of bulletin boards and displays of materials.
- Promptly report facilities issues to ensure safety and ongoing maintenance of building and grounds.
- Troubleshoot minor computer hardware and software problems, and promptly report IT issues that require further assistance.

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 departmental budget responsibility under the direction of the Library Director and Public Services Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, and monetary loss.

SUPERVISORY RESPONSIBILITY
Position oversees volunteers.

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

QUALIFICATIONS
The ideal candidate for this job has management experience, is highly motivated, well-organized, an energetic self-starter who can work efficiently with attention to detail and with minimal supervision. Library experience is preferred. Key qualifications are:

- Bachelor’s degree in a related field with two years of professional experience in management; OR associate’s degree and five years of professional experience in financial management; OR any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.
- Strong interpersonal skills and ability to work with a variety of personalities.
- Ability to work effectively and diplomatically under pressure.
- A positive, results-oriented, problem-solving attitude.
- Excellent verbal, written, and typing skills and effective time-management skills.
- 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 (Microsoft Word and Excel), e-mail and Internet essentials.
- Initiative and the willingness to juggle and prioritize a variety of important tasks.

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

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

ATTENDANCE: Regular and consistent attendance is required, with reporting of weekly schedule to the Public Services Director. The nature of the position requires the incumbent to work a flexible work schedule.

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.
On August 10, 2017, The Josephine Community Library District (JCLD) Board of Directors authorized the formation of a district Budget Committee.

Composition of Budget Committee
According to Oregon local budget law, the JCLD Budget Committee includes the five elected board members and five more appointed registered voters who reside within the boundaries of the Josephine Community Library District. The appointed members may not be officers, agents, or employees of the district. All members of the Budget Committee have equal authority.

Citizens with skills and expertise who meet the necessary criteria are invited to complete the JCLD Committee Volunteer Application. The district board considers all applications, appoints five citizens, and notifies all applicants as to the result.

The term of each appointed member of the Budget Committee is three years. These terms may be staggered.

Responsibilities
The JCLD Budget Committee:

- Conducts public meetings to hear the proposed budget message and review the budget proposed by the budget officer/library director.
- Listens to comments and questions from interested citizens and considers this public input as it deliberates on the budget.
- Approves revisions to the proposed budget to reflect changes it wants to make to the library district’s fiscal policy.

At least one public meeting must be convened to fulfill these responsibilities for each annual budget. Typically up to three meetings are held in early spring for a budget that will be adopted by the district board by the end of the fiscal year on June 30 of the previous budget year.

Appointee candidates
Five candidates are applying to the Budget Committee: Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf. Applications for Bill Kohn, Jay Meredith, and Jim Polk have been submitted to date. Applications for Tom Miller and Joanne Stumpf are expected shortly.

Recommended meeting and budget adoption schedule
I recommend that:

- The district board take action on the Budget Committee appointee candidates at the November 9 and November 16 board meetings.
- The first Budget Committee meeting be held at 5:15-6:45 pm on November 30. This meeting would be an informal orientation in which the members will review the FY18 budget and learn about the FY19 budget development process. A draft agenda for the Budget Committee meeting would be presented at the November 16 board meeting.
- The FY18 budget be presented for board action at a December 7 board meeting.
- Formal Budget Committee meetings would convene in spring 2018.
Personnel Policies for All Employees

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Policy 4-2-6. Anniversary Date and Performance Evaluation

The annual anniversary of the date of employment by JCLD will be the basis for employee evaluations. Evaluations shall be conducted as provided in this policy, however, anniversary dates shall not be tied to compensation in any way.

A performance appraisal shall be conducted prior to the anniversary date for all employees. For the library director, the evaluation shall be completed by the JCLD Board of Directors, and may be in any form created by the board. For all other employees, the library director shall prepare an annual evaluation of performance, or cause the supervisor or coordinator to complete such an evaluation.

Evaluations shall be completed for all employees annually by the anniversary of the date of hire.
Policy 4-5-1. Vacation

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

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

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

The District provides vacation benefits to its regular part-time and full-time employees.

Employees working 20 hours a week or more shall earn vacation time. Eligible employees will commence earning vacation benefits on the 91st day of employment.[KL1]

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Employee scheduled 40 hours per week</th>
<th>Vacation hours accrued per pay period</th>
<th>Employee scheduled 20 hours per week</th>
<th>Vacation hours accrued per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>For years 1 mo. – 60 mo.</td>
<td>80 hours</td>
<td>3.08</td>
<td>40 hours</td>
<td></td>
</tr>
<tr>
<td>For years 61 mo. – 120 mo.</td>
<td>96 hours</td>
<td>3.69</td>
<td>48 hours</td>
<td></td>
</tr>
<tr>
<td>For years 121 mo. – 180 mo.</td>
<td>120 hours</td>
<td>4.61</td>
<td>60 hours</td>
<td></td>
</tr>
</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 once the annual accrual in a calendar year. Any hours in excess of that amount will be forfeited.

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 4-8-2. Harassment

JCLD is committed to a work environment free from harassment on any basis. JCLD prohibits harassment based on sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, genetic information, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, injured workers status, or any other protected class, regardless of whether that harassment is targeted specifically at the employee. Behavior such as telling ethnic jokes, making religious slurs, using offensive “slang” or other derogatory terms denoting a person’s speech, accent, or disability, are examples of prohibited conduct.

Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;
2. Submission or rejection of such conduct by an individual influences any employment related decision affecting the individual; or
3. The conduct has the purpose of effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes he or she has experienced harassment should report the information immediately to their supervisor or the library director. All employees are responsible for notifying their supervisor or the library director of any harassment behaviors at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated with the findings shared with the individual initiating the complaint.

Should the complaint involve the library director, the complaint shall be reported to the president of the JCLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.
Policy 4-8-1 Non-Discrimination

Adopted XX/XX/2017

JCLD is committed to a work environment free from discrimination on any basis. Discrimination includes but is not limited to conduct that potentially deprives an employee of rights because of sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, genetic information or other characteristics protected by law.

It is unlawful to discriminate against any individual or to create a hostile work environment as defined by law.

Any employee who believes he or she has experienced discrimination should report the information immediately to their supervisor or the library director. All employees are responsible for notifying their supervisor or the library director of any acts of discrimination at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated either by the supervisor or by the library director, with the findings shared with the individual initiating the complaint.

Should the complaint involve the library director, the complaint shall be reported to the president of the JCLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.
Policy 4-8-3. Bullying

Adopted XX/XX/2017

JCLD is committed to a work environment free from bullying on any basis. For the purposes of this policy, bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise (including electronically transmitted acts — i.e. cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by employees), conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying is behavior that is intentional, repetitive, and hurtful resulting in an imbalance of power between the bully and the target. Such behavior violates JCLD’s Harassment and Non-Discrimination Policies.

JCLD prohibits acts of bullying as defined above. It must be noted that where an allegation of bullying is made the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. JCLD considers the following types of behavior examples of bullying:

- **Verbal Bullying**: slandering, ridiculing or making evil, harmful, and often untrue statement toward a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying**: pushing, shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture Bullying**: non-verbal threatening gestures.

Any employee who believes he or she has experienced harassment should report the information immediately to their supervisor or the library director. All employees are responsible for notifying their supervisor or the library director of any harassment behaviors at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated with the findings shared with the individual initiating the complaint.

Should the complaint involve the library director, the complaint shall be reported to the president of the JCLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.
To: Josephine County Library District Board of Directors

From: John Harelson, Director

Date: November 6, 2017

Re: District Property Tax Collections for Fiscal Year 2017-18

Assessed Values (AV) of all taxable properties within the boundaries of Josephine Community Library District equals $3,533,185,521 ($3.5 billions). The District’s AV is 47% of all AV in Josephine County which totals $7,527,274,297 (1).

The District’s permanent rate levy (0.39 per $1,000 AV) for fiscal year 2017-18 produced total taxes to be received of $1,358,236 (2). Actual amount expected to be collected in fiscal year 2017-18 is $1,276,153.

Current year cash tax collections are estimated to be 93.96% of amounts billed to District taxpayers. Discounts for full or 2/3 payments are estimated to be 2.5% of the total or $33,956. Expected balance of delinquent taxes as of June 30, 2018 is $48,127.

For fiscal year 2018-19, I estimate District AV to increase at the same rate as in 2017-18 or 4.5%. This will produce a District tax levy of approximately $1,440,828 with fiscal year 2018-19 collections equaling $1,353,754. Also in FY 2018-19 the district can expect to collect $20,147 of delinquent FY 2017-18 taxes.

The attached Assessors Statement of Taxes (1) shows the total county-wide tax assessments by district. It shows each districts’ assessed value and share of the amount to be received.

The attached Assessor’s Table 4a, Detail of Taxing District levies (2) shows how the Library’s “Total to be Received” was calculated and answers the question of why $0.39 per $1,000 does not equal this number.

For the curious reader, first the District’s AV is reduced by is reduced by the “Urban Renewal Increment” (Line 16) and increased by “Non-Profit Housing Value” (Line 14). Various other adjustments on lines 26-37 increase the levy by a small amount. The rate per thousand actually calculates to $0.384 per thousand, a difference not meaningful for an individual taxpayer.
STATEMENT OF TAXES & SUMMARY OF ASSESSMENT ROLL for Josephine County, Oregon

This summary is designed to assist you in understanding the property tax assessment in our county. The records and services of our office are open to you, the public, and you are encouraged to discuss your assessment questions or concerns with staff members.

The Assessor values your property through methods prescribed by state laws and regulations. The Assessor does not determine the taxing districts your property may be in nor does the Assessor control the amount of money your taxing districts require.

Constand L Roach,
Josephine County Assessor
October 6, 2017

2017-18 ASSESSED VALUES, TAX RATES, TAXES & ASSESSMENTS

Amount Extended Net of Amount to Urban Renewal

<table>
<thead>
<tr>
<th>District</th>
<th>Total Amount to Be Raised</th>
<th>MS Compression Loss</th>
<th>Add'l Taxes &amp; Penalties</th>
<th>Amount to be Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josephine County</td>
<td>13,034,769.51</td>
<td>(10.75)</td>
<td>124,917.95</td>
<td>13,169,689.21</td>
</tr>
<tr>
<td>City of Grants Pass</td>
<td>19,633,787.30</td>
<td>(8.87)</td>
<td>24,229.47</td>
<td>19,658,025.64</td>
</tr>
<tr>
<td>City of Cave Junction</td>
<td>254,638.83</td>
<td>0.00</td>
<td>91.33</td>
<td>254,730.16</td>
</tr>
<tr>
<td>Three Rivers School District</td>
<td>15,034,474.41</td>
<td>(141,722.17)</td>
<td>141,155.34</td>
<td>15,175,629.65</td>
</tr>
<tr>
<td>Grants Pass School District #7</td>
<td>14,355,297.77</td>
<td>(174,846.34)</td>
<td>12,850.70</td>
<td>14,442,226.71</td>
</tr>
<tr>
<td>Rogue Community College</td>
<td>4,208,743.86</td>
<td>(19,853.05)</td>
<td>21,207.70</td>
<td>4,249,806.61</td>
</tr>
<tr>
<td>Southern Oregon Exped</td>
<td>2,505,169.96</td>
<td>(13,642.93)</td>
<td>13,148.38</td>
<td>2,623,652.02</td>
</tr>
<tr>
<td>Applegate RFDD #9</td>
<td>170,884.88</td>
<td>0.00</td>
<td>576.40</td>
<td>171,461.28</td>
</tr>
<tr>
<td>Illinois Valley RFDD #1</td>
<td>1,555,358.09</td>
<td>(2.46)</td>
<td>46,387.80</td>
<td>1,701,746.35</td>
</tr>
<tr>
<td>Williams RFDD</td>
<td>311,584.50</td>
<td>0.00</td>
<td>938.98</td>
<td>312,523.48</td>
</tr>
<tr>
<td>Wolf Creek RFDD</td>
<td>331,884.57</td>
<td>0.00</td>
<td>68.02</td>
<td>332,552.59</td>
</tr>
<tr>
<td>Jos Co Hwy/Ext Service</td>
<td>344,696.91</td>
<td>(1.06)</td>
<td>127.19</td>
<td>345,854.70</td>
</tr>
<tr>
<td>Kerby Water District</td>
<td>25,173.99</td>
<td>0.00</td>
<td>0.00</td>
<td>25,173.99</td>
</tr>
<tr>
<td>Josephine Comm. Library Dist</td>
<td>1,256,410.01</td>
<td>0.16</td>
<td>1,256,566.17</td>
<td>1,256,566.17</td>
</tr>
</tbody>
</table>

**Urban Renewal division of tax rate determined by formula outlined in Oregon law. Varies depending on code area.

Permanent tax rates for the various taxing districts do not change. Districts may levy optional levies or bond repayment levies in addition to the permanent rates with voter approval. Taxes are calculated on each individual parcel to determine the applicable limitations of Article XI of Section 11 of the Oregon Constitution for each parcel.

SUMMARY OF ASSESSMENT ROLL; JOSEPHINE COUNTY, OREGON; Fiscal Year Ending June 30, 2018

<table>
<thead>
<tr>
<th>TAXABLE PROPERTY</th>
<th>REAL MARKET VALUE</th>
<th>TAXABLE ASSESSED VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>4,018,652,200</td>
<td></td>
</tr>
<tr>
<td>Improvements</td>
<td>5,605,121,320</td>
<td></td>
</tr>
<tr>
<td>Gross Real Property</td>
<td>9,623,753,520</td>
<td>7,148,288,463</td>
</tr>
<tr>
<td>Less Veteran’s, Active Duty Exemptions **</td>
<td>(35,902,230)</td>
<td></td>
</tr>
<tr>
<td>TOTAL REAL PROPERTY</td>
<td>9,623,753,520</td>
<td>7,110,386,233</td>
</tr>
<tr>
<td>Manufactured Homes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Manufactured Homes</td>
<td>75,180,220</td>
<td>69,137,770</td>
</tr>
<tr>
<td>Less: Veteran’s Exemptions **</td>
<td>(7,299,087)</td>
<td></td>
</tr>
<tr>
<td>TOTAL MANUFACTURED HOMES</td>
<td>75,180,220</td>
<td>68,848,680</td>
</tr>
<tr>
<td>NON-PROFIT HOUSING (billed to state)</td>
<td>2,944,140</td>
<td>2,155,620</td>
</tr>
<tr>
<td>PERSONAL PROPERTY</td>
<td>120,458,868</td>
<td>120,441,531</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>227,872,612</td>
<td>226,932,201</td>
</tr>
<tr>
<td>TOTAL VALUE OF MANUFACTURED HOMES</td>
<td>$10,052,724,360</td>
<td>$7,527,274,297</td>
</tr>
</tbody>
</table>

**Under Measure 50, the assessed value of property is determined in total, and cannot be separated into component parts.

**Veteran’s and Active Duty exemptions applied against assessed value only.

OFFICE OF JOSEPHINE COUNTY ASSESSOR

Constand L Roach, Assessor
Courthouse, 500 NW 6th Street, Dept 3
Grants Pass, Oregon 97526
Phone (541) 474-5360
e-mail: assessor@co.josephine.or.us

(206,744,420) 394,751.52 78,697,073.31

1,611,712.04

ASSESSMENT DATE
January 1, 2017

EFFECTIVE LIEN DATE
July 1, 2017

FISCAL YEAR ENDING
June 30, 2018
October 13, 2017

MEMO TO: Taxing Districts
FROM: Constance L. Roach, Assessor
RE: Tax Certification

Enclosed for your files are the following documents for your district for the tax year 2017-18:

- Table 4a – Detail of Tax District Levies
- Assessor’s Certificate of Values
- Top Ten Taxpayers for the District
- Statement of Taxes and Summary of Assessment Roll for Josephine County

If after reviewing the information, you have any questions please call Chris Parton or myself.
October 13, 2017

ASSESSOR’S CERTIFICATE

Josephine Community Library District  )  )  SS
Josephine County, Oregon  )  )

The Real Market Value and Assessed Value of taxable property located in the Josephine Community Library District taxing district in Josephine County, Oregon as certified on Assessment Rolls for the 2017/18 tax year is as follows:

<table>
<thead>
<tr>
<th>REAL PROPERTY:</th>
<th>Real Market Value</th>
<th>Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$1,618,785,290</td>
<td></td>
</tr>
<tr>
<td>Improvements</td>
<td>2,631,532,250</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4,250,317,540</td>
<td>$3,315,685,403</td>
</tr>
<tr>
<td>PERSONAL PROPERTY</td>
<td>89,950,158</td>
<td>89,932,823</td>
</tr>
<tr>
<td>MANUFACTURED STRUCTURES</td>
<td>25,708,670</td>
<td>23,179,000</td>
</tr>
<tr>
<td>PUBLIC UTILITIES</td>
<td>109,641,898</td>
<td>106,543,915</td>
</tr>
<tr>
<td>TOTAL VALUE OF ALL TAXABLE PROPERTY</td>
<td>$4,475,618,266</td>
<td>$3,535,341,141</td>
</tr>
</tbody>
</table>

Constance L Roach  
Josephine County Assessor
To Whom It May Concern:

Top 10 Taxpayers for the Josephine Community Library District Pass for 2017-2018 Tax Year

<table>
<thead>
<tr>
<th>Taxpayer</th>
<th>Type of Business</th>
<th>RMV Value</th>
<th>Measure-50 Assessed Value</th>
<th>Taxes and Assessments Levied</th>
<th>Percentage of Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Charter Communications</td>
<td>Utility</td>
<td>$34,622,852</td>
<td>$31,579,700</td>
<td>$439,740.98</td>
<td>0.89%</td>
</tr>
<tr>
<td>3 S-H Forty Nine Properties</td>
<td>Commercial</td>
<td>25,364,950</td>
<td>25,364,950</td>
<td>346,015.97</td>
<td>0.72%</td>
</tr>
<tr>
<td>2 Masterbrand Cabinets Inc</td>
<td>Industrial</td>
<td>24,290,320</td>
<td>24,290,320</td>
<td>331,356.41</td>
<td>0.69%</td>
</tr>
<tr>
<td>4 Auerbach Grants Pass LLC &amp; Freeman Grants Pass LLC</td>
<td>Commercial</td>
<td>24,416,704</td>
<td>21,826,570</td>
<td>301,030.87</td>
<td>0.62%</td>
</tr>
<tr>
<td>6 Pacificorp (P&amp;L)</td>
<td>Utility</td>
<td>23,441,800</td>
<td>23,073,000</td>
<td>286,635.68</td>
<td>0.55%</td>
</tr>
<tr>
<td>5 Avista Corp. dba Avista Utilities</td>
<td>Utility</td>
<td>19,638,000</td>
<td>19,638,000</td>
<td>267,891.77</td>
<td>0.55%</td>
</tr>
<tr>
<td>7 Johnson Trust, Carl D</td>
<td>Commercial</td>
<td>19,080,020</td>
<td>15,591,950</td>
<td>200,413.01</td>
<td>0.44%</td>
</tr>
<tr>
<td>8 Fred Meyer Stores Inc</td>
<td>Commercial</td>
<td>14,411,420</td>
<td>14,411,420</td>
<td>196,593.40</td>
<td>0.41%</td>
</tr>
<tr>
<td>9 Lynn-Ann Development</td>
<td>Developer</td>
<td>13,409,379</td>
<td>13,409,379</td>
<td>182,924.06</td>
<td>0.38%</td>
</tr>
<tr>
<td>10 Home Depot</td>
<td>Commercial</td>
<td>12,744,660</td>
<td>12,482,770</td>
<td>170,460.47</td>
<td>0.35%</td>
</tr>
</tbody>
</table>

Sub-total of top taxpayers: $201,668,059 | 5.70% |
Other taxpayers: $3,340,499,612 | 94.30% |
Total all taxpayers: $3,542,167,671 | 100.00% |

Constance L Roach
Josephine County Assessor
## TABLE 4a - DETAIL OF TAXING DISTRICT LEVIES

**Tax Year 2017-18**

**NOTE:** Where urban renewal increment value impacts the district, report any reduced rate levies on a separate table 4a.

### County: JOSEPHINE

<table>
<thead>
<tr>
<th>District Code</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>17009213</td>
<td>JOSEPHINE COMMUNITY LIBRARY DISTRICT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Taxing District Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Taxing District Name</td>
</tr>
<tr>
<td>3</td>
<td>Counties in which District lies</td>
</tr>
</tbody>
</table>

4 Write **"Before"** in the boxes for levies approved before 10/6/01

### Ad Valorem Tax Levies

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Permanent Levy (if dollar amount)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Local Option Levy (if dollar amount)*</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>&quot;GAP&quot; Bond Levy</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Urban Renewal Special Levy</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bond Levy*</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TOTAL DOLLAR LEVY (add lines 5 thru 9)</td>
<td></td>
</tr>
</tbody>
</table>

### Adjustments

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Amount Raised in Other Counties</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>NET DOLLAR LEVY FOR TAX RATE (line 10 minus line 11)</td>
<td></td>
</tr>
</tbody>
</table>

**Taxable Property Value (if an urban renewal plan is involved, report reduced rate levies separately)**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Total Assessed Value</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Add: Non-Profit Housing Value</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Add: Fish and Wildlife Value</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Subtract: Urban Renewal Increment (amt. used only)**</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>VALUE TO COMPUTE THE TAX RATE</td>
<td></td>
</tr>
</tbody>
</table>

### Tax Computations

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Tax Rate (for dollar levies, line 12 divided by line 17)**</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Amount Tax Rate Will Raise (line 17 times line 18)</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Truncation Loss (for dollar levies only) (line 19 minus line 12)</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Total Timber Offset Amount (county district only)</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Timber Tax Rate (line 21 divided by line 17)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Billing Rate (line 18 minus line 22)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Calculated Tax for Extension for District (line 23 times line 17)</td>
<td></td>
</tr>
<tr>
<td>24a</td>
<td>Gain from UR Division of Tax Rate Truncation</td>
<td></td>
</tr>
<tr>
<td>24b</td>
<td>Gain or Loss from UR Division of Tax Across Counties</td>
<td></td>
</tr>
<tr>
<td>24c</td>
<td>Net Tax for Extension (19 + 24a + 24b)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Actual Tax Extended for District</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>District's Gain or Loss from Individual Extension (25 - 24c)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>District's Compression Loss (Enter as a negative number)**</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>DISTRICT TAXES IMPOSED (line 24c+line 26+line 27)</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Taxes/Penalties

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Farmland (ORS 308A.703)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Forestland (ORS 308A.703)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Small Tract Forestland (STF) (ORS 308A.703)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Open Space (ORS 308.770)</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Historic Property (ORS 358.525)</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Other Potential Add1 Tax Paid/Due</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Late Filing Fee County Only (ORS 308.302)</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Roll Corrections (ORS 311.206), incl. omitted property/other roll corrections, but excl. roll corrections under ORS 311.208.</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>TOTAL ADDITIONAL TAXES/PENALTIES (lines 29 thru 37)</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>TOTAL TO BE RECEIVED (line 28 plus line 38)</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Percentage Schedule (ORS 311.390) [OPTIONAL, SEE INSTRUCTIONS]</td>
<td></td>
</tr>
</tbody>
</table>

*If district has multiple Local Option or Bond levies, please show each levy on a separate 4e page (see instructions about combining in some cases).

**For urban renewal special levies, enter zero on this line: increment value is not subtracted.

***Line 12/Line 17 computation applies ONLY to dollar levies; if district has a rate levy, enter the tax rate certified.

****Enter only the district or U.R. special levy compression loss. Urban renewal division of tax compression loss is reported on table 4e. See instructions.
Josephine Community Library District  
Transition Committee Minutes  
Wednesday, November 1, 2017 at 10:00 am  
Ben Bones Room, Grants Pass Branch Library

Members in attendance: Judy Williams, John Harelson, Kate Lasky, Teresa Stover  
Members absent: Shad Shriver, Donna Robinson

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

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the October 18, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

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

- Transition assets and responsibilities from JCLI to JCLD.
  - Transfer contracts. Ms. Lasky distributed a spreadsheet of about 50 vendors who provide services to the library. The spreadsheet includes the service description, terms and payment dates, whether they’re a single-source provider, annual cost, and deadline for the contract transfer or replacement. The committee determined that the board should review the lease agreement with Josephine County when it’s ready. The committee discussed the library director’s $3,000 purchasing limits according to the approved financial management policies. It also discussed personal services contracts for grant writing, graphic design, strategic planning, and other contractors and consultants.
    Action: Ms. Lasky will revise the spreadsheet to separate the vendors who provide library services (books, online databases, etc.) from the ones who provide standard business services (advertising, utilities, insurance, etc.), and present it for review and discussion at the November 9 board meeting.

  - Activate property insurance. Because the district is purchasing computer equipment and furniture, property insurance is needed now. Full coverage on buildings will be added when the lease agreements are transferred.
    Action: Ms. Stover will contact Hart Insurance to activate property insurance to cover up to $10,000 in equipment and furniture.

- Develop and adopt policies.
  - Facilitate and communicate the annexation process. County Legal had committed to completing the annexation process and forms by October 31. Ms. Lasky is in contact with County Legal, and the work will be started soon.
• **Set up financial structures.**
  - **Adopt FY18 budget.** Ms. Lasky is developing the FY18 budget. The JCLI transition grant will be reflected in the budget’s special projects account. The budget will take effect upon board adoption, which could happen in early December.
    - **Action:** Ms. Stover will provide a weekly transition budget update to Ms. Lasky.
  - **Form the Budget Committee.** The five appointees to the Budget Committee have been recruited, and are Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf. Ms. Stover distributed the Budget Committee Scope of Work. The first meeting of the Budget Committee—which consists of the five elected district board members and the five appointees—is scheduled for November 30 pending board approval. This meeting will be an informal orientation in which members will be introduced to the FY18 budget and learn about the FY19 budget development process.
    - **Action:** Ms. Stover will follow up on the appointees’ committee volunteer applications and present them to the board for action.
    - **Action:** Ms. Lasky will contact advisors about the format of the first Budget Committee meeting.
    - **Action:** Ms. Stover will submit public notice for the Budget Committee meeting as usual, with Board President Laurel Samson chairing the meeting and Ms. Lasky presenting as Budget Director.
    - **Action:** Ms. Lasky and Ms. Stover will draft the Budget Committee agenda for review at the November 16 board meeting.

• **Develop the staffing plan and hire staff.**
  - **Implement the staffing plan.** JCLI Operations Manager Norma Singer has been hired as the JCLD Public Services Director and will start November 6. The Business Manager, Cataloging Manager, and Collection Development Librarian positions close November 6 and interviews will take place throughout that week.
  - **Develop the staff compensation schedule.** Ms. Lasky presented a draft of the Employee Compensation Plan, which included background on wage ranges, cost-of-living adjustments (COLA), merit-based pay increases, the Employee Performance Evaluation form and the Performance Improvement Plan. The committee briefly discussed the issue, and decided to convene a meeting of the Benefits Task Force to discuss the compensation plan in detail.
    - **Action:** The Benefits Task Force (Ms. Williams, Mr. Harels on, Ms. Lasky, and Ms. Stover) will meet 2-3:30 on Monday, November 6 to discuss the compensation plan in detail, including COLA and merit pay.

**NEXT MEETING**
The committee decided that the next meeting will be called when needed.

**ADJOURNMENT**
The meeting adjourned at 11:40 am.

Respectfully submitted,

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