**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, April 26, 2018 at 5:15 pm, Grants Pass Branch Library**

**Agenda**

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

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
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<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td></td>
<td>L. Samson</td>
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<tr>
<td><strong>Standing Items</strong></td>
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<tr>
<td>1. Approval of agenda</td>
<td></td>
<td>L. Samson</td>
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<tr>
<td>2. Approval of March 15 meeting minutes</td>
<td>Motion</td>
<td>All</td>
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<td>3. Approval of March 20 workshop minutes</td>
<td>Motion</td>
<td>All</td>
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<td>4. Public comment</td>
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<td>5. Correspondence</td>
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<tr>
<td>6. Annexation petition review: Thomas Carlisle, Beryl Stoll, Romain Cooper</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td><strong>Staff Reports</strong></td>
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<tr>
<td>1. Collection Development Plan Report</td>
<td>M. Grutchfield</td>
<td>5 min</td>
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<tr>
<td>2. Library director’s report Report</td>
<td>K. Lasky</td>
<td>5 min</td>
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<td>3. Financial report Report</td>
<td>K. Lasky</td>
<td>5 min</td>
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<td>4. Strategic plan/board work plan Report</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td><strong>Action Items</strong></td>
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<tr>
<td>1. Authorizing expenditure of grants Resolution</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td>3. Authorizing purchase of computer servers Motion</td>
<td>L. Samson</td>
<td>5 min</td>
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<td>4. Policies, first reading: Non-Resident District Property Owners, Donating Personal Time Off Discussion</td>
<td>L. Samson</td>
<td>10 min</td>
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<td>5. FY19 budget update and budget hearing date Discussion</td>
<td>K. Lasky/ G. Burns</td>
<td>10 min</td>
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<td>6. Staffing the JCLF fundraising program Discussion</td>
<td>K. Lasky</td>
<td>10 min</td>
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<td><strong>Committee and Board Member Reports</strong></td>
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<td>2. Library Foundation liaison report Report</td>
<td>J. Roberts</td>
<td>5 min</td>
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<tr>
<td><strong>Announcements</strong></td>
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<tr>
<td>1. Date and agenda items for next meeting</td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>2. Comments from board members</td>
<td></td>
<td>5 min</td>
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<td><strong>Adjourn</strong></td>
<td></td>
<td>L. Samson</td>
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**Date and Time** | **Upcoming Meetings and Events**
---|---
April 8–May 31 | Josephine County Library Foundation Spring Fundraising Drive for Dolly Parton’s Imagination Library
April 25-27 | Facilities planning visit by Penny Hummel Consulting  
Marketing communications visit by Sheepscot Creative
Saturday, April 28, 10 am to 12 noon Grants Pass branch | Blue Zones Project Purpose Workshop
May 1 | Rotary launch of Dolly Parton’s Imagination Library
TBA | Budget Hearing
Thursday, May 17 at 5:15 pm Grants Pass branch | JCLD regular board meeting
CALL TO ORDER. President Samson called the meeting to order at 6:16 pm.

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

Approval of February 15 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Action: Mr. Harelson requested that in the first Decision under Financial Report, “line items” change to “budget line items.”
Motion: Ms. Williams moved that the minutes to the February 15, 2018 board meeting be approved as amended. Ms. Samson seconded. The motion passed unanimously.

Public comment. There was no public comment.
Correspondence. There was no correspondence.
Annexation petition review. No annexation petitions were presented.

Presentation from Illinois Valley Community Development Organization (IVCDO).
Kate Dwyer, Community Development Coordinator for the Illinois Valley Community Development Organization (IVCDO), presented the organization’s history, its current scope of work, collaboratives, and focuses, and how Josephine Community Library District can be a resource. Mr. Harelson suggested putting the IVCDO in touch with the JCLD Reference Librarian for the community resource database project.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated March 15, 2018. The following are highlights:
• Annexation petitions. Twenty petitioner were reviewed and approved by Board of County Commissioners (BOCC).
• Administrative. The boardrecord@josephinelibrary.org email profile has been created for board members to copy on all email correspondence to archive for public records retention.
• Partnerships. JCLD is partnering with local Rotary Clubs and Josephine County Library Foundation (JCLF) for the Dolly Parton Imagination Library project.
• **Programs and service.** The Grants Pass branch expands hours from 24 to 40 per week beginning March 20. JCLD will begin charging for library cards the first week of April. Volunteers are being trained.

**Financial report.** Ms. Lasky reviewed the February Financial Statement memo dated March 15, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement, Profit & Loss by Class statement, and Balance Sheet as of February 28, 2018.

• **Financial planning.** The first draft of the budget will be sent to the Budget Committee by the end of March in preparation for the April 5 Budget Committee meeting.

• **Accounting.** Ms. Lasky is working with pre-auditor Gerald Burns who has made some accounting recommendations. Mr. Harelson disagrees with Mr. Burns’ recommendation regarding journal entries not needing to be adjusted. The board discussed the issue and concluded that the auditor might point it out.

**E-rate report.** Sabrina Carson and Jaime Campos, E-rate Coordinators for Willamette Education Service District called in to report on how E-rate has benefitted the entire state of Oregon. Ms. Carson referred to the memo from Ms. Lasky titled “Overview of the Federal E-rate Telecommunications Reimbursement Program” dated March 12, 2018 and pointed out that the decision to postpone the project to FY20 was because timeline was too short. She said the process and new timeline look realistic. She explained the reimbursement process. Sabrina suggested that the board consider joining the Oregon Procurement Information Network (ORPIN) to publicize the district’s request for proposal (RFP). She also offered that we can call them with more questions about the process.

Mr. Harelson suggested hiring a project manager when the time comes to oversee the E-rate project.

**ACTION ITEMS**

**Resolution to establish maintenance fund.** Ms. Samson introduced the requirement to have a separate bank account for the JCLD maintenance fund.

**Motion:** Mr. Harelson moved to adopt Resolution 2018-002 to open a savings account with People’s Bank for the JCLD maintenance fund. Mr. Ellison seconded. The motion passed unanimously.

**Review and approve proposal for JCLI transfer of assets.** Ms. Samson presented the Bill of Sale for Personal Property signed by Josephine Community Libraries, Inc. (JCLI) Board President Shad Shriver. When the district signs the Bill of Sale, it accepts ownership of the property listed in the attached inventory list from JCLI.

**Motion:** Mr. Ellison moved that JCLD sign the Bill of Sale for Personal Property for the transfer of assets from JCLI to JCLD with an effective date of January 31, 2018 and an indication that the JCLD board president signed the bill of sale on March 15, 2018. Ms. Williams seconded. The motion passed unanimously.
Second reading of policies: circulation, grants, discrimination, harassment, and bullying. Ms. Samson introduced the second reading and Ms. Lasky pointed out the rationale for the policies as outlined in her Policies memo dated March 15, 2018 for the following policies:

- 2-9. Grants
- 3-6. Circulation
- 3-6-1. Library Card Eligibility
- 3-6-2. Library Card Registration
- 3-6-3. Library Card Scholarships
- 3-6-4. Loan Periods and Renewals
- 3-6-5. Hold Requests
- 3-6-6. Fines and Fees
- 3-6-7. Implementation and Appeal Rights
- 4-8-1. Non-Discrimination
- 4-8-2. Harassment
- 4-8-3. Bullying

Motion: Mr. Ellison moved to adopt policies and authorize library director to implement policies 2-9, 3-6-1, 3-6-2, 3-6-3, 3-6-4, 3-6-5, 3-6-6, 3-6-7, 4-8-1, 4-8-2, and 4-8-3. Mr. Harelson seconded. The motion passed unanimously.

Policy 3.6.1 Non-resident library card. Ms. Lasky presented four options for a new Non-resident Library Card policy. The board discussed the policy.

Action: Ms. Lasky will develop option #2 into a new Non-resident Library Card policy. This policy will state that non-residents of the district who pay taxes to support the library district may be eligible for a library card if individuals own a business or property located within the district but live elsewhere. The new policy will be presented at the April board meeting.

Motion: Mr. Harelson moved that option #2 be to add the applicant signature line, photo ID, proof of address, and an “I attest...” statement above the signature. There will be a one-year limit to this policy at which time it will be reviewed and possibly changed. Mr. Ellison seconded. The motion passed unanimously.

First reading of policies: Leaves. Ms. Samson introduced the first reading of the Leaves policy, which includes leaves of absence, family leave, jury duty, military service, and bereavement leave. The board discussed continuing disability, life, and health insurance during family leave. Mr. Ellison suggested that for jury duty, employees not have to return to work if an eight-hour day will be exceeded.

Policy revision: holiday and travel reimbursement. Ms. Samson introduced the revision of Policy 4-4-2 Travel Reimbursement Guidelines and Policy 4-5-2 Holidays. Ms. Lasky explained the rationale for the revisions.

Action: Ms. Lasky will research federal rate for travel per-diem and add a clause to Policy 4-4-2, Travel Reimbursement, for the library director to be able to make exceptions. The board will review the revised policy at its second reading in the April board meeting.
Policy 3-1-5, Public Records. The board discussed the Public Records Request Form.

ANNOUNCEMENTS
Date and agenda items for next meeting. The next meeting will be held at 5:15 pm on Thursday, April 26 in the Ben Bones Room at the Grants Pass branch. This is rescheduled from April 19 because of the Oregon Library Association conference.
Comments from board members. There were no further comments from board members.

ADJOURNMENT
The meeting adjourned at 8:14 pm.

Respectfully submitted,

[Signature]

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District
Josephine Community Library District
Workshop Minutes
Tuesday, March 20, 2018, 6:00-7:20 pm
Ben Bones Room, Grants Pass Branch Library

Members in attendance: Beecher Ellison, John Harelson, Laurel Samson
Members absent: Jennifer Roberts, Judy Williams
Others present: 19 other participants including Josephine County Library Foundation board members, Josephine Community Libraries, Inc. board members, and other library stakeholders.

CALL TO ORDER. The workshop started at 6:03 pm as facilitated by Penny Hummel of Penny Hummel Consulting. Ms. Hummel is contracted by Josephine County Library Foundation to engage with library and community stakeholders to develop the vision and plan that will make up Phase 1 of the Facilities Master Plan development.

JOINT MEETING OF LIBRARY BOARDS. This workshop was a joint meeting of three library boards of directors: Josephine Community Library District, Josephine County Library Foundation, and Josephine Community Libraries, Inc. In this session, participants discussed the current state of the four library branches; ideas for changes, services, and features that could be incorporated into new or remodeled library buildings; and priorities for facilities work.

See the attached meeting notes for details about the discussion.

ADJOURNMENT
The workshop adjourned at 7:20 am.

Respectfully submitted,

Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District
March 20, 2019
Joint meeting of Josephine Community library boards

Discussion facilitated by Penny Hummel

Attending: Mike Dawson, Teresa Stover, Sara Katz, Doug Walker, Grant Medley, Steve Swearingen, Patrick Fahey, John Harelson, Pan Tangible, Beecher Ellison, Kay Moline, Donna Robinson, Shad Shriver, Laurel Samson, Nancy Hitchcock, F. Boyd Peters, Randy Richardson, Karin Callahan, Kate Lasky, Rebecca Stoltz, Mary Walgrave, Sue Cohen

<table>
<thead>
<tr>
<th>What works well in the current libraries? What will people not want to lose?</th>
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<tbody>
<tr>
<td>• Location. Easy to walk here. Close to downtown.</td>
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<tr>
<td>• Cheap (for now).</td>
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<tr>
<td>• Nice children’s library.</td>
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<tr>
<td>• Location is good for other libraries. Williams needs a restroom.</td>
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<tr>
<td>• Children’s library at Illinois Valley.</td>
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<tr>
<td>• Wolf Creek—location is central. I like the building. We did a good job.</td>
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<tr>
<td>• Williams: garden in the back. Nice windows. I like that it’s portable.</td>
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<tr>
<th>What would you change about the building?</th>
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<tr>
<td>Grants Pass:</td>
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<tr>
<td>• More space</td>
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<tr>
<td>• Meeting room</td>
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<tr>
<td>• Community spaces</td>
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<tr>
<td>• Increased square footage and footage</td>
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<tr>
<td>• Accessibility</td>
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<tr>
<td>• Parking is terrible.</td>
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<tr>
<td>• Deferred maintenance</td>
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<tr>
<td>• Systems are outdated: carpeting, heating, wiring, mechanical.</td>
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<td>• Overall layout is outdated and inadequate</td>
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<tr>
<td>• We need a coffee shop</td>
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<tr>
<td>• Ownership</td>
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<td>• Selling us to the community/marketing/people who aren’t part of the district, have more than just a library: music hall, meeting center, small theater</td>
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<tr>
<td>• Have a building that serves the whole community: Riverfront and downtown. Nice to tie together. New library on north end?</td>
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<tr>
<td>• More natural light</td>
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<td>• Good outdoor space</td>
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<tr>
<td>• Efficiency: add a 2nd or 3rd or 4th story and put offices upstairs.</td>
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<tr>
<td>• Better bathrooms!</td>
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<tr>
<td>• Teen library</td>
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<tr>
<td>• Cramped and Inadequate staff space at Grants Pass.</td>
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<tr>
<td>• More meeting room space.</td>
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<tr>
<td>• More delineated space. Kids room is noisy and to have quiet spaces.</td>
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</table>
• Business productivity space…. computer resources longer periods of time, printer, scanner, telephone, fax.
• Nice to have: secondary businesses like a coffee shop or café.
• Could we plan with city—i.e., if there is a commerce area?
• Now in children’s area—good to expand programs such as robotics, carpentry,
• Flexible space. Expansion of Library of Things.
• Commercial kitchen?

Illinois Valley:
• Improve energy efficiency, plumbing. Better use of space around the building.

Williams:
• Size, bathroom, needs new building.

Wolf Creek
• Landscaping area. Opportunity for outdoor events attached to the events.
• Drainage problem in parking lot. Concrete surfaces outside—gets to be a jungle.

What services or features would you like to see incorporated into a new library?

• Wolf Creek: cultural aspects: natural history of area be reflected in library collection. Good way to build partnerships with county parks.
• Williams: bathroom, better shelf space, FOL space. Place where staff can have a space. Storytime area. Children’s section. Garden at Williams is really a reflection of the community. Nice to plan it but work with the community and build it up year after year.
• All should offer community outreach and cultural inclusiveness.
• Teen and young adult programming. Space for that is a little odd.
• It would be great to have multiple multipurpose rooms. Quiet meeting space.
• Meeting room

Are there libraries you have read about or visited that have features that would improve this library?

• Adult fiction. Quiet zone.
• Art displays. 3 dimensional. Mixed into the building itself.
• Signage is by color and icon vs. words but it is a super-efficient way of directing traffic.
• Children’s library: they integrated stuff for parent’s magazines and materials?
• Storage space.
• Ones I really like are in the center of the community. People aren’t there just for the library, it’s a community center.
• People don’t walk by this facility; it would be better to be somewhere with more foot traffic.
• Thriving downtown. Mix of tourists and local people.
• Dutch Bros. bought land and have big plans; will change downtown.
• Salt Lake City—walkway inside the building with stores around it, flower shop, etc. Top is a rooftop garden that they rent out for events.
• Mill Valley CA: grove of redwood trees, creek nearby—tables were made of high-quality wood.
• We need a children’s branch in the Redwood area.
• Moveable shelves in children’s area—can be reconfigured to fit.
• Make the spaces as flexible as possible.
• Return slot is convenient for volunteers but needs to be in the lobby. Outside book drops attracted unwanted materials.
• Livermore CA—2nd highest density of PhDs. Library is part of a civic center and provides great service.
• Space for a piano or musical instruments. Performances.

What are the issues that you consider the most important to address?

• Fix Williams first
• For the most bang for the buck, put money where the most use is (Grants Pass)
• Equity and inclusion issue—there may be fewer people using Williams, but we need to serve them well. Maslow’s hierarchy of needs. Their building represents the lowest level.
• Making a decision and moving forward with this business when our lease ends Jan. ‘21. It needs to be addressed.
• Other two branches are in better shape. Williams is the most neglected. Wolf Creek is good.
• Illinois Valley has security issues—leaks in the roof, plumbing backs up. Deferred maintenance. But we own the building.
• Safety is first
• Access is also important
• Community space is where other things can be done.
• This is a 1959 building and when you redo it, take into consideration next 50 years of technology.
• Makerspace—community college and city are partnering so best not to duplicate. Is Dutch Brothers creating conference center? Churches have space available. AllCare has new building with meeting room space.
• This room (Ben Bones) is overused.
• Children’s library partners who provide storytimes for sensory children: now that we are open more hours, how can they still provide programming not while open?

Words that describe the new library:

• Vibrant
• Full of life
• Attractive
• Open
• Inclusive
• Well planned
• Water features
• Coming together places`
Relevant
Energetic
Sustainable
Inspiring
Place for volunteers
Fun
Accessible
Place when visitors visit they go MY GOD! In this little town?

Other comments:

• Comfortable chairs. We need more seating.
• Great if teens have input.
• Wolf Creek: when it offered 24/7 Wi-Fi access, it was wonderful mix of local benefit and travelers passing through. It attracted a diverse group of people.
• Make the online catalogs more accessible—on shelf ends vs. centralized now.
• Keep up to date.
• Putting in extra conduit for the unknown.
• More plug ins.
• Bar with people who use their laptops.
• Electronic resources: we have them but we need to sell them.
• Conduct a PR campaign for electronic resources, or have them open on workstations so that people can see them.
• I would hope that it would fit with character of Grants Pass, both architecturally and general feel. Pacific Northwest. Bend has a consistent feel.
• It’s important to keep the feeling that you’re going to see your friend.
• Financial model doesn’t function without the volunteers.
• We are self-aware enough to work with our communities. We don’t have to be the horn or the drum, we can be a support role. We can do that very well. In all our communities, be a part of the orchestra.
• There is enough financial horsepower in the Williams community to build what we need to build. But engaging them is going to be important.
• Divide between city and county. Feeling like underdogs. A lot of poverty here. We have this divide between wealth and poverty. We experience it as a disconnect between those who have wealth and those who do not.
• People move here to retire, they have no investment in schools.
• We can go to the community to ask what they want, vs. telling them what they need. We’ll have more involvement if we collect that information. Make people feel good and not shameful.
• People here are not cheap. Independent thinkers. They need to be encouraged to join the cause.
• There is a strong volunteer culture.
• We have a vocal group of naysayers. Most don’t live in the district.
• Scar of trust between county and city and not something that can be healed overnight. Old issues.
• Library has done fantastic job of separating from county government.
• I think there is enough positive energy in Josephine county that naysayers can be ignored. We don’t have to spend energy on them.
• We will print B&W instead of color to fit community perception. Overall impression of frugality.
• We’ve been getting by for so long...we’ve lost a lot... we need prompts about what possibilities are.
• There’s a city housing committee that’s working to increase housing stock. I would recommend that we consider putting a couple floors of apartments on top. Housing can pay for library.
• Wolf Creek: Farmer’s market is one of the oldest. Having the library relate to that. County Park system. Public access to Rogue River. Day use fees. The river is key to people’s consciousness of the area.
Annexation Petitions
April 26, 2018

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the April 26 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
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<tbody>
<tr>
<td>1 Carlisle, Thomas</td>
<td>1160 Forest Creek Road Selma, OR 97539</td>
</tr>
<tr>
<td>2 Stoll, Beryl</td>
<td>440 Rio Mesa Drive Grants Pass, OR 97527</td>
</tr>
<tr>
<td>3 Cooper, Romain</td>
<td>10398 Takilma Road Cave Junction, OR 97523</td>
</tr>
<tr>
<td></td>
<td>(six parcels)</td>
</tr>
</tbody>
</table>
Josephine County Commissioners
Josephine County Courthouse
500 NW 6th Street, Dept 6
Grants Pass OR 97526-2054

Notice to Taxing Districts
ORS 308.225

description and map approved
March 19, 2018
As per ORS 308.225

☑ Description  ☑ Map - Received from: Wendy Watkins
On: 3/12/2018

This is to notify you that your boundary change in Josephine County for:
Annexation to the Josephine Community Library District

Order No 2018-008

has been:  ☑ Approved  3/19/2018
☐ Disapproved

Department of Revenue File Number: 17-415-2018
Reviewed by: Robert Ayers, 503-983-3032
Boundary:  ☑ Change  ☐ Proposed Change
The change is for:
☑ Formation of a new district
☑ Annexation of a territory to a district
☐ Withdrawal of a territory from a district
☐ Dissolution of a district
☐ Transfer
☐ Merge
☐ Establishment of Tax Zone

If you have not already done so, the approved version of the map(s), legal description(s) and signed ordinance must also be filed with the County Assessor and Secretary of State.
The collection development plan is a tool for the Collection Development Librarian to use in prioritizing resources. It specifies priorities for both acquisition and withdrawal (weeding), as well as long-term retention, and may serve to clarify the principles involved in the selection and deselection process to the Board, to staff and volunteers, and to interested members of the public.

Features of the Collection Development Plan:

- **Structure:** The plan is devised to work from general to specific, with higher-level categories (ie “nonfiction” or “fiction”) broken down into sub-categories to simulate the organization of the collection. The Dewey Decimal system is used to allow drilling down to very specific priorities within the overall plan.
- **Adaptability:** The plan is not limited to specific dollar amounts or the current level of collection expenditure, but clarifies where resources will be allocated in any budget contingency on a percentage or priority basis.
- **Flexibility:** The plan is intended to be reviewed and updated regularly, to reflect new information needs as they are discovered among users and shifting priorities as determined by the collection development librarian.

The following changes have been included in the current revision:

- **Number of holds to trigger multiple copies reduced:** Previously, extra copies of a book were purchased at six holds per copy, now it is five.
- **Hot Authors List:** Authors whose works have triggered multiple copies in the past are now on a Standing Orders list with Ingram, to alert the Collection Development Librarian to new releases, including audio and large print.
- **New large print standing orders:** Two popular genres have been added for automatic purchase of large print copies.
- **New guidelines for media purchases:** Including DVDs, music CDs.
- **New selection sources:** The selection sources for children’s purchasing have been updated, in consultation with the Children’s Librarian.
- **Horror fiction added:** A new genre has been added to fiction.
- **Weeding guidelines tightened:** Reduced retention times for high turnover subjects such as medicine, travel, computers.
Request for Reconsideration of Library Material

Name of person making request: Sheila Eklöf

Address: 232 SW 67th

Telephone: 541-474-1465 Date: 2-17-18

Email: sheilaeklof@gmail.com

Whom do you represent?
(1) Self  ✓
(2) Organization __

Name of Organization ____________________________

Organization address ____________________________

Item requested for reconsideration:

Title of work __________________________________

Author _________________________________________

Format: Hardcover Paperback ____________________

Material designed for (1) Adult (2) Young Adult (3) Child

Did you read, see, listen to or otherwise use the material in its entirety?

Yes ______  No ______

If not, then which part did you read. ____________________________

Did not watch it all, about 18 min-.

General nude & inappropriate posing by

females - Sexiest -
Have you seen or heard reviews of this material? Yes ___ No ___
If yes, please name review source: lib

To what in the material/s do you object? Please be specific.
________________________________________ one DVD
________________________________________

What do you feel might be the result of reading, viewing, or hearing this work?
________________________________________ unhealthy - porserism
________________________________________

For what age group would you recommend this work? no one

Is there anything good about the work?
________________________________________
________________________________________

What would you like your library to do about this material?
________________________________________ remove it
________________________________________

Thank you for taking the time to fill out this request. Please attach additional pages if necessary. You will be contacted as quickly as possible.

You're welcome
March 22, 2018

Dear Ms. Eklof,

Thank you for your request to reconsider the DVD “Tightrope,” written and directed by Richard Tuggle. The library appreciates your feedback regarding the materials we make available to our patrons. We collect DVDs for both informational and entertainment purposes, and of course serve a wide range of tastes and interests. What will be appropriate viewing for some is not always acceptable to others.

“Tightrope” was released with an “R” rating from the Motion Picture Association of America. The DVD also carries the “R” rating and notes that “bonus material and trailer [are] not rated.” It is not intended for children, and it is held in the section of the library reserved for adult materials.

In your request, you state that the depictions of women in this movie are “sexist,” and you also mention that you only saw about the first 18 minutes of it. I would personally agree with you that the display of women’s bodies in this film speaks to a broader cultural acceptance of the exploitation of women. However, I would also note that the movie has complexities in this regard which are not evident from such a short exposure. Eastwood’s main love interest in the film, played by Genevieve Bujold, is a strong woman who works at a “rape center” and challenges his character on many of his assumptions. At the time of release, Roger Ebert praised the movie for its feminist themes. Gene Siskel noted that the movie gives insight into the reality of the abuse of women. It is possible that the director intended a kind of internal critique of the more exploitative side of American society.

A bigger problem arises, however, when I consider what it would mean to remove a film from the library because it is sexist. Arguably, much of Hollywood throughout its history has been sexist or exploitive in nature, an argument that has recently been strengthened by explosive allegations from the #MeToo movement. Reviewing every “R”-rated film to assess the level of sexism may not be realistic and also may be arbitrary – what one person finds sexist may not always be what another consider it to be. Beyond this, if Hollywood history contains sexism, this can only be appreciated if that history is preserved and made available to modern viewers. To remove all traces of sexism from library DVDs would paint a false picture of the past, and not serve our patrons in gaining an understanding of their culture. The eighties were a sexist time, and movies featuring scenes set in strip clubs were surprisingly popular, including such well-known titles as “Porky’s,” “48 Hours,” “Flashdance,” and “Beverly Hill Cop.”
Sex and nudity in Hollywood movies has been an issue of contention since the invention of the motion picture camera, and in the United States this issue was long settled by the “Hayes Code,” which was enforced from 1934 to 1954, and prohibited mentions of such topics as abortion and birth control, and required the bedrooms of married couples to have separate beds on-screen. Since 1968, the MPAA code has attempted to categorize movies according to the level of adult content, although it is often true that what would have gotten an “X” in 1968 is given an “R” today. In 1969, the “X”-rated movie “Midnight Cowboy” won the Academy Award for Best Picture, which probably explains in part why the application of the rating system has loosened over time. The 1980s may have actually been a less-restrictive period than the current one, especially in regard to female nudity. This is part of the reason why the library makes movies of various ratings available for adults – these standards shift over time and are different for different communities and individuals.

With these considerations in mind, I have decided to retain “Tightrope” for our collection. I do encourage you to carefully read the descriptions of the movies you select at the library, including the MPAA rating, in order to be certain that what you view will accord with your personal tastes and values.

Thank you,

-Michael Grutchfield
Collection Development Librarian
Josephine Community Library
200 NW C St
Grants Pass, OR, 97526-2038
TO: Josephine Community Library District
FROM: Kate Lasky, Library Director
DATE: April 26, 2018
SUBJECT: Library Director’s Report

Updates

- JCLI was awarded Oregon Library Supporter of the Year by Oregon Library Association for their work to restore public library services and pass the torch to the library district. Three JCLI board members accepted the award, as presented at the OLA conference awards luncheon on April 20 by district board vice president Jennifer Roberts. JCLI will be dissolving as an organization in late April.
- JCLD board member Beecher Ellison participated in the OLA conference as a panelist for “Spotlight on Justice” about law library and public library partnerships, accompanied by JCLD library director. Other participating libraries include Lane County, Klamath County, Deschutes County, and Columbia County.
- Penny Hummel Consulting scheduled for second visit April 26 and 27 with three community meetings and one task force meeting.
- Completed objectives work with Michael Kosmala. Project still to be refined and completed in May.
- Two additional petitions were reviewed by the Board of County Commissioners and approved, sent to Department of Revenue. See attached petition acceptance notices.
- April 30 Library Summit is cancelled due to numerous joint board meetings.

Stories

- In Grants Pass, an information desk volunteer gave a Library2Go presentation (the library’s e-book collection) at a RASCALS meeting to 75+ people. Over the next week several new patrons came in to the Grants Pass branch to sign up for a library card and learn more about Library2Go.
- In Williams, Siskiyou Seeds donated seeds for the garden. Volunteers have been working on starting seeds and getting the garden ready for planting. The elementary school’s after-school programs have shown interest in collaborating on garden programs.
- In Wolf Creek, Friends of the Library President Boyd Peters had his first day back following a stroke, volunteering with the school children in early April. He was very open and honest with the children about his recent medical complications, in a way that the Branch Manager felt was very dignified and representative of the culture of JCLD. The children and teachers appreciated the opportunity to openly discuss disability with him without stigma.

Successes

- New hours rolled out successfully at all four branches. Community response has been “overwhelmingly positive.”
- Conversations with patrons about card fees have been very positive. Most long-time patrons are well-aware of the challenges faced over the years and are happy to pay out-of-district fees in support of the library. Many have thanked staff and volunteers for persevering through difficult times to achieve the goal of permanent funding.
In Grants Pass, a new volunteer trained on the Info desk and worked a shift with the volunteer trainer. The new volunteer described her time at the library when leaving as “one of the best days of my life.”

Challenges
- Charging for library cards required many new procedures, forms, and trainings. Volunteers are working hard to adapt to these changes. Staff support is critical during this initial phase to ensure that communication with our patrons is consistent across the library system. See attached communications fact sheet.
- In Grants Pass, public access computers are starting to show their age, requiring the purchase of three replacements. While patrons appreciate the upgrade, many are unfamiliar with the Windows 10 operating system on the new computers. To help ease the transition, Classic Shell software is installed to replicate the appearance of some familiar Windows functions, and volunteers offer additional assistance as needed.
- In Wolf Creek, internet access is intermittent on some days. Most regular patrons visit the Wolf Creek Branch exclusively for internet use, but they are largely understanding of the issue. Manual circulation, however, can be discouraging to patrons checking out material.
- Cancelled opportunity for Special District Board Best Practices Assessment, facilitated by SDAO Consulting Services Rob Mills, because finalizing open dates became problematic with board member schedules and inability to communicate with all board via email per public meeting law. Coordinating communication for board scheduling on a monthly basis ineffective.

Imperative #1 Enhance program quality and customer service
- Revised the Collection Development Plan to reflect new budget and new priorities. Gave small collection of historic newspapers to local artist/historian who will preserve them in display casing. Plan a “show” of these papers to benefit Friends of the Library.
- Summer Reading Program preparation is underway.
- Developed the Library Technology Replacement project overview. Coordinated with the library foundation to submit a grant to Four Way Community Foundation asking for funds to replace patron computers at the rural branches as part of this project.
- Researched requirements and specifications and drafted the Scope of Work for vendor proposals to create and integrate the online community information database.
- Internet and computer use continues to be one of the most popular library services.
- Hosting a Conversation Project program in May in Williams, “Cultural Appropriation.”
- The Illinois Valley branch made its main lobby available to the Illinois River Valley Arts Council over spring break for a two day “Spring Break Steam Punk Art Frenzy” to bring in middle school age kids for creative expression through art with book themes like 20,000 Leagues Under the Sea.

Imperative #2 Nurture a work culture that values and supports its staff and volunteers
- Recruitment for fiscal coordinator and cataloging manager position continues.
- Five employees attended OLA Conference in April.
- To increase volunteer engagement, managers are creating new schedules for each branch desk to support new hours and filling most of the shifts with current volunteers. Some volunteers are working extra shifts or hours while recruitment continues. Several volunteers are also cross-training to fulfill multiple roles. More volunteers are needed at all branches.
• JCLD’s Spring Volunteer Appreciation Event was attended by 30 volunteers. Despite a lower-than-normal turnout due to conflicting community events that day, it was greatly enjoyed by those that were there. Wild River Pub supplied an entrée at a generous discount.

**Imperative #3 Enhance the facilities across the library systems**
• Facilities Master Plan development in progress with Penny Hummel Consulting, paid for by the Library Foundation. Reviewed Penny Hummel Consulting proposal and contract for the Facilities Master Plan; coordinated with JCLF board. Completed site visits at all branches and determined facility priorities. The district board joined the JCLI board and library foundation board for a focus group gathering information for the Facilities Master Plan as facilitated by consultant Penny Hummel. JCLD participated in an IT focus meeting in support of the Facilities Master Plan. Penny Hummel Consulting scheduled for second visit April 26 and 27 with three community meetings and one task force meeting.
• Public services director is working closely with maintenance coordinator to formalize processes for monthly branch visits, including a regular schedule rotation, traveling toolkit, and clear communication lines with branch managers. The maintenance plan is to visit one branch weekly on a rotating basis unless there is an emergency or special project.
• Library director and public services director met with Josephine County facilities manager to discuss ongoing support at rural branches. Finding competent service providers is often a challenge in these areas. JoCo Facilities agreed to respond to requests and bill at cost plus a small service fee.
• JCLD IGA with Three Rivers School District for use of land for the Williams branch is in progress. Library Director met with Superintendent to begin outlining the parameters of the IGA. Library Director consulted with JCLD attorney in preparation.

**Imperative #4 Develop efficient operating systems and structures.**
• Library director working with budget committee chair and pre-audit consultant to finalize budget formatting with JCLD board.
• All updated versions of policy drafts are now available on the website and stored on the network in a sequential archive.
• Numerous operating processes were developed in conjunction with library card fees to ensure consistency and accountability. All branches are now utilizing cash registers, and Williams and Illinois Valley branch also have credit card machines.
• Policy development update and savings account was established for maintenance fund.
• The initiative of scheduling the collection inventory has been discussed with the collection development librarian and inventory process has begun in Illinois Valley.
• JCLF processing credit card donations on a different system than JCLD. Funds are not comingled as recommended by district’s pre-audit consultant.

**Imperative #5 Build awareness and expand partnerships**
• Partnership manager continues to receive multiple requests for new programs and organizations who want to partner with the library to create programs and special events.
• Updated the website with new rural branch hours, new staff, job postings, and calendar events. Created new pages for Policies, Job Openings, Spring Fundraising Drive, and Dolly Parton’s Imagination Library pages. Reorganized web content to reflect district operations and to update or remove outdated information about fundraising and JCLI.
• Communications team and Sheepscot Creative continue working on brand transition for the library district. So far, a new color scheme, font set, and logo have been chosen. Library
cards, bookmarks, business cards, envelopes, note cards, and flyer templates completed. New font and logo can now be used. All staff may support updating documents. A new brochure is in the works and photo shoot scheduled for April 27.

- Evergreen Bank is updating the art on the Grants Pass branch outdoor book sign with new hours and logo.
- The Josephine County Library District Spring Fundraising Drive kicked off during National Library Week and will continue through May 31. Appeal letters were mailed to 1,100 donors on Tuesday, April 9 and arrived in donor’s mail boxes by Thursday, April 12. As of April 17, 2018, JCLF received 61 envelopes equaling $7,230 in donations. Regarding the JCLD grant agreement, JCLF postponed Cow Scrabble until next year due to current workflow and the lack of availability of key supporters. “Josie” (the life-sized Scrabble cow trophy) will enjoy time out to pasture, away from the spotlight, looking forward to making a comeback next year. Library District to submit grant report in May and request an extension of the grant through December 31 with projected costs.
- Blue Zone Project is providing a Purpose Workshop on Saturday, April 28 10am to noon in the Ben Bones room at the Grants Pass branch. Purpose Workshops help attendees identify their individual strengths and talents that can be put to work as part of something bigger. Participants will also learn about volunteer opportunities at the library.
- Food Bank popup pantry in Wolf Creek is well attended. Participants have started encouraging their children to come with them and spend some time in the library while they wait for their food.
- Southern Oregon Education Service District (SOESD), Grants Pass School District 7, and JCLD have begun planning for this year’s Books in the Park program. During the summer months, GP School District 7 provides free sack lunches at different parks on different days of the week. Library volunteers provide free books and a storytime to children at one of these locations mid-June through August.
- Library District is partnering with Oregon Poetry Association and Applegate Poets Association for a four-part series of poetry workshops that will be held quarterly at the Grants Pass branch. Each workshop has a different theme and community members are encouraged to participate in all four. Workshop dates include March 24, 2018 New Beginnings; June 23, 2018 Workin’ It Out: Revision and Submission; Sept 22, 2018 Resist, Persist, Make Poetry; Dec 22, 2018 Tradition! Tradition! The first poetry workshop in March was well attended—ran out of seating.
- JCLD partnering with Kiwanis Club and Hearts with a Mission in Grants Pass to select and distribute young adult books for the teens at the shelter. Kiwanis Club sponsored cost of books.
- Presentations and Outreach
  o Presented to Kiwanis Club members at their club meeting. The presentation focused on new hours at all four branches. Members were excited to learn the Grants Pass branch will have 40 hours a week. Kiwanis is partnering with library district in a program to provide new young adult books to the teens at Hearts with a Mission in Grants Pass. Kiwanis is sponsoring this program.
  o Presented to Rotary Club of Grants Pass about Dolly Parton’s Imagination Library.
  o Presented to Head Start parents at their monthly meeting.
  o Library director invited to speak about literacy under Oregon Community Foundation grant with KOBI 5 Channel 5. Director also completed a 5-on-5 with the same television network.
  o Tabled at a well-attended Senior Expo event in Cave Junction promoting the new hours and recruiting volunteers.
March 21, 2018

Cadastral Information Systems
Oregon Department of Revenue
955 Center Street NE
Salem, OR 97310-2555

Secretary of State
800 Summer Street, N.E.
Salem, OR 97310

Rhiannon Henkels
Josephine County Clerk
500 NW Sixth Street, Dept. 1
Grants Pass, OR 97526

Connie Roach
Josephine County Assessor
500 NW Sixth Street, Dept. 3
Grants Pass, OR 95726

Re: In the Matter of Annexation to the Josephine Community Library District by Petition of Landowner, Without Election

Ladies and Gentlemen:

Pursuant to ORS 198.780, enclosed are copies of district annexation orders entered by the Josephine County Board of Commissioners on March 21, 2018, for filing with your office:

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Petitioner</th>
<th>Map/Tax Lot</th>
<th>Acres</th>
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<tr>
<td>2018-028</td>
<td>Bath, Larry W. and Bath, Patricia, A.</td>
<td>36-06-18-A0-000305-00</td>
<td>3.06</td>
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<tr>
<td>2018-029</td>
<td>Scheusner, Roger W.</td>
<td>38-07-04-00-000200-00</td>
<td>40.55</td>
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</tbody>
</table>

Sincerely,

Wendy Watkins
Josephine County Board of Commissioners

Enclosures
cc (with encl.) Petitioners
Josephine County Library District
Fact Sheet for Implementing Library Card Fees: April 2018

Please note: This guide is to be used for reference only, not as a script. Above all, we want our conversations with patrons, supporters and non-supporters alike, to be authentic.

This guide is predicated on the idea that the most effective communication arises from audience analysis—put yourself in the patron’s shoes so to speak. Thus, this guide is intended to re-orient conversations between volunteers and patrons to the thoughts and concerns of the intended audience.

YOU BELONG

New patrons outside the district
- Library cards for residents inside the district are paid for by taxes.
- The fee is the same as a median household tax inside the district.

Existing patrons outside the district
- Library cards for residents outside the district are not paid for by taxes.
- We want to be fair to the taxpayers inside the library district who’ve already paid for library services.
- You can pay for your library card monthly if $60 is too much, $5 a month for 30 days.
- We offer one-year scholarships for children paid for by grants and you can apply for an adult scholarship.
- You can use the libraries and the internet for free when we are open.
- You can add your property to the library district and pay taxes by filling out some paperwork.
Questions:

Why do I have to pay?
Library cards for residents inside the library district are already paid for by taxes. To be fair to taxpayers, residents outside the district are asked to pay a comparable fee of $60 per year.

I can’t afford this fee. How am I supposed to pay?
Adults: There are several options if you cannot afford a library card. You can use the library and the computers when we are open. You can pay for a monthly card for $5. Or, you can apply for a scholarship for one-year.
Children: All children in Josephine County (age 17 and younger) are eligible for an annual scholarship for a library card thanks to a grant from the Library Foundation.

What’s a district? How come I’m not in it?
In May 2017, citizens placed a measure on the ballot to permanently fund the libraries in Grants Pass, Illinois Valley, Williams, and Wolf Creek. For the previous 10 years, the libraries were supported by donations and more than 300 volunteers annually.

I donate every year. Why do I have to pay for my card?
The IRS doesn’t allow donations to be used to pay for goods or services, such as library services. We are required to follow the IRS law. We are not allowed to link your donation to a library card fee.

I know I live in the district. I voted for the library. Why are you telling me I have to pay?
Please bring in your tax bill and we’ll check to make sure you are included in the district tax for libraries.

My taxes would be lower than your library card fee. I can’t afford this.
Consider adding your property to the district to lower your fee. If you add you property, you will also be able to vote for our library board members. Let me get our Public Services Director to help you with that.

I just moved here, and I live inside the district, but I don’t have documents to get a library card?
You can pay for a monthly card using your old address today. When you have proof of address, bring it in and see if you qualify. If you qualify, your library card will be paid for by taxes.

I own property in the district, but my home is outside the district. Do my taxes pay for my library card?
Yes. Please attest that you are a property owner by signing a statement on your library card application. You will have to provide the same ID as someone who lives inside the library district. This is good for one year.

How do I add my property to the library district?
You can add your property by filling out some paperwork. Let me get our Public Services Director to help you with that.

How do I sponsor a family to ensure they can get a library card?
You can donate to the Library Foundation’s grant program for library card scholarships. If you are thinking of a specific family, please ask them to come to the library and fill out some paperwork. We have a grant to pay for families in need.
TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 26, 2018
SUBJECT: March Financial Statement

Financial planning
- Budget committee approved FY2018–19 budget with changes on Thursday, April 5. JCLD board of directors will schedule the final public hearing.
- Finance committee for the library director now meeting regularly the second Monday of the month to review financial statement, detail of expenses, and advise. Cynthia Harelson CPA attends these meetings, along with former JCLI Fiscal Coordinator Sue Beacham. Two other community members, Donna Robinson from the Josephine County Library Foundation and Rita Turek, a library volunteer, also attend. All have a finance background.
- JCLI shared its QuickBooks historical data with the district with employee names and confidential information redacted. It was useful in preparing the budget. Historical data is now stored on JCLD network for future reference.
- JCLD will employ a financial auditor in August 2018. RFP for services will be distributed in June.

Accounting
- JCLI transfer of assets to the district (books and furniture) is included as a fixed asset on the Balance Sheet at net book value reported by JCLI.
- Planning to move to cash basis in May, per pre-audit consultant.
- JCLD planning to capitalize and depreciate collection of books and materials. Pre-audit consultant recommending and providing oversight.
- JCLD board of directors to approve grants received as revenue prior to expending. Resolution to approve five grants included in board packet.
- JCLD completed the annual PCI compliance questionnaire for its credit card machines at the Grants Pass, Williams, and Illinois Valley branches and was approved/validated.

Statement of Financial Activities (expense and revenue performance report)

Revenue
- In comparing the year-to-date income and expenditures through March 31, 2018, the district has received $1,229,026 tax levy income, and budgeted for $1,276,153, which is a difference of $47,127 under the budgeted amount for the year.

Expenses
- Collection Development is underbudget for the year due to departmental capacity. As the technical services department (cataloguing and purchasing of materials) builds new systems to support increased number of items, the annual budget of $175,000 anticipated in FY2018–19 will be met.
• Library Catalog (Polaris) prorated $354 to cover a gap in annual cost for e-book integration. This cost will be covered in the annual contract in the future, typically paid in November.

Grants
• Wages offset by grants is $18,607.75 through the Library Development Grant and the JCLI Transition Grant.
• JCLD board of directors to approve by resolution the revenue from grants including Dorothy Thompson Fund, Solid Waste Agency Grant, Rotary Baby’s First Book Grant through JCLF, Kaye Jean Turner Fund, and Grants Pass Friends of the Library Grant. Total grant revenue represented is $41,000.

Statement of Financial Position: (balance sheet)
• The district assets include $6,122 in the district checking account. The Grants Pass Maintenance Fund totals $21,458 and is held in a savings account with People’s Bank. LPIG account “General Pool 6000” represents tax dollars transferred from the Josephine County Clerk to the required government investment account and totals $1,031,101. Cash Drswersd at the four branches totals $415 representing an increase to handle new library card fees, and $5,596 is held by the Josephine County Clerk in the treasury account.
• The total combined assets of these accounts are $1,357,110 including $79,477 in restricted grant funds not to be included in district cash available for general fund use.
<table>
<thead>
<tr>
<th>Account</th>
<th>Actual Jul '17 - Mar 18</th>
<th>Year to Date Budget</th>
<th>Annual Budget</th>
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<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4000 · Current Year Tax Levy</td>
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<td>$957,115</td>
<td>$1,276,153</td>
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<td>4100 · Fines and Fees</td>
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<td>4200 · Interest Income</td>
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<td>4300 · Other Revenues</td>
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<td></td>
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<td>4310 · Donations</td>
<td>41</td>
<td>1,875</td>
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<td><strong>Total Income</strong></td>
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<tr>
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<td>6680 · Communication &amp; Outreach</td>
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<td>16,875</td>
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<td>6699 · Legal Administration</td>
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<td>(1,432)</td>
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<td>6700 · Administrative Support</td>
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<td>6800 · Telecommunications</td>
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<td>18,000</td>
<td>(14,863)</td>
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<td>8000 · Transfers &amp; Contingency</td>
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<td><strong>Total Expense</strong></td>
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<td><strong>Net Ordinary Income</strong></td>
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<td>265,309</td>
<td>976,572</td>
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<tr>
<td><strong>Net Income</strong></td>
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<td>$198,980</td>
<td>$265,309</td>
<td>$976,572</td>
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## Balance Sheet

**As of March 31, 2018**

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<thead>
<tr>
<th>ASSETS</th>
<th>Mar 31, 18</th>
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<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
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</tr>
<tr>
<td>1000 · People’s Bank of Commerce</td>
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<tr>
<td>1010 · People’s Bank-Savings</td>
<td>21,458.61</td>
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<td>1150 · Cash Drawers</td>
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<td>Total Checking/Savings</td>
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<td><strong>Other Current Assets</strong></td>
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<tr>
<td>1310 · Jo Co Reserve for Potential Ref</td>
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<tr>
<td>1450 · A/R Due From Other Funds</td>
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<td>Total Current Assets</td>
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<td><strong>Fixed Assets</strong></td>
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<td>1610 · Furniture and Equipment</td>
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<td>Total Fixed Assets</td>
<td>292,216.91</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>1,357,110.84</td>
</tr>
</tbody>
</table>

| LIABILITIES & EQUITY        |           |
| Current Liabilities         |           |
| Accounts Payable            |           |
| 2000 · Accounts Payable     | 15,371.75 |
| Total Accounts Payable      | 15,371.75 |
| Credit Cards                |           |
| 2020 · People’s Bank Visa Cards | 5,205.54 |
| Total Credit Cards          | 5,205.54  |
| Other Current Liabilities   |           |
| 2050 · Deferred Revenue     | 79,477.63 |
| 2100 · Payroll Liabilities  | 3,608.23  |
| Total Other Current Liabilities | 83,085.86 |
| Total Current Liabilities   | 103,663.15 |
| **Total Liabilities**       | 103,663.15 |
| **Equity**                  |           |
| Net Income                  | 1,253,447.69 |
| **Total Equity**            | 1,253,447.69 |
| **TOTAL LIABILITIES & EQUITY** | 1,357,110.84 |
### Profit & Loss

**Josephine Community Library District**

**July 2017 through March 2018**

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Development Grant</th>
<th>2 JCLI Grant</th>
<th>4 Friends of Library</th>
<th>4 Maintenance Funds</th>
<th>6 Ready To Read Program</th>
<th>7 Solid Waste Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4050 · Grant Revenue</td>
<td>2,323</td>
<td>95,806</td>
<td>3,500</td>
<td>0</td>
<td>618</td>
<td>0</td>
</tr>
<tr>
<td>4310 · Donations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21,458</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>2,323</td>
<td>95,806</td>
<td>3,500</td>
<td>21,458</td>
<td>618</td>
<td>0</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>5000 · Personal Services</td>
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<td>0</td>
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<tr>
<td>5200 · Collection Development</td>
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<td>0</td>
<td>3,753</td>
<td>0</td>
<td>618</td>
<td>0</td>
</tr>
<tr>
<td>5300 · Library Catalog (Polaris)</td>
<td>0</td>
<td>23,140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5400 · Building Improvements</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5600 · Computer Maintenance</td>
<td>0</td>
<td>6,282</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>5700 · Insurance</td>
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<td>1,038</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5800 · Travel &amp; Training</td>
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<td>6670 · Events at Library</td>
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<td>0</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
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<td>6690 · Special Contracts</td>
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</tr>
<tr>
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</tr>
<tr>
<td>6700 · Administrative Support</td>
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<td>1,212</td>
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<tr>
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<td>-636</td>
<td>-45</td>
<td>-253</td>
<td>21,458</td>
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<td>-41</td>
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<tr>
<td></td>
<td>8 SDAO Security</td>
<td>9 Kiwanis</td>
<td>TOTAL</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td>4310 · Donations</td>
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<td>21,458</td>
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<td></td>
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<td></td>
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<tr>
<td>5000 · Personal Services</td>
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</tr>
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<td>5300 · Library Catalog (Polaris)</td>
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<td>0</td>
<td>23,140</td>
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</tr>
<tr>
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</tr>
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<td>5600 · Computer Maintenance</td>
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<td>0</td>
<td>6,282</td>
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</tr>
<tr>
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<td>0</td>
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<td></td>
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</tr>
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<td></td>
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<td>6690 · Special Contracts</td>
<td>0</td>
<td>0</td>
<td>43,109</td>
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<td></td>
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</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>0</td>
<td>0</td>
<td>1,768</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6700 · Administrative Support</td>
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<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
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<tr>
<td><strong>Net Income</strong></td>
<td>-1,211</td>
<td>500</td>
<td>19,772</td>
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</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing
Expenditure of Grants Offered to
Josephine Community Library District

Resolution No. 2018-003

WHEREAS, the Josephine Community Library District Board of Directors adopted its budget on December 7, 2017; and

WHEREAS, since the date of budget adoption, JCLD has received grants from four organizations; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year’s budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following grants are authorized for expenditure in fiscal year 2017-18 for the specific purposes intended by the funders:

<table>
<thead>
<tr>
<th>Funder</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Thompson (through Josephine County Library Foundation)</td>
<td>Collection Development</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Solid Waste Agency</td>
<td>Book Recycling Project</td>
<td>$5,055.09</td>
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<tr>
<td>Josephine County Library Foundation</td>
<td>Baby's First Book project</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Kay Jean Turner Trust (through Josephine County Library Foundation)</td>
<td>Art appreciation books (Collection Development)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Grants Pass Friends of the Library</td>
<td>Patron requests for books, book giveaways for the Josephine County Special Supplemental Nutrition Program for Women, Infants &amp; Children (WIC), and other designated programs</td>
<td></td>
</tr>
</tbody>
</table>

DONE AND DATED this 26th day of April, 2018.

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

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

______________________________
Laurel Samson, Board Member
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 18, 2018  
SUBJECT: Policies Readings and Revisions  
Second reading of Travel Reimbursement, Holidays, Leaves  
First reading of Non-Resident District Property Owners, Donating Personal Time Off

Introduction: According to the JCLD strategic plan, the library will develop efficient operating systems and structures by adopting high priority governance, finance, personnel, operations, and volunteer policies. Management is prioritizing policy development accordingly.

Resources: Oregon Revised Statutes
Special Districts Association of Oregon (SDAO) and HR Answers
Library policies from Newport, Hood River, Bedford, Deschutes library systems
JCLI policies (personnel, volunteer, and operations) developed by human resources advisory committee made up of the City of Grants Pass former and current HR directors, a private business owner, and the executive director

Second reading of Revision: Policy 4-4-2 Travel Reimbursement Guidelines
The library director recommended updating the maximum per diem to $50 per day, and at the March 15, 2018 meeting, the board agreed. The board suggested that this amount be compared with federal per diem guidelines, which averages at $51 per day for Oregon. Certain travel destinations have higher per diem guidelines, for example, Portland is $64. The board recommended that the policy make provision for the library director to make exceptions to the per diem, so a sentence was revised to say “Exceptions require a written explanation from the employee and are subject to library director prior approval.”

Second reading of Revision: Policy 4-5-2 Holidays
The following stipulation was added: “Full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the week in which the holiday falls, with approval by the director.” This statement was added based on JCLI experience of senior employees who work Tuesday through Saturday shifts missing about four out of the 10 recognized holidays.

Second reading of Policy 4-5-4 Leaves
Board review of this policy at the March 15, 2018 board meeting resulted in the suggestion that under Jury Duty, the following sentence should read as follows: “Upon daily dismissal from jury duty the employee is expected to return to the work site to resume that day’s scheduled hours, as long as an eight-hour day would not be exceeded.”
First reading of Policy 3-6-1 Section C, Library Cards for Non-Resident District Property Owners

At the March 15, 2018 board meeting, the board members considered four versions of a policy regarding library cards for individuals who live outside the district but own rental, business, or other nonresident property within the district. The board decided that the policy should indicate that such individuals may be eligible for a library card, as long as applicants show photo identification and attest with a signature to the ownership of the in-district property. The board also recommended that this policy be revisited in one year, and that applicants be made aware that this policy could change. This policy has been added to Policy 3-6-1, Library Card Eligibility, as Section C, Library Cards for Non-Resident District Property Owners. The applicant would complete and sign the Library District Property Confirmation form and then the library card would be issued.

First reading of Policy 4-5-5 Donating Personal Time Off

At the March 15, 2018 board meeting, the library director recommended that employees be allowed to donate sick and vacation time to other employees on sick or family medical leave. The result is new Policy 4-5-5.
Policy 4-5-4. Leaves

Leaves of Absence
Josephine Community Library District (JCLD) offers leaves of absence for qualifying reasons as outlined in this policy. When an employee is granted a leave of absence, benefits may be suspended for that period of time unless otherwise indicated.

Family Leave
JCLD offers Family Leave in conjunction with the Family Medical Leave Act (FMLA), or the Oregon equivalent for employees who have been employed by JCLD for at least 90 days. It is the policy of JCLD to grant 12 weeks of uncompensated time per year to any employee with a qualifying family event. Qualifying events are determined by FMLA or the Oregon equivalent. Family leave time taken may be drawn from any balances of sick leave or vacation which may be available, or may be taken without pay. JCLD will assure the employee shall have the same or an equivalent position offered upon the completion of said leave. Continuing employees will receive health, life, and disability insurance during qualified FMLA or the Oregon equivalent. All other benefits will be suspended during the unpaid leave.

Jury Duty
When employees receive notice of jury duty, they must submit a request for leave with documentation from the court and inform their supervisor of schedule changes. Upon daily dismissal from jury duty the employee is expected to return to the work site to resume that day’s scheduled hours, as long as an eight-hour day would not be exceeded. Employees will be compensated for hours of jury duty served during the regularly scheduled work week and may retain any compensation they receive from the court system.

Jury duty compensation as provided herein is limited to hours used for jury duty up to 80 hours annually.

Military Service
Full-time employees shall be granted time off, without compensation or benefits, for service in the National Guard. Should any employee be called to active service, JCLD will assure that the individual will be rehired upon completion of such service in the same or equivalent position.

Bereavement Leave
In the event of the death of an immediate family member (spouse, children, step-children, parent, parent-in-law, registered domestic partner), an employee who works 20 hours a week or more shall be granted up to two weeks of bereavement leave, without
compensation, within 60 days of the date on which the employee receives notice of the
death of a family member. Qualifying bereavement leave includes leave to attend the
funeral of a family member, making arrangements necessitated by the death of a family
member, and grieving the death of a family member. Bereavement will count toward the
total amount of FMLA or the Oregon equivalent.

Any additional time needed may be taken with the approval of the library director, or in the
case of the library director, by the JCLD Board of Directors.

Bereavement time taken may be drawn from any balances of sick leave or vacation, which
may be available, or may be taken without pay.

The library director, or the board, has no obligation to grant more than the base two weeks
identified herein.
4-4-2. Travel Reimbursement Guidelines

Adopted 1/25/2018
Revised x/xx/xxxx

Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses:

1. The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. When it’s demonstrably less expensive, employees are encouraged to use a rental car rather than their personal vehicles unless they get prior approval from the library director. If the employee’s personal vehicle is used, JCLD will reimburse the employee at the rate of $0.40 per mile for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt. In the case of using a rental vehicle, gas receipts will be reimbursed. Mileage Reimbursement is from work station OR residence, whichever is less. An online mileage tool will be used to determine number of miles traveled to destination and estimated hours of travel.

2. Lodging such as hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

3. Meals expenses for employees will be allowed to receive a per-diem rate of $25.00 per day to be reimbursed without receipts. This is broken down as follows: $6.00 for breakfast, $7.00 for lunch, and $12.00 for dinner. No receipts are required for meals covered under the per diem. With approval, if food options are limited, an employee may be reimbursed for actual meal expenses incurred up to $35.00 per day, with receipts required under this provision. If a complimentary breakfast and/or meals are included at meetings, seminars, and training sessions with the cost included in lodging and/or registration fees, the employee is not entitled to per diem. Exceptions require a written explanation from the employee and are subject to library director prior approval. Meal “allowances” NOT connected with overnight travel are taxable income to employees. Reimbursement will be taxed and added to the employee’s next paycheck. An employee who does not wish to receive the meal “allowance” should note this on the Travel Expense Report (shown after this policy).
**Departure Times:**

- **Breakfast before 6 a.m.** JCLD is not obligated to reimburse breakfast if a 6 a.m. departure is not necessary to reach destination in a safe and timely manner.

- **Lunch before 11 a.m.** JCLD is not obligated to reimburse lunch if an 11 a.m. departure is not necessary to reach destination in a safe and timely manner.

- **Return to work station after 7 p.m.** A late arrival to the employee’s work station must be due to uninterrupted travel. Should an employee stop or be delayed for any reason other than JCLD business, the employee is not eligible for dinner per diem that day.

4. Telephone and cell phone expenses are reimbursable only if they are directly related to JCLD business and are supported by actual receipts. Personal calls charged to JCLD or to the employee’s room and paid by JCLD must be reimbursed by the employee.

5. Registration and tuition fees and expenses for conference registration, conference meals, activities and tuition fees are allowable expenses. A copy of the registration must be attached to the Travel Reimbursement Form.

6. Travel to and from one’s residence to a work site to perform either paid or volunteer tasks is exempt from eligibility for reimbursement.

7. No cash advances shall be issued.

8. Any expenses for family members who accompany the employee on a trip are not reimbursable.

9. Expenditures for alcoholic beverages will not be reimbursed by JCLD.
Policy 4-5-2. Holidays

Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified days. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year’s Day
2. Martin Luther King, Jr. Day
3. President’s Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

Part-time employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the district, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

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

Full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the week in which the holiday falls, with approval by the library director.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Personnel Policies for Josephine Community Library District Resolution No. 2018-004

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following personnel policies which are attached hereto and incorporated herein by this reference are authorized for implementation:

Policy 4-4-2. Travel Reimbursement Guidelines (previously adopted 1/25/2018)
Policy 4-5-2. Holidays (previously adopted 1/25/2018)
Policy 4-5-4. Leaves (new)

DONE AND DATED this 26th day of April, 2017.

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

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

____________________________
Laurel Samson, Board Member
Policy 3-6-1. Library Card Eligibility

Adopted 3/15/2018
Revised x/xx/xxxx

A. Full-Service Cards
The following categories of individuals are eligible to register for full-service library cards when adequate identification is provided:

- All residents of the Josephine Community Library District are eligible for a full-service card; applicants must show photo identification with current address.
- Residents of areas outside the library district may register for a card after paying a household out-of-district fee; applicants must show photo identification with current address. See Out-of-District Cards section below.
- Youth aged 4 to 18 may be issued their own library card when accompanied by an adult providing their signature and proof of identity and address. An adult’s signature on a youth application constitutes the adult’s permission for the youth to have a borrower’s card and signifies a willingness to assume financial responsibility for all items checked out on the card.

B. Out-of-District Cards
In fairness to those taxpayers who are residents and property owners within JCLD boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services. The current fee is $60 per household.

Out-of-district patrons must have a current library card in good standing to check out materials or access library-provided databases from home.

JCLD may waive or reduce this fee for certain reasons that may include, but are not limited to, volunteer work, educational need, or outreach efforts. This may include:

- Certified educators teaching within Josephine County (must show current school ID). Card must be renewed each year by showing valid school ID.
- Transitional residence facilities.
- Active library volunteers who reside outside the district are eligible for a volunteer library card. Eligibility for a volunteer card is reviewed quarterly.

C. Library Cards for Non-Resident District Property Owners
Owners of properties located within the district but who reside outside the district support the libraries through their in-district property taxes and therefore may be eligible for library cards.
To apply, the property owners must show photo identification and complete the “Library District Property Confirmation” form on which they specify their in-district property address, and attest that they own this property.

This policy will be reviewed annually.

**C.D. Internet-Only Cards**

Internet-only cards provide public access computer use privileges to patrons, but no borrowing privileges. These cards are available at no charge and proof of address is not required. Acceptable identification includes, but is not limited to:

- government-issued identification
- credit card
- organization membership card
- insurance card
- student body card

**D.E. Internet Guest Pass**

A guest pass is available to allow visitors access to public computers. No identification is required to use a guest pass.

Library cards are not required for in-house services, or to participate in library programs.
Please PRINT clearly.

Last name  First name  Middle name  Phone

In-district property address  City  State  Zip

Property type  □ Residential  □ Commercial  □ Other  Describe  Business name

I attest that I own property inside the boundary of the Josephine Community Library District. I understand that my library card will be effective for one year. I also understand that the library card eligibility policy for non-resident district property owners is reviewed by the District Board of Directors annually and is therefore subject to change.

Signature  Date

Library Use:
□ Confirmed property is in district  Date  Library card #  Reviewer’s initials
Policy 4-5-5. Donating Personal Time Off

Adopted XX/XX/2018

Employees of Josephine Community Library District (JCLD) may donate accrued sick and vacation time (personal time off) to other employees on validated sick leave or family medical leave preapproved by the library director.

Donations of sick time are made on a two-for-one basis; that is, for every two hours the donor offers, the recipient receives one hour of sick time.

Donations of vacation time are based on the donor’s hourly rate and translated to the recipient’s hourly rate. For example, if an employee earning $12/hour donates two hours to an employee earning $24/hour, the recipient receives one hour of vacation.

Employees may only donate sick or vacation time they have already accrued.

Sick or vacation time must be donated in whole-hour increments.

There is no cap on the amount of donated sick or vacation time one employee may receive in a year.

See Policy 4-5-1 Vacation for information about vacation accrual. See Policy 4-5-3 Sick Leave for information about sick leave benefits accrual and valid reasons for sick leave. See Policy 4-5-4 Leaves for information about qualifying events for family medical leave.
Introduction: The budget committee approved FY2018–19 budget with changes on Thursday, April 5. Following the budget committee meeting, JCLD’s pre-audit consultant recommended further changes to the formatting of the budget. The budget committee chair reviewed the suggested changes and made additional suggestions.

Resources: Gerald Burns, CPA
Jim Polk, Budget Committee Chair

Recommendations:

Regarding the Grants Pass Maintenance Fund.
Both the pre-audit consultant and the budget committee chair recommend this fund be declared a Reserve Fund. The budget committee chair recommends creating the Reserve Fund later, after the fiscal year has begun.
The Budget Manual defines a Reserve Fund as “...a fund to accumulate money for financing the cost of any service, project, property or equipment that the District can legally perform or acquire...” and goes on to state “...a reserve fund is a way to save money from year to year...” and “...expenditures can be appropriated and made directly from a reserve fund... .”
The Board declares it as a Reserve Fund by Resolution that states “...the purpose for which the money in the fund can be spent... .”
JCLD would use Form LB-11 to present the budget for this fund.

Regarding the General Fund Budget.
JCLD pre-audit consultant recommends the board consider having two Organizational Units in the General Fund. Those units would be “Operations” and “Gifts and Grants.” While they may not be departments in the true sense they could be considered programs with one fund solely by the tax levy and the second funded solely by gifts and grants.
Each Organizational Unit would have the objects of Personnel Services, Materials & Services, and Capital Outlay. JCLD would use Form LB-30 “Requirements Summary Allocated to a Program Activity” for each program.
JCLD would then use the Form LB-30 “Requirements Summary Not Allocated to a Program Activity” for the Interfund Transfer to the Grants Pass Maintenance Reserve Fund and to present Operating Contingency and the categories of Ending Fund Balance.

Regarding General Fund Carryover presentation.
JCLD pre-audit consultant recommends the LB-20 can be modified to present your Cash Carryover in more than one line. Add lines to specify Cash Carryover as either “Unrestricted” or “Operations” and “Restricted” or “Gifts and Grants.” This would allow JCLD to maintain the symmetry between the tax and fines type carryover and the grant related carryover.

Regarding Grants Expenses.
JCLD budget committee chair recommends distributing grant expenses throughout the Materials and Services budget in the appropriate accounts.
Introduction: According to the JCLD strategic plan, the library will enhance facilities across the library system. To do so, staff is charged to develop and implement a fundraising campaign that engages community partners by working with the Foundation in FY2018–19 to build fundraising infrastructure.

Resources: JCLD Staffing Plan written in September 2017, attached.

Background: In September 2017 JCLD built its staffing plan with the intention of reviewing and evaluating its successful implementation in April–June 2018. The intention of the evaluation was to determine the need for a teen librarian, cataloging assistant, children’s library assistant to support Summer Reading Program, Grants Pass branch circulation coordinator, and IT manager.

Current Status: JCLD hires 13 FTEs or 14 positions, with an open recruitment for fiscal coordinator and cataloging manager. The fiscal coordinator position is unfilled but counted in the FTEs.

Recommendations:
1. Begin recruitment for a teen librarian and cataloging assistant in June 2018 to support increased processing of materials and increased programming for young adults, teens. Both positions are built into the FY2018–19 approved budget.
2. Hire half time fundraising coordinator position to support partnership manager.
   a. JCLD partnership manager is currently facilitating service partnerships with more than 25 active partners and does not have the capacity to fully support the Josephine County Library Foundation Development Grant project within 40 hours a week. Some of these partners include: Chamber of Commerce, Dolly Parton’s Imagination Library (Rotary), SOESD Gilbert Creek Child Development Center, Josephine County Food Bank, Grants Pass School District No. 7, Josephine County Public Health, Kiwanis Club of Grants Pass, Blue Zones Project, Literacy Council, Hearts with a Mission, the City of Grants Pass, Coalition for Kids, Easter Seals, Josephine County Community Corrections, and Southern Oregon Early Learning Hub.
   b. This position will be temporary and paid for by the Josephine County Library Foundation (JCLF) Library Development Grant. The partnership manager will oversee the fundraising coordinator to work solely on the Library Development Project. This position would be completely grant funded.
   c. JCLF has expressed its intention to extend the Library Development Grant to December 2018 with additional funding (if needed) to support an end-of-year capital campaign. JCLF will complete strategic planning before December with an updated plan for future staffing.
## District Staffing Plan / September 2017

<table>
<thead>
<tr>
<th>JCLI Current</th>
<th>FTE</th>
<th>wage range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>1</td>
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<tr>
<td>Fiscal Coordinator</td>
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<tr>
<td>Operations Manager</td>
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<td>18–24</td>
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<tr>
<td>Volunteer Coordinator</td>
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<td>14–20</td>
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<tr>
<td>Technical Services Manager</td>
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<td>18–24</td>
</tr>
<tr>
<td>Collection Development Librarian (MLIS)</td>
<td>0.5</td>
<td>18–24</td>
</tr>
<tr>
<td>Children's Librarian (CERT)</td>
<td>0.75</td>
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<tr>
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<tr>
<td>Database Technician</td>
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<tr>
<td>IV Branch Manager</td>
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<td></td>
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<tr>
<td>WM Branch Manager</td>
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</tr>
<tr>
<td>Wolf Creek Branch Manager</td>
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<td>14–20</td>
</tr>
<tr>
<td>Facility Maintenance Coordinator</td>
<td>0.5</td>
<td>12–18</td>
</tr>
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</table>

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<tr>
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<td>Development Manager</td>
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<tr>
<td>Database Technician</td>
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<tr>
<th>Library District Employee Positions</th>
<th>Phase 1 FY18 Q2</th>
<th>Phase 2 FY18 Q3</th>
<th>Phase 3 FY18 Q4</th>
<th>Phase 4 FY19 Q1</th>
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<tbody>
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**Total:** 8.75

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<td>4/1 to 6/30/18</td>
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<td>Nov 6–Nov 10</td>
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<td>Nov 13–Dec 4</td>
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<td>Dec 4–Dec 8</td>
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<td>Nov 13–Dec 4</td>
<td>Dec 4–Dec 8</td>
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**may be subject to change