**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>Taxing District Code</th>
<th>Taxing District Name</th>
<th>Counties in which District lies</th>
</tr>
</thead>
<tbody>
<tr>
<td>170009213</td>
<td>JOSEPHINE COMMUNITY LIBRARY DISTRICT</td>
<td>JOSEPHINE</td>
</tr>
</tbody>
</table>

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

**Ad Valorem Tax Levies**
5 Permanent Levy (if dollar amount)
6 Local Option Levy (if dollar amount)*
7 "GAP" Bond Levy
8 Urban Renewal Special Levy
9 Bond Levy*
10 TOTAL DOLLAR LEVY (add lines 5 thru 9)

**Adjustments**
11 Amount Raised in Other Counties
12 NET DOLLAR LEVY FOR TAX RATE (line 10 minus line 11)

**Taxable Property Value (if an urban renewal plan is involved, report reduced rate levies separately)**
13 Total Assessed Value
14 Add: Non-Profit Housing Value
15 Add: Fish and Wildlife Value
16 Subtract: Urban Renewal Increment (amt. used only)**
17 VALUE TO COMPUTE THE TAX RATE

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

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

- If district has multiple Local Option or Bond levies, please show each levy on a separate 4a 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.
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, 2018. Also, by May 31, 2018, 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 and foundation’s strategic plans.
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</td>
<td>$20,000</td>
</tr>
<tr>
<td>Director devoting a percentage of their time to this program)</td>
<td></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.
2018 Ready to Read
Grant Application
Due August 31, 2017

Contact Information

Library
County in which the library resides: Josephine
Library’s legal name: Josephine Community Library District
Alternate library name: JCLD
Library’s mailing address: 200 NW C Street, Grants Pass, OR 97526

Director
Library director’s name: Kate Lasky
Email address: klasky@josephinelibrary.org
Phone number: 541-450-3498 (direct), 541-476-0571 (general)

Key Contact
Ready to Read key contact’s name (if not director): Teresa Stover
Email address: tstover@josephinelibrary.org
Phone number: 541-471-2931 (direct), 541-476-0571 (general)

Other
Library directors and key contacts, you will receive hard copies of grant materials and be responsible for filling out and submitting the application and end of year report. If there is anyone else working on your grant who needs to receive communications, please provide their name and email address so they can be subscribed to the listserv.

Name: Click here to enter text.   Email address: Click here to enter text.
Name: Click here to enter text.   Email address: Click here to enter text.
Name: Click here to enter text.   Email address: Click here to enter text.
Administrative Details

Fund Disbursement

How would you like to receive grant funds? Funds will be dispersed in December 2017.
☐ Direct deposit
☒ Check

Project Type

What projects will you pay for with grant funds? Complete and submit page 1, page 2, and the relevant additional pages of this application.
☐ Early literacy (pages 3-5)
☒ Summer reading (pages 6-8)
☐ Both early literacy and summer reading (page 3-8)

Application Submission

How do you plan to submit your grant application?
☒ Email: ferol.weyand@state.or.us
☐ Fax: 503-378-6439
☐ Mail: State Library of Oregon, Ready to Read, 250 Winter St. NE Salem, OR 97301

Applications must include appropriate original signatures or scanned/faxed copies of original signatures and be date-stamped before or on August 31, 2017.

Signature Certification

To the best of your knowledge, the information on this application is correct. You certify that, when the Ready to Read grant is received, grant funds will supplement the library’s budget from local sources to establish, develop, or improve public library early literacy services for young children 0-6 years old and/or the statewide summer reading program for youth 0-14 years old.

Library director’s name: Kate Lasky
Date: August 31, 2017
Library director’s signature: [Signature]

If your library’s budget is managed by a governing body, then the person responsible for it must sign this application too—usually a city manager or county commissioner.

Government official’s name: Laurel Samson, District Board President
Date: August 31, 2017
Government official’s signature: [Signature]
Early Literacy Project (Birth-6 Year Olds)

Grant-funded early literacy projects strive to achieve the following two outcomes:
✓ Young children develop early literacy skills by the time they start kindergarten.
✓ Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.

1. Describe the grant-funded early literacy activities your library plans to implement to achieve these two outcomes.

2. Do your grant-funded activities include modeling the five early literacy practices to adults and telling adults information about early literacy during programs for children and/or presenting research-based early literacy curriculum to adults during programs for adults? The purpose of early literacy training is to teach adults how to help young children develop the early literacy skills they need to learn how to read when they start school.
   ☐ Yes
   ☐ No

3. Do your grant-funded activities include engaging youth and adults who are not library users in early literacy activities? The purpose of outreach is to introduce youth to the library, develop positive relationships between youth and library staff, and provide youth with library materials, services, and programs.
   ☐ Yes
   ☐ No

4. Do your grant-funded activities include working with one or more organization, agency, or school to provide materials, services, and programs to youth and families to achieve a shared goal? The purpose of a partnership is to combine efforts and resources with local organizations to have collective impact on youth and families in the community.
   ☐ Yes
   ☐ No

5. What changes related to early literacy skills do you hope to see young children make as a result of participating in the activities you described above?

6. What changes related to reading, singing, talking, writing, and playing with their young children do you hope to see adults make as a result of participating in the activities you described above?
7. Check the box next to one or more method you plan to use to evaluate whether or not young children and adults make the changes you hope to see.
   ☐ Interview
   ☐ Observation
   ☐ Survey

8. How will you collect participation data when you implement your project? Check all that apply.
   ☐ Sign-up/registration forms
   ☐ Head counts at programs and staff will make best guess about age
   ☐ Survey/completed activity log
   ☐ Other, please explain

9. How many people do you estimate will participate in your grant-funded early literacy project?
   Click here to enter text. Birth-14 year olds
   Click here to enter text. 15 year olds and older
   Click here to enter text. We aren’t doing a project in which people will attend a project or participate in an activity
# Early Literacy Project Budget

<table>
<thead>
<tr>
<th>Project expenses</th>
<th>Notes / description / calculations</th>
<th>Amount of Ready to Read funds</th>
<th>Amount from library budget</th>
<th>Amount from other sources</th>
<th>Total project expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Staff</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials for circulating collection</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment, furnitures, and fixtures</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Contracted programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Incentives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total project expenses</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Summer Reading Project (Birth-14 Year Olds)

Grant-funded summer reading projects strive to achieve the following three outcomes:
✓ Youth maintain or improve their literacy skills over the summer.
✓ Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
✓ Adults enjoy spending time engaging in literacy activities with youth regularly to help them develop literacy skills.

1. Describe the grant-funded summer reading activities your library plans to implement to achieve these three outcomes.

JCLI will implement the following Summer Reading Program activities as funded by the Ready to Read grant:

- The “Libraries Rock” Summer Reading Program for children and teens will be a six- to eight-week program with a music theme.
- All four branches will display the materials and host the programs at their site.
- All children enrolling will receive a reading record to list the books they’ve read during the Summer Reading Program.
- Children will have the opportunity to participate in weekly reading bingos and other theme-related activities.
- Children can participate in storytimes, puppet shows, creative activities, play, and at least one special performance related to music and the “Libraries Rock” theme.
- Each participant who reads the required number of books each week may enter a weekly raffle for prizes and book store gift cards.
- Parents whose children complete the entire program may enter a raffle for a gift card from a local business.

2. Will you be using the 2018 Collaborative Summer Library Program’s theme and slogan (music, “Libraries Rock!”)?
☒ Yes
☐ No, I would like to request an exception from this requirement for my library’s 2018 summer reading program. (State Library staff will call you to discuss.)

3. Do your grant-funded activities include engaging youth and adults who are not library users in summer reading activities? The purpose of outreach is to introduce
youth to the library, develop positive relationships between youth and library staff, and provide youth with library materials, services, and programs.

☐ Yes
☒ No

4. Do your grant-funded activities include working with one or more organization, agency, or school to provide materials, services, and programs to youth and families to achieve a shared goal? The purpose of a partnership is to combine efforts and resources with local organizations to have collective impact on youth and families in the community.

☐ Yes
☒ No

5. What changes related to maintaining or improving literacy skills do you hope to see youth make as a result of participating in the activities you described above?

Through the Summer Reading Program, young children from 0-6 years will be eager to come to the library, participate in activities, and have fun with other children and their parents. Through the “Libraries Rock” Summer Reading Program activities at the library and at home, they’ll incrementally increase their awareness and motivation around books, letter knowledge and vocabulary, hearing and playing with the sound of words, and narrative skills, and therefore be ready to learn how to read, ready for preschool, and ready for kindergarten.

Youth from 6-14 years will increase the amount they read, write, talk, sing, and play, and through these practices, they’ll maintain their reading level through the summer and be ready to start the new school year without losing ground in literacy.

6. What changes related to developing a love of reading and learning do you hope to see school-age youth make as a result of participating in the activities you described above?

School-aged youth will be enthusiastic about books and how they help them pursue their curiosities and interests. They’ll increase their visits to the library, sign up for their own youth library cards, and increase the number of books they check out and read in their free time.

School-aged youth will also increase their reading and listening comprehension and improve their ability to effectively communicate their understanding of and opinions about what they’re reading and listening. In addition, they’ll be able to respond to
their reading and listening experiences through technology, arts and crafts, and more.

7. What changes related to engaging in literacy activities with their youth do you hope to see adults make as a result of participating in the activities you described above?

Adults, including parents and other caregivers, of children 0-14 years will bring their children to the library more often and get their library cards. Parents will report reading, singing, talking, writing, and playing with their children more frequently and with more variety because of the Summer Reading Program activities and incentives at the library.

8. Check the box next to one or more method you plan to use to evaluate whether or not young children and adults make the changes you hope to see.

☒ Interview
☒ Observation
☒ Survey

9. How will you collect participation data when you implement your project? Check all that apply.

☒ Sign-up/registration forms
☒ Head counts at programs and staff will make best guess about age
☒ Survey/completed activity log
☐ Other, please explain

10. How many people do you estimate will participate in your grant-funded summer reading project?

850 Birth-14 year olds
500 15 year olds and older (70 teens and 430 parents of younger children)

Click here to enter text. We aren’t doing a project in which people will attend a project or participate in an activity.
### Summer Reading Project Budget

<table>
<thead>
<tr>
<th>Project expenses</th>
<th>Notes / description / calculations</th>
<th>Amount of Ready to Read funds</th>
<th>Amount from Library Budget</th>
<th>Amount from other sources</th>
<th>Total project expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials for circulating</td>
<td>Books for ages birth to 6 to support SRP theme</td>
<td>$2,472</td>
<td>$2,000</td>
<td></td>
<td>4,472</td>
</tr>
<tr>
<td>collection**</td>
<td>Books for ages 7-14 to support SRP theme</td>
<td>$4,000</td>
<td>$2,000</td>
<td></td>
<td>$6,000</td>
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<tr>
<td></td>
<td>Cataloging supplies</td>
<td>$480</td>
<td>$300</td>
<td></td>
<td>$780</td>
</tr>
<tr>
<td><strong>Equipment, furniture, and</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fixtures**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contracted programs</strong></td>
<td>Storyteller, musician, or other theme-related program</td>
<td>$800</td>
<td></td>
<td></td>
<td>$800</td>
</tr>
<tr>
<td><strong>Incentives</strong></td>
<td>Raffle prizes for children</td>
<td>$500</td>
<td>$300</td>
<td></td>
<td>$800</td>
</tr>
<tr>
<td></td>
<td>Gift cards for teen raffles</td>
<td>$300</td>
<td></td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>Gift cards for parent incentives</td>
<td>$200</td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Graphic design and printing of banners, reading records, stickers</td>
<td>$600</td>
<td></td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>Bookmarks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display ads and coverage in The Daily Courier</td>
<td>$500</td>
<td></td>
<td></td>
<td>$500</td>
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<tr>
<td></td>
<td>Recreation Guide</td>
<td>$600</td>
<td></td>
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<tr>
<td></td>
<td>Materials, supplies, and program props</td>
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<td></td>
<td></td>
<td>$600</td>
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<tr>
<td><strong>Total project expenses</strong></td>
<td></td>
<td>$11,052</td>
<td>$4,600</td>
<td>$0</td>
<td>$15,652</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting the Budget
and Making Appropriations for Fiscal Year 2018 for the Josephine
Community Library District

Resolution No. 2017-032

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, while a newly formed government is not required to prepare a
budget under Local Budget Law during the first fiscal year it is formed [ORS
294.338(10)], the Board prepared a partial-year budget for FY18; and

WHEREAS, the Board formed a Budget Committee which received the budget
message, reviewed the FY18 partial-year budget, and received comments from
citizens; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS
hereby resolves:

1. The budget for fiscal year 2017-18 in the sum of $1,514,205 is adopted and is
   now on file at the Grants Pass branch of Josephine Community Library
   District in Grants Pass, Oregon.

2. The amounts shown below are appropriated for the partial fiscal year ending
   June 30, 2018 for the following purposes:
GENERAL FUND
Personal Services $403,861
Materials and Services $295,933
Interfund Transfers $76,052
Contingencies $250,000
Total General Fund Appropriation $1,025,846

GRANTS FUND
Personnel Charges $45,000
Direct Materials and Services $45,000
Materials and Services Charges $31,062
Total Grants Fund Appropriation $173,052

CAPITAL FUND
Materials and Services (Master Plan) $50,000
Total Capital Fund Appropriation $50,000

Total Appropriations, All Funds $1,248,898
Total Unappropriated Amounts, All Funds $265,307

TOTAL BUDGET $1,514,205

3. Effective date of this resolution shall be immediate upon its passage.

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
Policy 2-3. Cash and Purchasing

Adopted 10/19/2017

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

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

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

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

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

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

7. **Expenditures approval**
   The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of $53,000 with the following exceptions:
   a. Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed $53,000. 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 $53,000, 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 $53,000 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.
CALL TO ORDER. The committee meeting started at 10:05 am.

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the November 1, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

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

1. Develop the staffing plan and hire staff.
   - **Employee health insurance.** Ms. Lasky announced that she’s working with Hart Insurance to set up employee health insurance in December. Hart starts insurance coverage on the first of the month. Therefore, policy wording should change from “the 61st day of employment” to “on the 1st of the month following the 60th day of employment” (or after the 30th day of employment).
     
     **Action:** Kate will work with Hart Insurance to complete health insurance setup.
     
     **Action:** The Benefits/Policy Task Force will discuss the policy change.
   - **Employee retirement benefits.** Mr. Shriver offered his assistance with employee retirement plans, which should be in place the first week of January.
     
     **Action:** Ms. Lasky and Mr. Shriver will discuss options.

2. Develop and adopt policies.
   - **Purchasing limit.** Ms. Lasky reported that the purchasing limit of $3,000 as specified in Finance Policy 2-3, Cash and Purchasing, has potential of hampering progress, especially when the board moves to monthly meetings. The committee discussed the development of a purchase order or check request system, which will include two signatures.
     
     **Action:** Ms. Lasky will revise Policy 2-3 to change the purchasing limit from $3,000 to $5,000 and bring it to the December 7 board meeting.
   - **Facilitate and communicate the annexation process.** Ms. Lasky reported that the annexation update should be reported to both the district board on December 7 and the JCLI board on December 13. They’ve learned that the County Assessor’s office already has annexation forms. JCLI board member Pat Fahey is creating a website and web form. Applications will go to the district board for approval, and then to the Josephine County Board of County Commissioners.
     
     **Action:** Ms. Lasky and Ms. Stover will review and update the annexation timeline.

3. Set up financial structures.
   - **Budget Committee meeting preparation.** Ms. Lasky and Mr. Harelson reported on their work on the budget for the November 30 Budget Committee meeting.
     
     **Action:** Ms. Lasky will complete the budget and budget message by afternoon on November 29, and Ms. Stover will send them to the Budget Committee.
   - **Accounting system setup.** In December, the Baker County Library District Business Manager (Christine) will help the district set up QuickBooks and the chart of accounts. The committee suggested questions on QuickBooks job and class, budget preparation work, income statements and balance sheets (resource requirements and cash carryover), monthly budget reports, the QuickBooks budget module, and accounting for grants by project and/or by funder. Another question is what Baker County would do differently if it had to set up its accounting system from scratch now. The committee discussed branch revenues
4. Transition assets and responsibilities from JCLI to JCLD.
   - MOU Progress Report #2 from JCLD to JCLI. Ms. Stover presented the MOU Progress Report #2 to Mr. Shriver and Ms. Robinson.
     Action: Ms. Stover will send the report to JCLI IED Karin Callahan.
   - JCLI grant to JCLF. The committee discussed grant expenditures that are different from the original plan, and noted that all expenditures, including payroll, were made in the spirit of seamless transition of services. Mr. Shriver said the JCLI board wants to discuss how to designate usage of funds left from the original $122,000 grant. The committee suggested these funds could go toward library card scholarships, building renovation and maintenance, and new buildings.
     Action: Ms. Stover will provide an updated grant expenditure report, including projections, to JCLI before its next Finance Committee meeting on December 11.
   - Action: Ms. Lasky will address the changes in her library director’s report to JCLI.

5. Create the district strategic plan.
   - Strategic planning wrap-up. The date and time for the final strategic planning session with Coraggio Group will be confirmed this week.
   - 12- to 18-month operations plan. Ms. Lasky will develop the operations plan.

6. Administration.
   - Board meeting times. The committee briefly discussed the possibility of changing board meetings to the daytime, at least through the winter months. It could be a noontime meeting during the week, or sometime on a weekend day.
   - Library email addresses for district board members. Ms. Lasky reported that the library pays $39 per year per district board member for their email licenses. However, board members are using their personal addresses instead, as it’s more convenient. Emails are public record, and sometimes a board member needs to send email on official business to an outside organization. Possible solutions discussed were making use of the library email address mandatory or there could be one JCL email address that’s copied on all board conversations.
     Action: Ms. Lasky will research public record and retention laws.

NEXT MEETINGS
The committee decided that the next Transition Committee meeting will be held 11 am to 12 noon on Monday, December 11, in the Grants Pass library reading room. Agenda items will include tasks that must be completed before system handoff on December 31.

The Benefits/Policy Task Force will meet 10-11:30 am on Monday, December 18, in the Grants Pass library reading room, to discuss health benefits, fines and fees, and harassment.

ADJOURNMENT
The meeting adjourned at 12:00 pm.

Respectfully submitted,

Teresa S. Stover

Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District
Transition Work Plan Update, December 6, 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 all job descriptions.</td>
<td>*13 job descriptions adopted.</td>
<td>11/16/2017</td>
<td>K. Lasky, board</td>
</tr>
<tr>
<td></td>
<td>Form the Budget Committee.</td>
<td>*Orientation workshop held.</td>
<td>11/30/2017</td>
<td>JCLD board</td>
</tr>
<tr>
<td></td>
<td>Submit interim progress report #2 to JCLI per MOU.</td>
<td>*Report submitted.</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>*Grant proposal submitted.</td>
<td>12/1/2017</td>
<td>T. Stover, K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Receive first tax receipts into LGIP account.</td>
<td>*Three deposits made.</td>
<td>12/4/2017</td>
<td></td>
</tr>
<tr>
<td>In progress</td>
<td>Develop staffing plan and hire staff</td>
<td>*5 jobs filled, 5 to be interviewed, 3 now posted, 13 total.</td>
<td>1/1/2018</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Implement the staffing plan.</td>
<td></td>
<td></td>
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<td></td>
<td>Develop and adopt policies</td>
<td></td>
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<td></td>
<td>Facilitate and communicate the annexation process.</td>
<td>Annexation form obtained.</td>
<td>12/13/2017</td>
<td>N. Singer</td>
</tr>
<tr>
<td></td>
<td>*Adopt second set of personnel policies, including leave and harassment policies</td>
<td>*Board adopted two more personnel policies.</td>
<td>1/2018</td>
<td>K. Lasky, board</td>
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<tr>
<td></td>
<td>Set up financial structures</td>
<td></td>
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<tr>
<td></td>
<td>Select and set up the accounting system.</td>
<td>QuickBooks and CoA setup.</td>
<td>12/6/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Adopt FY18 budget.</td>
<td>*To board for adoption.</td>
<td>12/7/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Develop RFP for municipal audit firm.</td>
<td></td>
<td>12/21/2017</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>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Transition assets and responsibilities from JCLI to JCLD</td>
<td></td>
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<td></td>
<td>Adopt agreement with Josephine County Library Foundation.</td>
<td>Library Development Program Proposal to JCLF board.</td>
<td>12/5/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request assets owned by JCLI.</td>
<td>To JCLI board for action.</td>
<td>12/13/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activate property insurance.</td>
<td>$10,000 in current coverage.</td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Secure volunteer accident insurance.</td>
<td></td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
<tr>
<td></td>
<td>Request assets and lease from Josephine County.</td>
<td>Request being processed.</td>
<td>12/31/2017</td>
<td>BOCC</td>
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<td></td>
<td>Transfer contracts.</td>
<td></td>
<td>12/31/2017</td>
<td>K. Lasky</td>
</tr>
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<td></td>
<td>Create the JCLD strategic plan</td>
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<td></td>
<td>Develop the JCLD 12- to 18-month operations plan.</td>
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<td></td>
<td>Upcoming priorities</td>
<td></td>
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<td></td>
<td>Adopt compensation schedule.</td>
<td>To board review in early 2018.</td>
<td>2018</td>
<td>K. Lasky, board</td>
</tr>
</tbody>
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51