**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, November 16, 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></td>
<td>Beecher Ellison</td>
<td>Laurel Samson, President</td>
<td>Jennifer Roberts, Vice President</td>
<td>Judy Williams</td>
<td>John Harelson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td></td>
<td>L. Samson</td>
<td></td>
</tr>
<tr>
<td>Standing Items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Approval of agenda</td>
<td>Motion</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>2. Approval of November 9 meeting minutes</td>
<td>Motion</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>3. Public comment</td>
<td></td>
<td></td>
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<tr>
<td>4. Correspondence</td>
<td></td>
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<tr>
<td>Staff Reports</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Second reading of personnel policies</td>
<td>Resolution</td>
<td>J. Williams</td>
<td>10 min</td>
</tr>
<tr>
<td>2. Budget Committee appointees</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Appointment of Budget Officer</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
</tr>
<tr>
<td>4. Job description for Partnership Manager</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>5. Job description for Facility Maintenance Coordinator</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>6. Job description for Communications Coordinator</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>7. MOU Progress Report #2 to JCLI</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>8. Library Development Program Proposal to the Josephine County Library Foundation</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Announcements</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date and agenda items for next meeting</td>
<td></td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Comments from board members</td>
<td></td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>

**Adjourn**

L. Samson

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Upcoming Meetings and Events</th>
</tr>
</thead>
<tbody>
<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 7, 2017 5:15 pm</td>
<td>JCLD regular board 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>
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</tbody>
</table>
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 October 26 meeting minutes. The board reviewed the minutes to the last regular board meeting.

Motion: Mr. Harelson moved that the minutes to the October 26, 2017 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Approval of October 26 workshop minutes. The board reviewed the minutes to the strategic planning workshop.

Motion: Ms. Williams moved that the minutes to the October 26 board workshop be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Public comment. There were no public comments.

Correspondence. There was no correspondence.

REPORTS

Library Director’s report. Ms. Lasky pointed out the Library Director’s Report dated November 9, 2017 and the Transition Work Plan Update of November 8, 2017, and asked if anyone had questions. The following are highlights:

- Board members were reminded to send their RSVP to the all-board member celebration on November 12 at The Bohemian Bar & Bistro.
- The business manager of the Baker City Library District will help the district set up QuickBooks and the chart of accounts on December 4-6. She has 25 years of experience and is a former auditor. After this setup is complete, the district will be able to start its accounting.
- Norma Singer started as the district’s Public Services Director on November 6. Michael Grutchfield has accepted the position as the district’s Collection Development Librarian.
- The end-of-year fundraising letter will be mailed by the Josephine County Library Foundation on December 1.

**ACTION ITEMS**

**Strategic plan draft.** On the phone, Michael Kosmala of Coraggio Group introduced the 2017-2020 Strategic Direction document dated November 9, 2017. He reviewed the history of the project, including the planning meetings and the survey gauging library use and perception. He summarized how the board developed its vision, mission, values, reputation, and position (strategic clarity), along with the five imperatives with the corresponding objectives and initiatives for the next three years.

The board reviewed the elements of the strategic direction, with each board member amplifying rationale. Ms. Lasky pointed out that the Imperatives, Initiatives, and Objectives might also be thought of as Goals, Projects, and Measurements.  
**Motion:** Mr. Ellison moved that the JCLD 2017-2020 Strategic Direction be adopted as distributed. Ms. Williams seconded. The motion passed with a unanimous vote.

**Library operations contracts.** Ms. Lasky presented the Contractor and Vendor Services Transfers memo dated November 9, 2017. It was pointed out that because of her purchasing authority as designated by the financial management policies, Ms. Lasky already has the authority to sign the dozens of other contracts. The board briefly discussed the list of six vendors for approval.  
**Motion:** Mr. Harelson moved that Ms. Lasky be authorized to transfer and execute the library operations agreements listed in the spreadsheet according to Resolution 2017-029. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for children’s librarian.** Ms. Lasky presented the children’s librarian job description. She said that the decision whether the children’s librarian will be purchasing or advising on children’s collection development will be made by April 2018.  
**Decision:** In response to a query by Ms. Lasky, the board determined that changes to job descriptions should come back to the board for approval when there are substantive changes (not typographical corrections), at least for the next year or two.  
**Motion:** Ms. Roberts moved to accept the job description for children’s librarian as distributed. Mr. Ellison seconded. The motion passed unanimously.

**Job description for branch manager.** Ms. Lasky presented the branch manager job description. This job description will serve three positions: the Illinois Valley Branch Manager, Williams Branch Manager, and Wolf Creek Branch Manager.  
**Action:** Under Qualifications, “financial management” will change to “management.”  
**Motion:** Mr. Ellison moved to accept the job description for branch manager with the suggested change. Ms. Roberts seconded. The motion passed with a unanimous vote.
**Budget Committee.** Ms. Stover presented the Budget Committee memo dated November 9, 2017, and distributed the volunteer committee applications for the five candidates: Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf. She asked the board to confirm a Budget Committee meeting for 5:15 pm on Thursday, November 30. Mr. Harelson further pointed out that at that meeting, Ms. Lasky will do an informal presentation of the FY18 budget, asking the Budget Committee for its advice and feedback. She’ll also have a calendar for the FY19 budget process, which is likely to include three meetings for the budget message, discussion, and approval by early May.

Ms. Samson asked the Budget Committee candidates present as guests if they had comments. Mr. Meredith suggested it would be helpful to have the financial history of JCLI available at the November 30 meeting.

**Action:** The Budget Committee meeting will be held at 5:15 on Thursday, November 30 in the Ben Bones Room. Ms. Stover will send the public meeting notices.

**Motion:** Ms. Williams moved to close Budget Committee recruitment and to prepare a resolution to appoint Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf to the JCLD Budget Committee. Mr. Harelson seconded. The motion passed unanimously.

**Personnel policies.** For the board’s first reading, Ms. Williams presented personnel policies 4-2-6 Anniversary Date and Performance Evaluation, 4-5-1 Vacation, 4-8-1 Nondiscrimination, 4-8-2 Harassment, and 4-8-3 Bullying. Regarding policy 4-5-1 Vacation, Ms. Williams pointed out that it had been reviewed and approved previously, but language regarding vacation benefits and probationary period needed to change. Regarding policy 4-2-6 Anniversary Date and Performance Evaluation, Mr. Harelson stated that new employees will have their three- to six-month goals and objectives set ahead of their performance evaluations. The board discussed the probationary period and at-will employment. It also discussed the Nondiscrimination, Harassment, and Bullying policies. It was suggested that other examples of harassment policies be researched, including those from the American Library Association.

**Action:** On Policy 4-8-3 Bullying, the word “evil” will be deleted. Mr. Ellison will draft an alternative version of Policy 4-8-2 Harassment.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Property tax collections.** Mr. Harelson reported on the process for property tax collections, referencing his memo titled “District Property Tax Collections for Fiscal Year 2017-18” dated November 6, 2017. The first distribution is expected to be deposited into the JCLD local government investment pool account on November 14. He distinguished between the amount to be billed versus the amount to be collected. Mr. Harelson projects that the assessed values are expected to increase by 4.5 percent for FY19. The board thanked Mr. Harelson for the explanation and background.

**Action:** Mr. Harelson will provide the tax instrument he used to Ms. Lasky to help with budget development.
**Transition Committee update.** Ms. Williams and Mr. Harelson referred to the Transition Work Plan Update dated November 8. The Transition Committee has been discussing wage ranges and the compensation plan, which indicates that employee raises will be based on quantitative measures against employee goals and objectives and job descriptions. The board discussed whether the compensation plan should be approved by district legal counsel. It will be reviewed by HR Answers through SDAO. The board also discussed the SDAO Safety and Security grant, to which the district will request funding for security fencing at the Illinois Valley branch.

**ANNOUNCEMENTS**

**Date and agenda items for next regular meeting.** The next regular meeting will be at 5:15 pm on Thursday, November 16. Agenda items will include the second reading of the personnel policies, the resolution to appoint the Budget Committee members, and appointing the Budget Officer.

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

**ADJOURNMENT**

The meeting adjourned at 6:40 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
Library volunteer appreciation holiday party is scheduled for Saturday, December 9 at 4:30pm. Attendance by JCLD board members is important for continuity and transition of leadership. Library director will work with JCLD president to prepare a “thank you” to the volunteers.

Updates
JCLD hired Michael Grutchfield for the position of collection development librarian and Kris Gleisner as the cataloging manager. Both new employees start on Monday, November 20.
Prepared the agenda for the introductory meeting of the budget committee on November 30. See attached.
The JCLI board party was well attended at the Bohemian on November 12 and was well received. Jill Dini of the Bohemian deserves a special thank you for opening her establishment on a normally closed day as well as JCLI employees who contributed their time to the event. Jill received a bouquet for her efforts from the JCLI board, courtesy of Rebecca.

Successes and challenges
The pace of transition from JCLD and JCLI has increased considerably in November with myriad tasks, such as staffing plan implementation, orientation of new employees, budget preparation, and transfer of contracts to name a few. While the timeline is aggressive, it is necessary in order to meet scheduled deadlines, dependency deadlines, and allow the nonprofit JCLI the opportunity to end its payroll and dissolve. All employees of both JCLD and JCLI are working hard to support the transition at all levels and experiencing increased time constraints.

Staffing
JCLD launched phase three of the staffing plan, with four new positions posted (children’s librarian and three branch managers) and two positions under review (volunteer manager and reference librarian). Hiring is delayed for business manager position with a second round of interviews scheduled and an accounting test required for finalists in the coming week.

Policy development
Library fines and fees will be presented for review at the December 7 board meeting.
Leave policy under development.

Finance
Library director now has access to online banking and credit cards.
Received first installment of tax funds to the Local Government Investment Pool (LGIP) in the amount of $151,770.33 on Tuesday, November 14.
Baker City Library District’s business manager will provide consulting services to JCLD on December 4–6.
Budget preparation in development and on target to present on November 30.

Transition and transfer of assets
ILS contract transfer (Polaris) scheduled for December 1. JCLI will purge fines and fees prior to transfer.
Other contracts, subscriptions, and agreements are in process for transfer and replacement. A detailed report will be available at the December board meeting.
Communications
JCLD featured in SDAO newsletter as a result of the press release about open positions. SDAO picked up the story from KOBI Channel 5.
Library director working with JCLI and Foundation to establish communications about fundraising drive in December. Key messages include:

- Even though the new district will provide more hours, better books, and stable funding, our budget will still be lean, so we'll keep fundraising to build a library that doesn't just survive, but thrive!
- The name may be a little different, but this is still YOUR library, and together we can make it stronger and better than ever.
- Please consider us in your end-of-year giving as we work together to build a library that doesn't just survive, but thrive. (Working together to build a vibrant community)

Information Technology
JCLD purchased three new staff computers with dual monitors to replace outdated technology (volunteer manager, public services director, and cataloging manager desks).
Application for e-rate is in process.

Administration
Submitted employee census to Hart Insurance to initiate process of implementing health care plan.
Library director working with Coraggio to prepare the 12- to 18-month operations plan. Plan will be completed by January 1, 2018.
Josephine Community Library District  
Budget Committee Meeting  
Thursday, November 30, 2017 at 5:15 pm, Ben Bones Room, Grants Pass branch  

Agenda

Budget Committee members:  
Beecher Ellison, John Harelson, Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, Jennifer Roberts, Laurel Samson, Joanne Stumpf, Judy Williams

<table>
<thead>
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<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Introductions</td>
<td></td>
<td>L. Samson</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Introduction to the budget process</td>
<td></td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Approval of agenda</td>
<td></td>
<td>L. Samson</td>
<td>5 min</td>
</tr>
<tr>
<td><strong>FY18 Budget Overview</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1. FY18 budget message</td>
<td></td>
<td>K. Lasky</td>
<td>15 min</td>
</tr>
<tr>
<td>2. Discussion</td>
<td></td>
<td>All</td>
<td>20 min</td>
</tr>
<tr>
<td><strong>FY19 Budget Planning Orientation</strong></td>
<td></td>
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<tr>
<td>1. FY19 budget development process</td>
<td></td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>2. FY19 Budget Committee calendar</td>
<td></td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td><strong>Public Comment</strong></td>
<td></td>
<td>L. Samson</td>
<td>10 min</td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Questions about the budgets or process</td>
<td></td>
<td>All</td>
<td>10 min</td>
</tr>
<tr>
<td>2. Information requests</td>
<td></td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td><strong>Adjourn</strong></td>
<td></td>
<td>L. Samson</td>
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</table>
### Transition Work Plan Update, November 14, 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>
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<tbody>
<tr>
<td>Completed</td>
<td>Adopt the JCLD strategic plan by 12/1/2017.</td>
<td>*The board adopted the strategic plan.</td>
<td>11/9/2017</td>
<td>JCLD board Coraggio Group</td>
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<tr>
<td>In progress</td>
<td>Develop staffing plan and hire staff</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Implement the staffing plan.</td>
<td>*3 jobs filled, 3 in interviews, 4 now posted, 3 to go, 13 total</td>
<td>1/1/2018</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Adopt all job descriptions.</td>
<td>Several each board meeting.</td>
<td>11/16/2017</td>
<td>K. Lasky, board</td>
</tr>
<tr>
<td></td>
<td>Implement the employee benefits package.</td>
<td>Health benefits to start 12/1 for eligible employees</td>
<td>12/8/2017</td>
<td>K. Lasky</td>
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<tr>
<td></td>
<td>Develop and adopt policies</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Adopt second set of personnel policies.</td>
<td>*Board second reading.</td>
<td>11/16/2017</td>
<td>K. Lasky</td>
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<tr>
<td></td>
<td>Facilitate and communicate the annexation process.</td>
<td>Annexation form deadline moved from 10/31 to 11/21.</td>
<td>11/21/2017</td>
<td></td>
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<tr>
<td></td>
<td>Set up financial structures</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Receive first tax receipts into LGIP account.</td>
<td>*$151,770.33 deposit in LGIP.</td>
<td>11/14/2017</td>
<td></td>
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<tr>
<td></td>
<td>Form the Budget Committee.</td>
<td>*Members to be approved.</td>
<td>11/16/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Adopt FY18 budget.</td>
<td>*After Budget Committee intro.</td>
<td>12/7/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Select and set up the accounting system.</td>
<td>*QuickBooks and chart of accounts setup.</td>
<td>12/6/2017</td>
<td>K. Lasky</td>
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<tr>
<td></td>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Activate property insurance.</td>
<td>$10,000 in current coverage.</td>
<td>11/2/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Request assets owned by JCLI.</td>
<td>*To JCLI board for action.</td>
<td>11/15/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adopt agreement with Josephine County Library Foundation.</td>
<td>Write Community Partnership Project Proposal.</td>
<td>11/21/2017</td>
<td>T. Stover K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Submit interim progress report #2 to JCLI per MOU.</td>
<td>*For board review 11/16/2017.</td>
<td>11/30/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Submit request for $5,000 to SDAO Safety and Security grant program for IV security fencing.</td>
<td>Develop grant proposal.</td>
<td>12/1/2017</td>
<td>T. Stover K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Request assets from Josephine County.</td>
<td>Request being processed.</td>
<td>12/31/2017</td>
<td>BOCC</td>
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<tr>
<td></td>
<td>Create the JCLD strategic plan</td>
<td></td>
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<tr>
<td></td>
<td>*Develop the JCLD 12- to 18-month operations plan.</td>
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<tr>
<td>Upcoming priorities</td>
<td>Develop RFP for municipal audit firm.</td>
<td></td>
<td>11/30/2017</td>
<td>K. Lasky/T. Stover</td>
</tr>
<tr>
<td></td>
<td>Pay election bill to County Clerk.</td>
<td></td>
<td>12/31/2017</td>
<td>JCLD board</td>
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</table>
Personnel Policies for All Employees

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<th>Title</th>
<th>Adopted/Revised</th>
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<tr>
<td>4-1</td>
<td>Overview and Purpose of Personnel Policies</td>
<td></td>
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<tr>
<td>4-1-1</td>
<td>Equal Employment Opportunity</td>
<td></td>
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<td>4-1-2</td>
<td>Personnel Administration Generally</td>
<td></td>
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<td>4-2</td>
<td>Appointment, Qualifications, and Separation</td>
<td></td>
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<tr>
<td>4-2-1</td>
<td>Employee Status</td>
<td>10/19/2017</td>
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<td>4-2-2</td>
<td>Exempt Employees</td>
<td>10/19/2017</td>
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<td>4-2-3</td>
<td>Volunteers</td>
<td>10/19/2017</td>
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<td>4-2-4</td>
<td>Eligibility of Employment</td>
<td>10/19/2017</td>
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<td>4-2-5</td>
<td>Driving Record</td>
<td>10/19/2017</td>
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<td>4-2-6</td>
<td>Anniversary Date and Performance Evaluation</td>
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<td>4-2-7</td>
<td>Probationary Period</td>
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<td>4-3</td>
<td>Payroll, Scheduling, and Overtime Practices</td>
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<td>4-3-1</td>
<td>Work Week, Working Hours, and Overtime</td>
<td>10/19/2017</td>
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<tr>
<td>4-3-2</td>
<td>Health Insurance and Retirement Benefits</td>
<td>10/19/2017</td>
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<td>4-4</td>
<td>Employee Travel Authorization and Reimbursement</td>
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<td>4-5</td>
<td>Time Off</td>
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<tr>
<td>4-5-1</td>
<td>Vacation</td>
<td>10/19/2017</td>
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<td>4-5-2</td>
<td>Holidays</td>
<td>10/19/2017</td>
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<td>4-5-3</td>
<td>Sick Leave</td>
<td>10/19/2017</td>
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<td>4-5-4</td>
<td>Leaves</td>
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<td>4-6</td>
<td>Safety and Accidents</td>
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<tr>
<td>4-7</td>
<td>What the District Expects from You</td>
<td></td>
</tr>
<tr>
<td>4-8</td>
<td>Non-Discrimination, Harassment, and Bullying</td>
<td></td>
</tr>
<tr>
<td>4-8-1</td>
<td>Non-Discrimination</td>
<td></td>
</tr>
<tr>
<td>4-8-2</td>
<td>Harassment</td>
<td></td>
</tr>
<tr>
<td>4-8-3</td>
<td>Bullying</td>
<td></td>
</tr>
<tr>
<td>4-9</td>
<td>Performance Evaluations</td>
<td></td>
</tr>
<tr>
<td>4-10</td>
<td>Problem-Solving Process</td>
<td></td>
</tr>
<tr>
<td>4-11</td>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>4-12</td>
<td>Additional Policies</td>
<td></td>
</tr>
</tbody>
</table>
Policy 4-2-6. Anniversary Date and Performance Evaluation

Adopted XX/XX/2017

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.
Section 4-5. Time Off
Policy 4-5-1. Vacation

Adopted 10/19/2017

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

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

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

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

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

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

Vacation accrued shall not exceed the maximum of 120 hours in a year, 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 120 hours of vacation forfeit any unused hours in excess of 120 hours.

Utilization of vacation time shall be approved by the library director for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, Sick Leave, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, Leaves. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.
**Policy 4-8-1 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 4-8-2. 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 4-8-3. 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 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.
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. 2017-030

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 personnel policies written for the District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The personnel policies 4-2-6 Anniversary Date and Performance Evaluation, 4-5-1 Vacation, 4-8-1 Non-discrimination, and 4-8-3 Bullying 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

16
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Approving Budget Committee Appointees for the Josephine Community Library District

Resolution No. 2017-031

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 is required to form a Budget Committee to conduct public meetings to review the proposed budget and to consider comments and questions from citizens; and

WHEREAS, the Board is required to appoint five qualified persons to act as public members of the Budget Committee in accordance with ORS 294.414 and that their terms must be staggered; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. Bill Kohn, Tom Miller, Jim Polk, Joanne Stumpf, and Jay Meredith — all qualified persons who live within the library district boundaries and registered voters — are appointed to the Josephine Community Library District Budget Committee.

2. Bill Kohn and Tom Miller will each serve a one-year term, Jim Polk and Joanne Stumpf will each serve a two-year term, and Jay Meredith will serve a three-year term.

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: Partnership Manager

SUPERVISOR: Library Director

SUMMARY OF POSITION
The Partnership Manager is a key leader in communications, public relations, and program development. Working with the Library Director, this position is responsible for developing community partnerships, implementing the internal and external communications plan, and planning new programs and initiatives according to strategic goals. The Partnership Manager ensures positive outcomes on partner projects and advocates for partner interests with staff and volunteers. The person in this position will develop and oversee MOU's and agreements with key stakeholders such as local school districts, the community college, government agencies, and non-profit organizations. Working with the Library Director and Department Heads, the Partnership Manager maintains a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Management
- Develop and implement a partnership engagement plan.
- Provide oversight and management of communications activities.
- Provide training to staff and volunteers for effective internal and external communication.
- Facilitate partnership development and initiatives.
- Represent the library district at community events.
- Make public presentations.
- Oversee media and messaging to facilitate stakeholder communication.
- Oversee speaker’s bureau including promotion, training, and logistical details.
- Manage third party partnership inquiries.
- Assist Library Director in developing and implementing communications plan and policies.
- Assist with the organization and implementation of library events.

Administration
- Develop and administer the departmental budget.
- Maintain and report on partnership agreements.
- Maintain partnership database.
- Maintain partner files at the library and on the network.
- Attend monthly Department Heads meetings and weekly staff meetings.
- Monitor and report regularly on the progress of the partnership and communication programs.
  Work with the Volunteer Coordinator to recruit outreach volunteers.
- Coordinate volunteer and staff schedules.

NON-ESSENTIAL FUNCTIONS
- Other duties and tasks as required.

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library 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 the Communications Coordinator. Position recruits, selects, trains, schedules and assigns tasks to the 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 prior management experience. Candidates may use combination of experience and education to meet the minimum requirements.

Minimum qualifications include:
- High energy and passion for Josephine Community Library District mission.
- Quantifiable experience of having expanded and cultivated existing customer and/or partnership relationships over time.
- Experience managing and forging relationships with multiple stakeholders.
- Experience constructing, articulating, and implementing strategic plans.
- Ability to leads and directs the work of others.
- Experience working with volunteers, including volunteer leaders.
- Strong organizational skills, self-managing administrative ability.
- Flexible, professional, and resourceful style; a leader who can positively impact both strategic and tactical partnerships, outreach, and communication initiatives.
- Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Fluency in Microsoft Office suite.

Minimum Education, Training, and Experience: Two years of professional experience in a communications position and a Bachelor’s degree required; OR, five years of professional experience in a communications position and an Associate’s degree in a related field; OR, any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

Demonstrated success in a management function. Demonstrated familiarity with a variety of the field’s concepts, practices, and procedures, which establishes the candidate’s ability to perform the duties and responsibilities as described.

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.

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: Maintenance Coordinator

SUPERVISOR: Business Manager

SUMMARY OF POSITION
The Maintenance Coordinator is responsible for maintaining a clean, comfortable, and safe environment for staff, volunteers, and patrons at all library facilities. The Maintenance Coordinator also oversees daily janitorial needs of the Grants Pass branch and provides direct support to maintenance volunteers and partner agency participants. This position helps maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Operations
- Ensure library buildings in orderly condition inside and outside utilizing a rotating schedule for branch visits.
- Train and supervise maintenance volunteers.
- Closely monitor Grants Pass branch janitorial checklist to ensure thorough completion of all required tasks. Identify tasks to add to janitorial checklist and recommend frequency needed.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Maintain janitor storage areas in a clean, organized, and safe manner.
- Utilize Microsoft Outlook (primarily tasks and calendars) to schedule, prioritize, and ensure completion of special projects.
- Perform minor troubleshooting using tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches.
- Provide preventative maintenance and cleaning of equipment on a regular basis.
- Move and assist in moving furniture, equipment, and library exhibits.
- Set up and break down furniture and chairs in library as needed for events, meetings, and programs.
- Maintain public entryways and adjacent sidewalk areas to ensure safe ingress and egress of visitors. Responsible for activating and deactivating the irrigation system biannually.

Administration
- Work with volunteer coordinator to recruit and fill maintenance volunteer positions.
- Oversee, train, and schedule maintenance volunteers with a focus on safety requirements.
- Assist in obtaining quotes and arranging for services of outside vendors as needed.
- Maintain service records and test records for equipment such as fire alarm systems, fire extinguishers, HVAC systems and similar equipment.
- Maintain safe use of chemicals.
- Order parts, supplies, and equipment as needed.
- Assess work needed and performs a variety of work in the maintenance and repair of library building and grounds including carpentry and painting tasks.
- Report mechanical malfunctions, property damages, and cleaning needs, to supervisor.
- Exercise discretion in identifying projects requiring the services of a higher skilled crafts person.
- Maintain clean, safe, and orderly work sites.

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

SUPERVISORY RESPONSIBILITY
Position recruits, selects, trains, schedules and assigns tasks to the 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
- Good communication and interpersonal skills.
- Good customer service skills.
- Understands hazard communications standards
- Ability to read and understand packaging and warning labels
- Ability to follow oral and written instructions
- Ability to prioritize multiple tasks.
- Ability to work effectively with volunteers.
- Ability to work as part of a team.
- Ability to work independently or without supervision.
- Basic knowledge of cleaning products or willingness to learn.

MINIMUM QUALIFICATIONS: Education, Training, and Experience: High school diploma or GED with a minimum of five years of experience in a related field. Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience.

PHYSICAL DEMAND
The physical effort typically applied in this position includes: bending, carrying, reaching, and stooping, walking sitting pushing and standing. Lifting between 5 and 80 lbs. will occur during the course of conducting business. Concentrated visual attention is required. The work involves performing a variety of tasks with attention to detail and safety at all times.

JOB CONDITIONS
While the job is typically performed under tolerable working conditions, there may be times and occurrences where duties necessitate one being exposed to a variety of elements; for example, heat, cold, noise, water, dust and dirt. Potential chemical exposure.

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: Communications Coordinator

SUPERVISOR: Partnership Manager

SUMMARY OF POSITION
The Communications Coordinator is responsible for supporting the Partnership Manager in executing the communications strategy and marketing plans for Josephine Community Library District. This position works with communications team to achieve the library’s outreach and marketing goals. The Communications Coordinator is a resource for the Department Heads and helps maintain a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Communications
- Help establish and maintain internal communications to keep staff and volunteers informed of the work of the organization.
- Oversee and facilitate use of departmental “Comm” logs with the Volunteer Manager and Public Services Director.
- Assist with the development and maintenance of signage at all four branch libraries.
- Maintain and coordinate use of the editorial calendar.
- Facilitate maintenance of photo library to promote programs, events, and partnerships.
- Train staff and volunteers on library brand maintenance and in the use of design templates.

Public Relations
- Develop public relations strategies for library events and programs as needed.
- Develop, update, and maintain website content.
- Conduct patron, volunteer, and staff marketing interviews.
- Working with a contracted designer, develop ads, flyers, banners, brochures, fact sheets, event signage, invitations, etc. as needed.
- Assist Partnership Manager with maintenance of partnership database.

Media and Messaging
- Post and distribute public notices.
- Execute social media strategy.
- Write press releases and maintain press list with accurate contact information.
- Administer YouTube Channel, Facebook, Instagram, Constant Contact, and other digital content management systems.
- Assist in developing the annual report, brochures, fact sheets, videos, presentations, displays, fliers, and mailers.
- Develop video content for use on the website and in social media.
- Assist in analyzing and reporting impact of communications on organizational success.

NON-ESSENTIAL FUNCTIONS
- Other duties and tasks as required.

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Position has some departmental budget responsibility under the direction of the Library Director and the Partnership Manager, and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, and monetary loss.
SUPERVISORY RESPONSIBILITY
Position recruits, selects, trains, schedules and assigns tasks to the 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
• Bachelor’s degree in related field; OR, Associate’s degree and four years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described.
• Demonstrated ability to write strategic communications pieces for an organization, including press releases, newsletters, website content, etc.
• Experience with WordPress web-based content management platform. Strong photography and videography skills.
• Experience with website maintenance and internet use for communications.
• Experience with social media is a must. Experience managing social media for an organization preferred.
• Prior experience in non-profit communications and/or fundraising preferred.
• Excellent written and oral communication skills. Bilingual Spanish-English a plus.

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

MINIMUM QUALIFICATIONS: Education, Training, and Experience: Bachelor’s degree in related field with one year of professional experience in communications; OR, Associate’s degree and two years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described. Experience with social media is a must.

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

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

FLSA STATUS: Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
TO: Board of Directors, Josephine Community Libraries, Inc.
FROM: Board of Directors, Josephine Community Library District
DATE: November 16, 2017
RE: JCLI-JCLD MOU Progress Report #2

According to the terms of the JCLI-JCLD Memorandum of Understanding dated July 5, 2017, we are pleased to submit this interim progress report, due November 30.

Progress on activities
The following table details progress on JCLD responsibilities committed in the MOU.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Deadline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participate in the development and implementation of the JCLI-JCLD Transition Plan and JCLI-JCLD Communications Plan as facilitated by Coraggio Group.</td>
<td>12/31/2017</td>
<td>In progress. The JCLI-JCLD Transition Committee formed July 13 and has been meeting twice a month. The committee monitors progress of JCLI-JCLD transition activities including deadlines and responsibilities, and ensures the timelines of JCLD, JCLI, and JCLF transition activities are aligned. It is now meets as needed.</td>
</tr>
<tr>
<td>2</td>
<td>Report on the expenditure of the $122,000 grant from JCLI.</td>
<td>11/30/2017</td>
<td>See the section titled “Grant expenditure report” below.</td>
</tr>
<tr>
<td>3</td>
<td>Participate in strategic planning as facilitated by Coraggio Group to develop its three- to five-year strategic plan and the associated 12- to 18-month operational plan.</td>
<td>1/1/2018</td>
<td>In progress. JCLD board members participated in the third and fourth strategic direction workshops on October 5 and 26. The strategic direction was drafted and then reviewed by the board. The board adopted the strategic plan on 11/9/2017. The operational plan is now under development.</td>
</tr>
<tr>
<td>4</td>
<td>Work with JCLI to prepare a list of assets JCLD would like to acquire; transfer to take place by January 1.</td>
<td>10/31/2017</td>
<td>In progress. The district board submitted its request to the JCLI board for the full set of inventoried assets on September 29, 2017. Awaiting action by the JCLI board.</td>
</tr>
<tr>
<td>No.</td>
<td>Activity</td>
<td>Deadline</td>
<td>Progress</td>
</tr>
<tr>
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</tr>
<tr>
<td>5</td>
<td>Develop the methods for residents outside the district to obtain a library card: annexation, annual library card purchase, volunteering. Incorporate into Communications Plan.</td>
<td>10/31/2017</td>
<td>In progress. The district board adopted the library card fee schedule on September 7. Effective April 2018, non-district households and individuals will be charged $60 annually. Active volunteers receive a fee waiver benefit. A meeting with county elected officials and board members and staff from JCLI and JCLD was held 9/29/2017. The county committed to having all annexation processes in place by 12/31/2017. The district’s Public Services Director is working with the County Assessor to support library support systems for people asking to be annexed. The annexation form is expected from the county by 11/21/2017.</td>
</tr>
<tr>
<td>6</td>
<td>Develop the necessary infrastructure to become an employer.</td>
<td>1/1/2018</td>
<td>In progress. The district Library Director started on 10/9/2017 and the Public Services Director started on 11/6/2017. The Collection Development Librarian and Cataloging Manager will start November 20. The hiring of 10 additional employees is in process. The board has approved high-priority personnel policies and 10 of the 13 job descriptions. The final three job descriptions are up for board action on 11/16/2017. The payroll service through ADP is set up and operational. Workers compensation is set up through SAIF. Setup of QuickBooks as the district’s accounting system will be completed in early December.</td>
</tr>
</tbody>
</table>

The following table details progress on JCLD activities committed in the Proposal for Funding of Library District Startup Activities dated July 13, 2017.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Deadline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Retain the services of legal counsel.</td>
<td></td>
<td>Completed. On July 13, 2017, JCLD retained Charles Bolen of Hornecker Cowling LLP.</td>
</tr>
<tr>
<td>8</td>
<td>Hire an interim board secretary/ transition administrator.</td>
<td></td>
<td>Completed. On July 13, 2017, JCLD entered an agreement with Teresa Stover of Stover Writing Services as its Transition Administrator.</td>
</tr>
<tr>
<td>9</td>
<td>Enlist administrative and technology support.</td>
<td></td>
<td>Completed. Administrative and technology support has been provided by the Transition Administrator and the JCLD Library Director. The district has signed the contract with IT’s Managed for IT support effective immediately and with Polaris for the integrated library system (catalog) effective 12/1/2017.</td>
</tr>
<tr>
<td>10</td>
<td>Purchase and set up an accounting system.</td>
<td></td>
<td>Completed. QuickBooks has been purchased as the JCLD accounting system.</td>
</tr>
<tr>
<td>11</td>
<td>Engage the services of a municipal audit firm.</td>
<td><strong>In progress.</strong> An RFP will be developed to select a municipal audit firm before December 31.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Purchase insurance.</td>
<td><strong>In progress.</strong> Coverage through Special Districts Insurance Services (SDIS) for Public Entity Liability, Non-owned and Rented Auto Liability, Excess Liability, and Crime took effect August 28. Property insurance is in place for district equipment and furnishings.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Enact financial, personnel, volunteer, and operations policies.</td>
<td><strong>In progress.</strong> The district adopted its bylaws on 7/5/2017. High-priority finance and personnel policies were adopted by the board on 10/19/2017. Additional personnel and governance policies will be adopted before January 1, 2018. Operations policies will be adopted by January 31, 2018.</td>
<td></td>
</tr>
</tbody>
</table>

**Grant expenditure report**

The following table shows the budget and actual expenditures as of 11/16/2017.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budgeted</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal fees</td>
<td>$15,000</td>
<td>$2,244</td>
</tr>
<tr>
<td>Accounting system purchase and configuration</td>
<td>$20,000</td>
<td>$125</td>
</tr>
<tr>
<td>Administrative support</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>Interim board secretary/transition administrator</td>
<td>$40,000</td>
<td>$29,505</td>
</tr>
<tr>
<td>Municipal audit expenses</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Information technology support</td>
<td>$7,000</td>
<td>$5,377</td>
</tr>
<tr>
<td>Insurance</td>
<td>$8,000</td>
<td>$1,038</td>
</tr>
<tr>
<td>Food and room rental for seven strategic planning sessions</td>
<td>$2,000</td>
<td>$201</td>
</tr>
<tr>
<td>SDAO membership dues and board training</td>
<td>$0</td>
<td>$275</td>
</tr>
<tr>
<td>Staff salaries</td>
<td>$0</td>
<td>$8,230</td>
</tr>
<tr>
<td>Staff recruitment (ads and tests)</td>
<td>$0</td>
<td>$730</td>
</tr>
<tr>
<td>ADP payroll processing fees</td>
<td>$0</td>
<td>$88</td>
</tr>
<tr>
<td>Workers compensation</td>
<td>$0</td>
<td>$231</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$122,000</strong></td>
<td><strong>$48,044</strong></td>
</tr>
</tbody>
</table>

The balance remaining of the $122,000 grant is now $73,956.

**Progress reporting**

Let us know if you have questions about this report. JCLD will submit the final progress report to JCLI by January 1, 2018.

The district board is gratified by the productive working relationship and financial support provided by JCLI as we move toward assuming governance and operations of the library system. Thank you.
TO: Board of Directors, Josephine County Library Foundation
FROM: Kate Lasky, Library Director, Josephine Community Library District
DATE: November 15, 2017
RE: Library Development Program Proposal

At an October 6, 2017 joint meeting between the boards of Josephine County Library Foundation and Josephine Community Library District, participants aligned their vision for library fundraising efforts. The idea of a partnership between the two organizations was developed, in which the district would carry out fundraising efforts and the foundation would support those efforts through grant funding. Named the Library Development Program, this proposal details the program’s goal, activities, and budget.

Program goal
The goal of the Library Development Program is to raise funds for special programs, capital projects, and initiatives that are beyond the reach of district tax funding. This program will build, coordinate, and maintain partners in the community, including individual and family donors, major donors, business donors, and others who help raise funds, offer programs, or share resources for the benefit of libraries in Josephine County.

Need for the Library Development Program
Josephine County now has a taxing district which will provide stable funding for the libraries. The tax revenue will fund essential library operations, allow library hours to double across the four branches, and provide for more and better books. However, this funding does not provide for special programs and projects, nor does it allow for capital improvements like renovations or buildings. For this reason, fundraising is of vital importance for the libraries in Josephine County to not just survive, but to thrive.

Funding the operation
With the formation of the Josephine Community Library District in 2017, the nonprofit Josephine Community Libraries, Inc. (JCLI) will dissolve in 2018. JCLI has built a successful fundraising “machine” which all agree should not be lost. This fundraising operation is being transferred to Josephine County Library Foundation. In fact, many JCLI donors have already authorized that their donor information be transferred to the foundation.
After considering the complexities of staffing and the overall fundraising infrastructure, a partnership model for library fundraising has been developed. In this model, the district would house the fundraising development staff and infrastructure in the near term and would be responsible for supporting the foundation’s fundraising activities, while the foundation would financially support the operation. The flow of funds and associated responsibilities would be as follows:

1. The foundation would grant funds annually to the district to support the Library Development Program.
2. The district would implement the Library Development Program to develop and maintain community partnerships, train foundation board members, conduct fundraising drives, and host fundraising events such as the Cow Scrabble tournament.
3. Donors responding to the fundraising drives and events would make payment to the foundation.
4. The district would be able to make financial deposits and access the foundation’s donor database to effectively implement fundraising efforts on behalf of the foundation.

**Grant request**

To support the Library Development Program from January 1 through June 30, 2018, Josephine Community Library District requests a grant of $40,000 from Josephine County Library Foundation to support FY17-18. The Library Development Program budget for this period is included at the end of this proposal.

The district would submit a report on activities, outcomes, and expenditures by July 31, 2017. Also, by May 31, 2017, the district would submit a request for program continuance for July 2018 through June 2019. The district and foundation would participate in a joint annual review process to evaluate program effectiveness and fundraising efforts and responsibilities moving forward.

**Program activities**

The district would be responsible for the following specific activities of the Library Development Program.

1. Set fundraising strategies, priorities, and targets as aligned with the district’s strategic plan.
2. Record baselines to measure success toward the expected outcome.
3. Coordinate the twice-yearly fundraising drives. This includes developing the budget, securing sponsorships, developing communications, working with the media, managing direct mail, organizing associated events, maintaining the partnership/donor database, and managing donor acknowledgements.
4. Produce the annual Cow Scrabble signature fundraising event.
5. Develop and maintain relationships with donors, major donors, business sponsors, and other community partners.
6. Implement community outreach, involving programs and communications.
7. Manage and maintain the donor database.
8. Train foundation board members, volunteers, and staff on development strategies and operations.
9. Conduct an annual community engagement survey, and analyze and share the results with the foundation.
10. Report annually on activities and results to the foundation.

Responsibilities
The district would be responsible for carrying out program activities as detailed above.

The foundation would be responsible for:

- Funding the Library Development Program, participating in events to more closely engage with library donors, volunteers, and other partners. In this way, the foundation would become the steward of community partners and relationships that benefit the libraries, and therefore the community.
- Building a strategic plan for its long-term fundraising efforts.
- Working with district staff to learn development strategies and operations.

The foundation and district would work together to develop secure, efficient, and positive financial processes and procedures.

Program outcome
The primary outcome for this program is expected to be increased engagement with the libraries from various sectors throughout the community. This engagement would be evidenced not only by fundraising success, but also through the library volunteer program, participation in library events and programs, and solid community partnerships and relationships.

A community engagement survey would be conducted and analyzed each year to help measure success toward this program outcome.

Other success measures for this outcome would include:

- Number and level of donors
- Number of library volunteers
- Number of community partnerships
- Attendance in library events and programs
Program budget, January 1-June 30, 2018

As the first year of a new program, the costs reflected in the following budget are broad estimates. The district would report on activities, outcomes, and expenditures after the end of the grant cycle and submit a grant request and revised budget for the second year.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>Josephine County Library Foundation</td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Staff (Partnership Manager, Communications Coordinator, and Library Director devoting a percentage of their time to this program)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Graphic design and photography (for ads, mailers, print pieces, online pieces)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Ads for fundraising</td>
<td>$3,250</td>
</tr>
<tr>
<td>Appeal printing</td>
<td>$1,750</td>
</tr>
<tr>
<td>Bulk Mailing Services</td>
<td>$750</td>
</tr>
<tr>
<td>Bulk Mailing/Postage</td>
<td>$1,750</td>
</tr>
<tr>
<td>Cow Scrabble Expenses</td>
<td>$1,500</td>
</tr>
<tr>
<td>Donor Pro Software Updates</td>
<td>$1,296</td>
</tr>
<tr>
<td>Donor relations (meals, mileage, incentives)</td>
<td>$750</td>
</tr>
<tr>
<td>Fundraiser expenses</td>
<td>$500</td>
</tr>
<tr>
<td>Materials (signage, supplies, copies, etc.)</td>
<td>$454</td>
</tr>
<tr>
<td>Community engagement survey, analytics, and report</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$40,000</td>
</tr>
</tbody>
</table>

More information

For more information, please contact Library Director Kate Lasky (klasky@josephinelibrary.org, 541-450-3498) or District Board Vice President Jennifer Roberts (jroberts@josephinelibrary.org, 541-441-3295). Thank you for considering this proposal. We look forward to a productive partnership between our two organizations that will benefit our libraries and our community.