## Agenda

**Board members:**

<table>
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<tr>
<th>Position 1</th>
<th>Position 2</th>
<th>Position 3</th>
<th>Position 4</th>
<th>Position 5</th>
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<tbody>
<tr>
<td>Beecher Ellison</td>
<td>Laurel Samson, President</td>
<td>Jennifer Roberts, Vice President</td>
<td>Judy Williams</td>
<td>John Harelson</td>
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### Agenda Items

<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>
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<td>L. Samson</td>
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<td><strong>Standing Items</strong></td>
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<tr>
<td>1. Approval of agenda</td>
<td>Motion</td>
<td>L. Samson</td>
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<tr>
<td>2. Approval of June 21 meeting minutes</td>
<td>Motion</td>
<td>L. Samson</td>
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<tr>
<td>3. Public comment</td>
<td>Motion</td>
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<td>4. Correspondence</td>
<td>Motion</td>
<td>L. Samson</td>
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<td>5. Annexation petition review: Kenneth &amp; Kathleen Rich, Robert Litak</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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<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>2. Financial report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>3. Strategic plan/board work plan</td>
<td>Report</td>
<td>L. Samson</td>
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<tr>
<td><strong>Annual Meeting</strong></td>
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<tr>
<td>1. FY19 election of President and Vice President</td>
<td>Resolution</td>
<td>L. Samson</td>
<td>5 min</td>
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<td>2. FY19 meeting date and time</td>
<td>Motion</td>
<td>President</td>
<td>5 min</td>
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<tr>
<td>3. FY18 annual report</td>
<td>Motion</td>
<td>President</td>
<td>10 min</td>
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<tr>
<td><strong>Action Items</strong></td>
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<tr>
<td>1. Authorizing investment of district funds</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>5 min</td>
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<td>2. Policies, second reading: Finance and Personnel</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>3. Library director annual evaluation process</td>
<td>Discussion</td>
<td>President/VP</td>
<td>10 min</td>
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<tr>
<td>4. Consent calendar</td>
<td>Discussion</td>
<td>L. Samson</td>
<td>15 min</td>
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<tr>
<td><strong>Board Member Reports</strong></td>
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<tr>
<td>1. Library Foundation liaison report</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
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<tr>
<td>2. Facilities Oversight Task Force report</td>
<td>Report</td>
<td>J. Williams</td>
<td>5 min</td>
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<tr>
<td><strong>Announcements</strong></td>
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<tr>
<td>1. Comments from board members</td>
<td></td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Date and agenda items for next meeting</td>
<td></td>
<td>President</td>
<td>5 min</td>
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</table>

### Adjourn

**Date and Time** | **Upcoming Meetings and Events**
--- | ---
June 23 to August 4 | Summer Reading Program and Books in the Park
July 28 at 4-5:30 pm Grants Pass branch | State of the Library a la mode for volunteers
August (TBA) | Oregon Humanities Think and Drink
Thursday, August 16 at 5:15 pm Grants Pass branch | JCLD regular board meeting
Friday, August 17, time TBD Grants Pass branch | GED workshop
September | Back-to-School Fine Amnesty Month
Saturday, September 15, 1-2:30 pm Grants Pass branch | Library2Go workshop
Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, June 21, 2018 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams  
Members absent: Laurel Samson  
Staff present: Library Director Kate Lasky, Public Services Director Norma Singer, Communications Specialist Teresa Stover, Collection Development Librarian Michael Grutchfield, Cataloging Manager Robert Kohl  
Guests: Penny Hummel, Bill Kohn, Nancy Hitchcock, Carolyn Kohn, David Mannix, Randy Richardson

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

CHANGES TO AGENDA. Ms. Roberts requested moving the agenda’s Standing Items after the executive session to provide enough time for public comment after the facilities presentation and to accommodate the attorney’s schedule. The board agreed.

PRESENTATION: Program Summary for Facilities Master Plan  
Library facilities planning consultant Penny Hummel gave a presentation referencing the Josephine Community Library District Facilities Master Plan Phase 1 report dated June 18, 2018. Her scope of work was to conduct a needs assessment focused on services and facilities, gather community and stakeholder input, develop a facilities and technology plan with general concepts, and assist architects in Phase 2 of the project to collectively produce the Facilities Master Plan. She discussed the collection and shelving challenges at all four branches. She summarized the results of her needs assessment and focus groups, pointing out what’s working and not working at each of the four branches, along with best practices and recommendations for a new or renovated building. She reviewed the highlights of the technology assessment.  
Action: The Phase 1 Facilities Report presentation will be posted on www.josephinelibrary.org.

PUBLIC COMMENT  
Bill Kohn, David Mannix, Randy Richardson, and Nancy Hitchcock offered comment or questions about the facilities recommendations.

ADJOURNMENT  
Ms. Roberts announced that the board would be moving in to executive session to consult with legal counsel according to ORS 192.660(2)(h). She adjourned the regular meeting at 5:53 p.m.

EXECUTIVE SESSION  
The board moved in to executive session at 5:53 p.m. to consult with legal counsel, per ORS 192.660(2)(h). The board moved out of executive session at 6:09 p.m.

CALL TO ORDER  
Ms. Roberts called the regular meeting to order at 6:09 p.m.  
The board generally discussed the matter covered in executive session.  
Motion: Mr. Ellison moved that, for the matter discussed in executive session, no action be taken. Ms. Williams seconded. The motion passed unanimously.

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STANDING ITEMS
Approval of May 17 meeting minutes. The board reviewed the last regular board meeting minutes. **Motion:** Ms. Williams moved that the minutes to the May 17, 2018 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed four new annexation petitions. **Motion:** Mr. Harelson moved that the board endorse the annexation petitions for Hollis Ries, Kathleen and Mark Dwyer, Jessica Cannon, and Renee Ketler. Mr. Ellison seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated June 21, 2018. The following are highlights:

- **Property Tax Levy.** The County Assessor confirmed receipt of form LB50 (Notice of Property Tax and Certification of Intent to Impose a Tax...on Property) and the board’s Resolution 2018-008 to levy property taxes for FY19. The written notice confirmed all was in order.

- **Connect Americans Now endorsement.** The board reviewed the letter dated June 15, 2018 from Connect Americans Now, which addresses the broadband Internet gap. The organization is seeking an endorsement from JCLD. **Motion:** Ms. Lasky recommended endorsement. **Ms. Williams** moved that the board join the coalition and endorse the efforts of Connect Americans Now. Mr. Ellison seconded. The motion passed unanimously.

- **Annual report.** Ms. Lasky pointed out that the JCLD bylaws states that an annual report is to be adopted by the board at its July annual meeting. She requested that the annual report due date be changed to October so that data from the annual statistical report due to the State Library of Oregon can be used to develop the annual report, thereby providing more complete information and optimizing time. The board discussed that having the annual report in July was tied to the annual library director performance review, and expressed concern over the possibility of an incomplete evaluation without an annual report. **Action:** Ms. Lasky will consider how the annual report can highlight accomplishments for the year while also serving as the public annual report. She committed to submitting an annual report to the board in July and an annual report to the public in October.

- **Job description global update.** Ms. Lasky requested that the board approve an update to all JCLD job descriptions to include “loss of volunteers” as an indicator of error under Scope of Authority. Adding this statement will embed the value of volunteer engagement and culture into the district infrastructure. The resulting statement would be: “Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.” **Motion:** Mr. Ellison moved that all current and future job descriptions include “loss of volunteers” as an indicator of error under the Scope of Authority section. Ms. Williams seconded. The motion passed unanimously.

- **Standing desks.** The standing desks were purchased and delivered. **Motion:** Mr. Harelson moved that the additional $369.80 for the CPU unit be authorized for payment. Mr. Ellison seconded. The motion passed unanimously.

- **Alternative library card options.** The board reviewed the analysis of the 511 new library cards issued in May and the use of alternative card options including payments and scholarships.
**Financial report.** Ms. Lasky reviewed the May Financial Statement memo dated June 21, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through May 2018, the Profit & Loss statement for grants through May 2018, and the Balance Sheet as of May 31, 2018.

She pointed out that the total tax payment for FY18 will show just a $99 difference from the budget’s projection. Mr. Harelson was recognized with applause for having done such a precise projection. The board requested that the July finance memo include an update of cash carryover.

**Strategic plan/work plan.** There was nothing new to report about the strategic plan.

**ACTION ITEMS**

**Facilities decisions.** The board discussed the facilities recommendations from Ms. Hummel’s presentation as well as issues raised during public comment.

- Will the board want to correct all problems at once or handle them piecemeal?
  - Phase 2 of the Facilities Master Plan project, with specifications and costs, will help the board determine priorities and scheduling of facilities improvements with the help of the Facilities Oversight Task Force and in partnership with Josephine County Library Foundation.
- The facilities report is thorough and impressive.
- It’s interesting that the Wolf Creek branch is the newest and nicest building, but is the least used. Building traffic and collection use at the branches can help prioritize facilities work.
- Is the Three Rivers School District (TRSD) willing to having a new library built on its land?
  - Yes, discussions are under way for an intergovernmental agreement between JCLD and TRSD. It’s an ideal location for a new Williams building. There are constraints around trees and parking lots and available space, and these will be explored in Phase 2.
- Do we know whether Three Rivers School District will continue to operate the Williams Elementary School for the foreseeable future?
  - Apparently enrollment is up and there’s no intention of closing the school.
- Will Phase 2 address the funding stream?
  - The architects will give us the information and specifications needed to start fundraising; then we can create the fundraising plan.
- Two of the buildings have been identified with Internet problems. Is this out of scope?
  - Possibly, but we can partner with other entities to resolve the issues. The district will apply to the FCC E-rate program, which offers a 90 percent reimbursement on bandwidth projects.

The board also discussed resolutions 2018-011 through 2018-014 which endorses the facilities recommendations for the Grants Pass, Illinois Valley, Williams, and Wolf Creek branches. The board decided that the resolutions were not necessary.

**Motion:** Mr. Ellison moved that the board endorse the recommendations of Penny Hummel Consulting and recommend to Josephine County Library Foundation that it move forward with its request for proposal to select an architectural firm that will evaluate the recommendations and formulate the Facilities Master Plan to implement the recommendations. Ms. Williams seconded. The motion passed unanimously.

**Action:** Ms. Lasky will discuss with the SDAO or JCLD attorney and obtain written advice about the ramifications of entering into a tripartite contract, in which the contract is between the foundation and the architectural firm and the district is the beneficiary.

**Action:** Ms. Lasky will have the SDAO or JCLD attorney review the Facilities Master Plan Phase 2 Request for Proposal before the foundation sends it out. A special board meeting might be called.
Maintenance fund expenditure authorization. Ms. Lasky explained they’ve learned there’s no restriction on the maintenance funds transferred from JCLI to the district. She intends to replace the broken air conditioning unit at the Williams branch for which the district has received a bid of $4,383. The board discussed Resolution 2018-009. Mr. Harelson requested that the phrase “as confirmed by Josephine County’s Legal Counsel and Chief Financial Officer” be removed.

Motion: Mr. Ellison moved to adopt Resolution 2018-009 authorizing expenditure of the maintenance trust account as amended. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolution.


Motion: Mr. Harelson moved to adopt Resolution 2018-010 authorizing expenditure of a $2,000 grant from the Grants Pass Kiwanis Club. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolution.

Policies, first reading: Finance and Personnel. Ms. Roberts referenced the policies memo from Ms. Lasky dated June 19, 2018. The board held its first reading and discussed the following policies.

- Finance Policy 2-10, Budget Reviews and Transfers. Mr. Harelson had reviewed the draft in advance. He said this is a board governance issue in which the library director informs the board when transfers are needed between budget line items.
- Personnel Policy 4-2-6. Performance Evaluations. Ms. Lasky said that a 90-day trial period is being added to the policy, increasing clarity that a new employee is evaluated more closely. Mr. Ellison suggested that the phrase “If a disagreement exists between the employee and the supervisor’s evaluation” be changed to “If the employee disagrees with the evaluation.”
- Personnel Policy 4-2-x. District Expectations of Employees. Ms. Lasky explained that this is a new policy. Ms. Stover noted that SDAO reviewed the policy and suggested that under Examples of Prohibited Conduct, “#3, Being convicted of a felony” should be deleted. Mr. Ellison suggested that under Examples of Prohibited Conduct, “Bringing to the workplace any explosives, firearms, or any dangerous weapons” should be added.
- Personnel Policy 4-2-x. Discipline. Ms. Lasky reviewed this new policy. Ms. Stover noted that per SDAO review, the one-year stipulation in #4 Suspension and #5 Suspension Pending Dismissal should be deleted. The board suggested that the policy should specify that all disciplinary steps, including verbal counseling or warning, should be documented.

Action: The policies will be revised as noted and the second reading will be held at the July meeting.

Library director annual evaluation process. Ms. Roberts reiterated the board’s responsibility for the library director’s annual performance evaluation. She said although the one-year anniversary isn’t until September, the contract ends June 2019, so going forward, evaluations will be due in June of each year. The board suggested that the president and vice president share the responsibility for the evaluation process. Mr. Harelson stated his opinion that Ms. Lasky has done a wonderful job, and that he wants to ensure the board does what’s necessary to retain her. He said the board should develop a good process so she can receive a fair assessment in an official report. Ms. Roberts stated the board will be setting the precedent for the evaluation process for future years.

Action: Ms. Roberts will work with Ms. Samson to develop the library director evaluation process.

July annual meeting: FY19 elections, meetings, annual report. Ms. Roberts restated the bylaws’ stipulation that July is the month for the board’s annual meeting when elections are held for president and vice president; the year’s board meeting dates, time, and location are set; and the annual report is adopted. The board discussed that incumbents may stand for re-election.
BOARD MEMBER REPORTS

Library foundation liaison report. Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on June 19, 2018 in Wolf Creek. She reported that the foundation is ahead on its fundraising goals for Dolly Parton’s Imagination Library, and 880 children in Josephine County are enrolled in the program. The foundation’s assets are now at $1.8 million. The foundation is undergoing strategic planning which is expected to finish in September with a framework and a work plan. The foundation board is now made up of 17 members. It’s considering forming committees to help with decision-making. The foundation discussed its property in Jackson County that it wants to assess and possibly sell, and so are now seeking a real estate broker to assist.

ANNOUNCEMENTS

Comments from board members. Mr. Harelson announced that he and Kate attended a meeting with the City of Grants Pass and Josephine County Planning Department regarding two enterprise zones in Josephine County—one is the city and the other is the rest of the county. The enterprise zones can bring tax breaks and therefore new jobs and development for businesses applying for grants through Southern Oregon Regional Economic Development, Inc. (SOREDI).

Date and agenda items for next meeting. Ms. Roberts announced that the next regular meeting will be at 5:15 pm on Thursday, July 19. This will be the board’s annual meeting, and the agenda will include election of officers and setting the year’s meeting dates. The agenda will also include the second reading of the finance and personnel policies discussed tonight.

ADJOURNMENT

The meeting adjourned at 7:36 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District
Annexation Petitions
July 17, 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 July 19 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
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<tbody>
<tr>
<td>1 Rich, Kenneth &amp; Kathleen</td>
<td>282 Reagor Ln Cave Junction, OR 97523</td>
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<tr>
<td>2 Litak, Robert</td>
<td>866 Robinson Corner Cave Junction OR 97523</td>
</tr>
</tbody>
</table>
TO: Josephine Community Library District  
FROM: Kate Lasky, Library Director  
DATE: July 19, 2018  
SUBJECT: Library Director’s Report

Updates
- State of the Library scheduled for Saturday, July 28 at 4pm at the Grants Pass branch.
- A Request for Reconsideration and response letter has been completed. See attached.
- Josephine Community Library was awarded a $3,000 grant titled Refreshing Youth Collection Grant. This grant funds diversity-themed books for children and young adults.
- As of June 13, 930 children have registered for Dolly Parton’s Imagination Library. Children have begun receiving their books in the mail.
- New volunteer shirts are in. The shirts are teal with the Josephine Community Library District logo. Volunteer manager is distributing and selling shirts.
- Hired Lorraine McInnis for the position of fundraising coordinator. Start date is July 18.

Stories
- **In Grants Pass**, a father who has been utilizing the research computers to homeschool his sons said a huge “Thank you!” to the library for the service. He drove his oldest son 7.5 hours into California for him to take his 8th grade equivalency test, which he passed with flying colors. He said, “The library made this possible!”

- **In Williams**, a patron called the branch asking about what happened to the old Williams post office because they were working on a project taking photographs of old post offices all over Oregon. The branch manager helped the patron find a newspaper article about how the building had been moved to another property and helped them connect with the new owners. They sent the following thank you by email: “We made contact with Claudia and got to see and photograph the old post office. Claudia and her husband Harold were very nice people and we enjoyed our visit with them. They have put a lot of work into protecting and refurbishing the old building. Thank you so much for making all of this possible! We really appreciate your help.”

- **In Wolf Creek**, a regular senior patron at the Wolf Creek branch was discussing purchase requests of philosophical self-help materials with the branch manager. This conversation was overheard by another patron who was dealing with some situations in her life that she had been struggling to reach out about. However, she felt comfortable stopping him to talk in the parking lot. For the next couple of hours, the two patrons proceeded to discuss life experiences in some depth. Upon the senior’s departure, the young woman came back into the branch with a list of books he had recommended for her. She told the branch manager – “The library is kind of a spooky place, isn’t it? I can come in here with no idea what I’m looking for and leave with what I needed. Like a sorting hat for your soul or something.”
Successes
- To support the increase in number of items being catalogued and added to the collection of materials monthly, the district purchased OCLC Connexion, a common library cataloging tool. As of June 30, OCLC is fully incorporated into the cataloging department workflow. Volunteers report satisfaction with the system, noting that it would have been difficult or impossible to handle the number of new items added to the collection without the OCLC service.

Challenges
- Certain special circumstances may warrant a waiver of out-of-district card fee without requiring scholarship funding. For example, volunteers for partner organizations like Young Master Gardeners help provide valuable programs but do not qualify for a JCLD volunteer card. These circumstances are rare, and staff is exercising sound judgment in determining appropriate action but communicating these “gray area” options to frontline volunteers is a challenge.
- Understanding the different perspectives and audience for the annual report requested by the board in its bylaws has been an iterative process. Library director identified three separate reports for key audiences in the following annual timeline. This does not include the State of the Library presentation to volunteers in late July or the annual audit which is scheduled to be completed in November and posted to the library website.

<table>
<thead>
<tr>
<th>Date</th>
<th>Audience</th>
<th>Content</th>
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<tbody>
<tr>
<td>July</td>
<td>Board of directors</td>
<td>Fiscal year budget vs. actuals and progress toward strategic plan</td>
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<tr>
<td>August</td>
<td>Patrons, volunteers, donors</td>
<td>Overview of performance in core services and finance department</td>
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<tr>
<td>September</td>
<td>State Library per ORS 357.520</td>
<td>Statistical survey</td>
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- In Wolf Creek, the impatience and inflexibility of a Food Bank volunteer unfortunately interrupted a scheduled Summer Reading Program one hour-long presentation, effectively cutting it short by 25 minutes. After meeting with partnership manager and public services director, library director contacted the executive director of the Food Bank to discuss the partnership. The result of this was productive, open communication and careful reconsideration of the benefits and challenges of the partnership. Ultimately, the Wolf Creek branch manager and supervising staff decided that despite recent problems, the willingness of the library to continue working with the Food Bank is invaluable to the community. Efforts are being made to improve the partnership and to be better prepared for unexpected circumstances.

Imperative #1 Enhance program quality and customer service
- Summer Reading Program is in full swing at all four branches. Final numbers of participants and programs will be available next month.
• Latest statistics indicate a rise in Library2Go circulation of 10,000 circs. This is double the amount of increase from previous years.

![Library2Go Circulation Chart]

**Imperative #2 Nurture a work culture that values and supports its staff and volunteers**

• Employee engagement survey completed and established a baseline for year-over-year reporting. Coraggio Group presented survey results to department heads stating that the library district received the highest scores they’ve ever recorded out of approximately 500 companies. See attached.

• Launched a new customer service workshop for volunteers. Subjects covered include basic and library-specific customer service skills, library operation policies, ALA code of ethics, and mandatory reporting state law. The next customer service workshop is scheduled for September 13.

• Held round-table discussion with children’s library volunteers about Summer Reading Program activities and scheduling. Volunteers were asked to provide feedback on potential children’s programs. Surveys were sent home with attendees and emailed to absent volunteers asking what additional training and support they would like to receive.

• Cataloging Manager completed orientation and visited Wolf Creek, Williams and Illinois Valley branches to meet with branch managers and tour the facilities; introduced to board members at June Library District Board Meeting.

**Imperative #3 Enhance the facilities across the library systems**

• Facilities Oversight Task Force extended the due date for Phase Two of the Facilities Master Plan by one month (to November 30) due to time constraints.

• Four library staff/contractors participated in a SDAO facilities maintenance webinar.

• In Grants Pass, windows professionally cleaned inside and out. Exterminated GP building on July 2.

  County maintenance scheduled an annual inspection of the Grants Pass branch fire sprinkler system.

  County maintenance staff responded promptly to a request for service at the Grants Pass branch C St. entrance doors. Old concrete was removed, new concrete was put in at a lower height. Both doors now work properly.
• In Illinois Valley, facility updates include: new coffee maker, microwave, and Xerox machine capable of copies, collating, and color.
• In Williams, the main air conditioning unit has now been replaced.

**Imperative #4 Develop efficient operating systems and structures.**
• Audit RFP completed and sent to list of municipal accounting firms. Board Member John Harelson and pre-audit consultant Gerry Burns reviewed the RFP and list of accounting firms.
• Developed a budget monitoring process for department heads to review respective budget line items regularly.
• A procedure was implemented to record disposition of surplus inventory, and a process to tag and record new inventory.
• Fiscal year-end process is underway. Pre-audit consultant held conference with finance officer and director.
• Phase one migration of data to new main server completed without hiccups.
• Analysis of 751 library cards issued/renewed in June indicates 491 patrons (65%) resided within the library district and 260 (35%) lived outside of district; 107 out-of-district patrons paid for annual full-service library cards, while 153 others appreciated alternative options noted below.

<table>
<thead>
<tr>
<th>Alternative card options</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Adult scholarship</td>
<td>6</td>
<td>9</td>
<td>11</td>
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<tr>
<td>Junior scholarship</td>
<td>19</td>
<td>22</td>
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<tr>
<td>District annexation</td>
<td>6</td>
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<tr>
<td>Property in district</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Internet only</td>
<td>13</td>
<td>12</td>
<td>12</td>
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<tr>
<td>Volunteer</td>
<td>4</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Paid monthly card</td>
<td>38</td>
<td>52</td>
<td>73</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>88</strong></td>
<td><strong>106</strong></td>
<td><strong>153</strong></td>
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**Imperative #5 Build awareness and expand partnerships**
• Published RFP for Phase Two of Master Facilities Plan, paid for by Josephine County Library Foundation. The RFP was approved by the Facilities Oversight Task Force and SDAO legal counsel prior to distribution.
• Partnership manager set target number of 25 service-based partnerships system wide. Currently the district has 16 service partners. Partnership manager is working to classify partnerships in the following categories: service, funding, and affiliates. Updating and partnership agreement forms for every library partner taking more time than anticipated.
• JCLD continues to work with Sheepscot Creative to complete the Brand Transition Project. JCLD t-shirts with new branding ordered by Volunteer Manager. On sale for $5 to staff and volunteers. Rebranding of in-library signs and forms is ongoing as they come
Buttons have been a huge success. Sheepscot Creative is putting in a second order. Next two brand transition projects will be updating the website and in-library signage at all four branches.

- New GP Daily Courier education reporter visited JCLD communications team to establish a relationship.
- Library director discovered a ground-safe at the Grants Pass branch. Communications Coordinator took photos and posted them to Facebook to create community engagement. The post resulted in 10 shares, 135 reactions, 63 comments, a reach of 7,507 people, and a mystery for the entire community to be excited about together.
- Josephine County Library Foundation’s strategic planning process is near completion. The one-page three-year strategic plan will be presented by the Core Planning team to the Board at the Foundation’s board meeting on July 23. Once approved, Core Planning team will develop the operation plan. Partnership manager will continue to provide administrative support until competition of project.
- Library director serving on OLA Public Library Standard Committee to review and revise standards. Updated standards will be available September 21 and incorporated into district’s key performance indicators on work plan.
- Library director serving on Chamber of Commerce Government Affairs Committee. Shared Facilities Master Plan Phase One recommendations with committee members and visiting regional solutions officer to the governor: www.regionalsolutions.oregon.gov.
- Board Member Jennifer Roberts and library director participating in Coalition for Kids community partner meetings to discuss co-locating facilities.
Request for Reconsideration of Library Material

Name of person making request: S. Elizabeth Powell
Address: 5076 Leonard Rd #123 617
Telephone: 541-956-1487 Date: 5/2/18
Email: N/A

Whom do you represent?
(1) Self X
(2) Organization

Name of Organization
Organization address

Item requested for reconsideration:

Title of work LAYER CAKE
Author JUDD # 1000/12/4/18
Format: Hardcover Paperback Audio Disc DVD/Video X

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

Did you read, see, listen to or otherwise use the material in its entirety?
Yes X No

If not, then which part did you read. sex, disgusting!

The "F" word. Violence. Extreme drugs

13
Have you seen or heard reviews of this material?   Yes    No
If yes, please name review source:  N/A

To what in the material/s do you object?  Please be specific.
the gratuitous use of (nothing to do with the
story line), violence. Extreme drug situations.

What do you feel might be the result of reading, viewing, or hearing this work?
"Inappropriate" people might
consider this as behavior to emulate.

For what age group would you recommend this work? only adult

Is there anything good about the work?  Not much.

What would you like your library to do about this material?
Remove it from the shelf.

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.
Dear Ms. Powell,

Thank you for your request to reconsider the 2004 movie “Layer Cake,” directed by Matthew Vaughn, and starring Daniel Craig. I understand your concerns and appreciate receiving feedback on our collection from members of the public. We collect DVDs for both informational and entertainment purposes, and of course serve a wide range of tastes and interests. We do take into account the possibility that some of our materials will be acceptable to one person or group, and unacceptable to another, but our mission is to provide access so that patrons may choose for themselves what they want to see, read, and hear.

“Layer Cake” was released with an “R” rating for “strong brutal violence,” “sexuality,” “nudity,” “drug use,” and “pervasive language.” This information is included on the DVD cover, and is displayed on-screen before the movie begins. The movie is not intended for children, and it is housed in the section of the library for adult DVDs.

This movie was not an Academy Award or Golden Globe recipient, although it did have some critical success. Matthew Vaughn, the director, won “Best Director” at the UK’s Empire Awards for 2004. The movie won a Special Recognition from the National Board of Review in the USA. It was also up for a BAFTA, a British Independent Film award, three other Empire Awards, a European Film Award, and Saint Louis Film Critics Association award, and a World Soundtrack award. The star, Daniel Craig, is now the star of the James Bond franchise, reputedly because producer Barbara Broccoli noticed his performance in “Layer Cake.” The Los Angeles Times praised Craig’s “stunningly suave performance,” while Roger Ebert thought he was “fascinating” in the film. For these reasons, it can be argued that the movie has cultural significance and possible historical interest.
The history of the crime film is fraught with controversy. In the early years of cinema, it was believed that any depiction of a crime would encourage its repetition by younger audience members. However, criminal activity proved to be too effective of a dramatic hook to avoid, and many great film makers worked within the genre. In 1932, the movie “Scarface” by Howard Hawks shocked audiences and critics with its realistic interpretation of the life of real-life gangster Al Capone. It is today in the National Registry of Film and rated by the American Film Institute as the sixth best film in the gangster film genre. The movie “The Godfather” and its sequel, both by Francis Ford Coppola, won Academy Awards for Best Picture in 1972 and 1974, despite heavy doses of violence and explicit criminal activity. More recently, the crime film genre has been redefined and re-explored by film makers such as Quentin Tarentino, whose 1992 film “Reservoir Dogs” raised the stakes in terms of explicit language and brutal characterizations. The movie “Layer Cake” fits in to that tradition, and while it is not considered a classic today, it may be a movie that future generations will consider significant in the development of the crime genre.

Because of the importance of making culturally significant materials available to the public and because the movie is appropriately housed with adult materials and labelled with an “R” rating, I have decided to keep it in our collection.

Thank you,

Michael Grutchfield
Collection Development Librarian
Josephine Community Library
200 NW C St.
Grants Pass, OR, 97526-2038
“A highly engaged workforce means the difference between a company that thrives and one that struggles. When employees are engaged, they are passionate, creative, and entrepreneurial, and their enthusiasm fuels growth. These employees are emotionally connected to the mission and purpose of their work.”

- 20% higher productivity
- 40% lower quality issues
- 41% lower absenteeism
- 24%-59% lower turnover
- 10% higher patron loyalty

WHY FOCUS ON TEAM MEMBER ENGAGEMENT
Survey Engagement:
From June 8th 2018 to June 19th 2018, Coraggio Group ran a survey with Josephine Community Library District (JCLD) to identify and quantify the organization’s employee engagement and satisfaction. This survey utilized Gallup’s Q12 approach to quantify JCLD engagement across 12 distinct categories. In addition to the Q12, we asked a variety of questions directed at communications, change, work place appreciation and inspiration.

**APPROACH & METHODOLOGY**

**Total Responses:** 19

**Response Rate:** 100%
KEY THEMES

1 | JCLD is an extremely well engaged organization and outpaces most organizations in terms of employee engagement

2 | Best friend scores are low, but correlated categories shown to be related to this category are high

3 | Receiving feedback on progress lags the Q12 mean of the organization, suggesting that JCLD could focus on progress programming

4 | JCLD employees are very satisfied with the organization and appreciate their co-workers and office culture

5 | It is believed that opportunities exist for new library infrastructure and new avenues for sourcing volunteer input into major changes
1. The Mission and Vision of the Josephine Community Library District are clear to me.

2. I am inspired by the work we do at the Josephine Community Library District.

3. I feel that the Josephine Community Library District support and nurtures the volunteer-centric culture first developed by JCLI.

4. I feel communications with me and my department are timely and thorough.
The Mission and Vision of JCLD are clear to me  
I am inspired by the work we do at JCLD  
Overall, I am very satisfied as an employee of JCLD  
I feel that JCLD supports and nurtures the volunteer-centric culture first developed by JCLI  
I feel communications with me and my department are timely and thorough
“I feel respected and supported by the library director, the Board, the staff, and the volunteers. I feel so fortunate that I was able to finish my working life in such a warm, kind, and encouraging environment. I also appreciate the friends I have made at JCLD.”

“Working with a wonderful team of employees and volunteers who truly want to serve our community in the best way possible.”

“There are a lot of things I appreciate as a team member. My ideas and thoughts are always listened to and encouraged. I am given room to grow and develop new skills. Everyone that I work with is passionate about the mission and the work we do.”

“It truly is a team. Everyone recognizes and uses each other’s talents to complete tasks.”

“I most appreciate the quality of work by both the staff and the volunteers. The volunteers are the heart of our library.”

Josephine Community Library District is a strong organization with much to appreciate. Team members reference the passion people have for the mission, a willingness to listen to opinions and leverage strengths and the overall caring atmosphere that encourages positive teamwork.

JOSEPHINE COMMUNITY LIBRARY DISTRICT: APPRECIATION
Respondents were hard pressed to find areas that they would like to change in the Josephine Community Library District. Those who could identify areas of potential change sited the following:

- New facilities or upgrades, specifically Grants Pass, Williams and Illinois Valley
- Increased volunteer input into major changes

“Finding a way to incorporate more volunteer input when major changes are imminent.”

“I would like the library to have improved facilities in Grants Pass, Williams, and Illinois Valley.”

“I don't know if I would change anything.”

“Not sure.”
Q10 (Teamwork): I have a best friend at work.
**Action Step:** Create more opportunities for people to get to know one another.
Currently, we focus more on volunteers than staff in this area. Moving forward, we’ll create more opportunities for cross-team work opportunities.

**EXAMPLES/IDEAS**
- GP Branch – Less more of “where you sit” and “more outside of where you sit” in the library.
- Branch Managers – Explore including Branch Managers on projects teams and holding standing meetings at other branches.

Q11 (GROWTH): In the last six months, someone at work has talked to me about my progress.
**Action Step:** Establish a greater balance (informal : formal) and shared approach to providing feedback to our teams.
As managers, we are very good at providing informal feedback to our teams. Moving forward, we’ll improve the consistency and approach we take with our feedback.

**EXAMPLES/IDEAS**
- Convene monthly supervisor meetings for peer to peer learning
- Pilot use of the SBI (Situation, Behavior, Impact) framework to provide feedback

**IMPROVEMENT OPPORTUNITY:** Volunteer engagement in change
**Action Step:** Update staff agenda to include volunteer input on major changes.
Financial planning
- RFP for financial audit services is finalized and sent to 14 firms.
- On June 14, JCLD received a tax payment of $31,258. The end of year financial report for FY2017–18 will include total taxes levied and received at $1,276,054, only $99 less than what was projected in the budget.

Action
- There remains $796,381 in cash carry over of which $61,620 is restricted, leaving $734,761 unrestricted. This is $69,761 over the $665,000 budget projections for FY19. The board will discuss how or if to assign, designate, or restrict these funds.

Accounting
- The net income on the P&L of $1,105,836 is not representative of the cash balance as it does not reflect all items that affect the cash balance. Any capitalized item will not be included in the P&L but will be represented as Fixed Assets on the Balance Sheet.
- The Fixed Asset balance is comprised of $292,217 for valued inventory from JCLI and $10,914 for new servers.
- The Other Current Asset – A/R due from other funds is federal unemployment tax due to JCLD due to an ADP error (ADP is our payroll software).

Statement of Financial Activities (expense and revenue performance report)

Revenue
- In comparing the year-to-date income and expenditures through June 30, 2018, the district has received $1,276,054 tax levy income, and budgeted for $1,276,153, which is a difference of $99 under the budgeted amount for the year.
- Fines and fees, and interest revenue is higher than anticipated for the year.

Expenses
- Collection development, library catalog, computer maintenance, audit services, and communications are under budget for the year. Total under for these expense accounts equals approximately $66,460. Facilities and equipment, insurance, special contracts, administrative support and utilities are over budget for the year. Total over budget for these expenses equals $57,463. Overage will not affect total expenses for the object classification of Materials and Services.
- Facilities and equipment overages are due to the purchase of office furniture and equipment for the business office. Administrative support overages are due to advertisements for staff recruitment. Special Contracts overages are mainly due to contracting with Stover Writing and Cynthia Harelson, CPA. Cynthia was contracted for the transition and until a Fiscal Coordinator was hired.
• Budget overages will be offset through a reallocation between account items from library catalog, computer maintenance, audit services, and communications to facilities and equipment.

Grants
• Wages offset by grants is $23,829 through the Library Development Grant and the JCLI Transition Grant.
• Total of grant expenses for the year is $140,932. As deferred income has been reclassed to revenue, the P&L for Special Funds reflects the grants beginning balance as revenue, less total expense, equaling net income or the remaining balance for the grant/special fund.

Statement of Financial Position: (balance sheet)
• The district assets include $91,789 in the district checking account. The Grants Pass Maintenance Fund totals $21,461 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 $682,741. Cash Drawers at the four branches total $390, and $5,596 is held by the Josephine County Clerk in the treasury account.
• The total combined assets of these accounts equal $801,978 including $61,620 in restricted grant funds and restricted maintenance reserve fund not to be included in district cash available for general fund use.
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Actual Jul 17 - Jun 18</th>
<th>Year to Date</th>
<th>Annual Budget</th>
<th>$ Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 · Current Year Tax Levy</td>
<td>$1,276,054</td>
<td>$1,276,153</td>
<td>$1,276,153</td>
<td>($99)</td>
</tr>
<tr>
<td>4100 · Fines and Fees</td>
<td>25,821</td>
<td>9,000</td>
<td>9,000</td>
<td>16,821</td>
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<tr>
<td>4200 · Interest Income</td>
<td>12,317</td>
<td>3,500</td>
<td>3,500</td>
<td>8,817</td>
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<tr>
<td>4300 · Other Revenues</td>
<td>292,217</td>
<td>0</td>
<td>0</td>
<td>292,217</td>
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<tr>
<td>4310 · Donations</td>
<td>41</td>
<td>2,500</td>
<td>2,500</td>
<td>(2,459)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>1,606,449</td>
<td>1,291,153</td>
<td>1,291,153</td>
<td>315,296</td>
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<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5000 · Personal Services</td>
<td>$301,626</td>
<td>$448,859</td>
<td>$448,859</td>
<td>($147,233)</td>
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<td>5200 · Collection Development</td>
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<td>87,500</td>
<td>87,500</td>
<td>(6,785)</td>
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<td>5300 · Library Catalog (Polaris)</td>
<td>1,698</td>
<td>23,140</td>
<td>23,140</td>
<td>(21,442)</td>
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<td>5400 · Building Improvements</td>
<td>1,271</td>
<td>2,500</td>
<td>2,500</td>
<td>(1,229)</td>
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<td>6,250</td>
<td>6,250</td>
<td>12,877</td>
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<tr>
<td>5600 · Computer Maintenance</td>
<td>7,924</td>
<td>17,250</td>
<td>17,250</td>
<td>(9,326)</td>
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<tr>
<td>5700 · Insurance</td>
<td>8,058</td>
<td>6,000</td>
<td>6,000</td>
<td>2,058</td>
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<tr>
<td>5800 · Travel &amp; Training</td>
<td>6,709</td>
<td>8,500</td>
<td>8,500</td>
<td>(1,791)</td>
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<td>6630 · Election</td>
<td>17,794</td>
<td>17,795</td>
<td>17,795</td>
<td>(1)</td>
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<td>6640 · Auditor</td>
<td>2,400</td>
<td>15,000</td>
<td>15,000</td>
<td>(12,600)</td>
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<td>6650 · Patron Services and Supplies</td>
<td>3,056</td>
<td>5,500</td>
<td>5,500</td>
<td>(2,445)</td>
</tr>
<tr>
<td>6660 · Volunteer Support</td>
<td>3,817</td>
<td>5,300</td>
<td>5,300</td>
<td>(1,483)</td>
</tr>
<tr>
<td>6670 · Events at Library</td>
<td>519</td>
<td>5,250</td>
<td>5,250</td>
<td>(4,732)</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>6,195</td>
<td>22,500</td>
<td>22,500</td>
<td>(16,305)</td>
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<tr>
<td>6690 · Special Contracts</td>
<td>67,032</td>
<td>37,750</td>
<td>37,750</td>
<td>29,282</td>
</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>748</td>
<td>1,500</td>
<td>1,500</td>
<td>(752)</td>
</tr>
<tr>
<td>6700 · Administrative Support</td>
<td>13,953</td>
<td>7,250</td>
<td>7,250</td>
<td>6,703</td>
</tr>
<tr>
<td>6800 · Telecommunications</td>
<td>5,405</td>
<td>18,000</td>
<td>18,000</td>
<td>(12,595)</td>
</tr>
<tr>
<td>6850 · Utilities</td>
<td>21,543</td>
<td>15,000</td>
<td>15,000</td>
<td>6,543</td>
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<tr>
<td>8000 · Transfers &amp; Contingency</td>
<td>0</td>
<td>275,000</td>
<td>275,000</td>
<td>(275,000)</td>
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<tr>
<td>9000 · In-Kind Gift Revenue</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>569,593</td>
<td>1,025,844</td>
<td>1,025,844</td>
<td>(456,251)</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>1,036,856</td>
<td>265,309</td>
<td>265,309</td>
<td>771,547</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>$1,036,856</td>
<td>$265,309</td>
<td>$265,309</td>
<td>$771,547</td>
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</table>
## Ordinary Income/Expense

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Baby's First Book</th>
<th>Dorothy Thompson Fund</th>
<th>Friends of Library</th>
<th>JCLF Development Grant</th>
<th>JCLI Grant</th>
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</thead>
<tbody>
<tr>
<td>4050 · Grant Revenue</td>
<td>0</td>
<td>0</td>
<td>6,600</td>
<td>40,000</td>
<td>122,000</td>
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<tr>
<td>4310 · Donations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Income**

|                     | 0 | 0 | 6,600 | 40,000 | 122,000 |

### Expense

<table>
<thead>
<tr>
<th>Description</th>
<th>Baby's First Book</th>
<th>Dorothy Thompson Fund</th>
<th>Friends of Library</th>
<th>JCLF Development Grant</th>
<th>JCLI Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 · Personal Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,081</td>
<td>15,748</td>
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<td>1,049</td>
<td>4,500</td>
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<td>5300 · Library Catalog (Polaris)</td>
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<td>0</td>
<td>0</td>
<td>23,140</td>
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<td>6650 · Patron Services and Supplies</td>
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<td>0</td>
<td>0</td>
<td>6,840</td>
<td>0</td>
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<tr>
<td>6670 · Events at Library</td>
<td>3,038</td>
<td>0</td>
<td>0</td>
<td>405</td>
<td>0</td>
</tr>
<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>0</td>
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<td>820</td>
<td>0</td>
</tr>
<tr>
<td>6690 · Special Contracts</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>50,817</td>
</tr>
<tr>
<td>5400 · Building Improvements</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5500 · Facilities &amp; Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6,282</td>
<td>0</td>
</tr>
<tr>
<td>5600 · Computer Maintenance</td>
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<td>0</td>
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<td>1,038</td>
</tr>
<tr>
<td>5700 · Insurance</td>
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<td>2,312</td>
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<td>5800 · Travel &amp; Training</td>
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<td>0</td>
<td>88</td>
<td>1,212</td>
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<tr>
<td>6700 · Administrative Support</td>
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<td>0</td>
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<tr>
<td>6900 · Grant Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Expense**

|                     | 3,038 | 1,049 | 4,500 | 8,989 | 109,562 |

**Net Ordinary Income**

|                     | -3,038 | -1,049 | 2,100 | 31,011 | 12,438 |

**Net Income**

|                     | -3,038 | -1,049 | 2,100 | 31,011 | 12,438 |
## Ordinary Income/Expense

### Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Kiwanis (Special Funds)</th>
<th>Maintenance Funds (Special Funds)</th>
<th>Ready To Read Program (Special Funds)</th>
<th>SDAO Security Grant (Special Funds)</th>
<th>Solid Waste Agency (Special Funds)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Grant Revenue</td>
<td>2,500</td>
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<td>11,085</td>
<td>1,212</td>
<td>5,055</td>
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<td>Donations</td>
<td>0</td>
<td>21,458</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total Income</strong></td>
<td><strong>2,500</strong></td>
<td><strong>21,458</strong></td>
<td><strong>11,085</strong></td>
<td><strong>1,212</strong></td>
<td><strong>5,055</strong></td>
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</table>

### Expense

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Kiwanis (Special Funds)</th>
<th>Maintenance Funds (Special Funds)</th>
<th>Ready To Read Program (Special Funds)</th>
<th>SDAO Security Grant (Special Funds)</th>
<th>Solid Waste Agency (Special Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Personal Services</td>
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</tr>
<tr>
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<td>Collection Development</td>
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<td>1,851</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5300</td>
<td>Library Catalog (Polaris)</td>
<td>0</td>
<td>0</td>
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<td>6650</td>
<td>Patron Services and Supplies</td>
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<tr>
<td>6670</td>
<td>Events at Library</td>
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<td>3,782</td>
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<td>0</td>
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<td><strong>1,212</strong></td>
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### Net Ordinary Income

- **2,413**

### Net Income

- **2,413**
## Josephine Community Library District
### Profit & Loss
#### PRE-CLOSING
July 2017 through June 2018

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Total Special Funds</th>
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<td>5200 · Collection Development</td>
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# Josephine Community Library District  
## Balance Sheet  
### PRE-CLOSING  
As of June 30, 2018  

**June 30, 2018**  

**ASSETS**  

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<th>Description</th>
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<td>1010 · People's Bank-Savings</td>
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**LIABILITIES & EQUITY**  

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<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
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</tbody>
</table>
FY 2017-18 ANNUAL REPORT
for the
Josephine Community Library District
Board of Directors

respectfully submitted by
Library Director Kate Lasky
July 19, 2018
INTRODUCTION

The library of today is much more than “books on a shelf.” It is an integral and active part of the community, developing and shifting as fast as the public it serves. In one week at Josephine Community Library District, more than 1,000 patrons use the 48 internet access computers at the four branch libraries in Grants Pass, Illinois Valley, Williams, and Wolf Creek. In a month, an average of 3,000 patrons check out 21,500 items. On any given day, the front desks are buzzing with conversation, folks meeting, discussing the news, perusing the new items shelf, and relaxing at the big round library tables. Our libraries are a hub of the community, a source of civic pride, and a safe place where people and ideas can come together.

For the past eight years (2009–2017), the library system in Josephine County was operated by the nonprofit Josephine Community Libraries, Inc (JCLI). JCLI was formed after libraries closed in May 2007 due to lack of funding. Four months later, a group of community members formed JCLI, a nongovernmental organization dedicated to ensuring long-term public library services. By December 2009, JCLI reopened all four shuttered locations. From that time until December 31, 2017, the libraries in Josephine County were operated and supported by private donations and the heroic efforts of more than 360 volunteers annually.

In May 2017, voters approved a measure to form a library district serving 39,000 residents in the noncontiguous areas surrounding the branch libraries in Grants Pass, Illinois Valley, Williams, and Wolf Creek. The measure reinstated public funding and set a permanent library tax rate of 39 cents per $1,000 of assessed property value.

On June 4, the newly elected five-member Josephine Community Library District Board of Directors convened. The board met weekly for the first six months to build the infrastructure of the new library district. The board worked closely with JCLI, which was committed to handing over the day-to-day operations to the district by January 1, 2018. Both boards were committed to a seamless transition of services and a transfer of leadership that honored and valued the volunteer culture developed by JCLI.

In its inaugural year, the board made huge strides as a new, startup government agency. During the first six months, the board established policies, set up an accounting system, hired staff, and developed a strategic plan. From forming the first budget committee to increasing hours at all four branches, the library system serving Josephine County grew exponentially in its first year, embracing its role as a municipal corporation committed to maintaining the trust of the community it serves.

Strategic planning

In July 2017, the Josephine Community Library District Board of Directors entered into strategic planning to establish organizational direction through goal-setting. It conducted a communitywide survey to ensure public input into long-term planning and committed to meeting public library standards established by the Oregon Library Association.

The following mission, vision, imperatives and initiatives were established. The complete strategic framework is available on the website at josephinelibrary.org.

- **Vision**: A vibrant community strong in itself and connected to the world
- **Mission**: Enriching our community through access to quality library services across Josephine County

FY 2017-18 Annual Report to the Board of Directors
• **Imperative (1):** Enhance program quality and customer service
  Initiative: Expand hours of operation in response to Measure 17-79 commitments
  Initiative: Implement the collection development plan which improves materials against Oregon Library Association Library Standards

• **Imperative (2):** Nurture a work culture that values and supports its staff and volunteers
  Initiative: Develop and implement a volunteer recruitment plan that maintains the staff and volunteer balance required to expand hours without jeopardizing culture
  Initiative: Develop and implement a staff and volunteer professional development program that aligns with organizational needs

• **Imperative (3):** Enhance the facilities across the library systems
  Initiative: Develop a Facilities Master Plan that includes a vision which addresses community needs and provides a cost benefits analysis
  Initiative: Develop and implement a fundraising campaign that engages community partners

• **Imperative (4):** Develop efficient operating systems and structures
  Initiative: Develop a long-term financial plan for the library system
  Initiative: Develop and maintain clear policies and procedures for key organizational functions
  Initiative: Build board effectiveness in the governance and oversight of taxpayer funds

• **Imperative (5):** Build awareness and expand partnerships
  Initiative: Develop and implement a communications plan that includes progress updates on Measure 17-79 commitments and transitions Josephine Community Libraries' brand to the Library District
  Initiative: Nurture healthy and impactful relationships with current and new Library System partners

**PROGRAMS AND SERVICES**

The district made a commitment to enhance program quality and customer service as a strategic imperative. Results from the public survey confirmed public demand for more hours, better quality and access to materials such as books, audiobooks, and e-books.

**More hours**

In response to the public survey, the district expanded the hours at all four library branches beginning in February 2018. Overall, the library system nearly doubled its hours from 59.5 hours per week to 100 hours per week.

- **Illinois Valley:** Thursdays, Fridays, and Saturdays from 11 a.m. to 5 p.m.
  Wednesdays from 11 a.m. to 6 p.m.

- **Williams:** Tuesdays, Wednesday, and Saturdays from 1 to 6 p.m.
  Fridays from 11 a.m. to 4 p.m.

- **Wolf Creek:** Wednesdays and Saturdays from 1 to 6 p.m.
  Fridays from 11 a.m. to 4 p.m.

- **Grants Pass:** Tuesdays and Thursdays from 10 a.m. to 7 p.m.
  Wednesdays and Fridays from 10 a.m. to 6 p.m.
  Saturdays from 10 a.m. to 4 p.m.
Better books and materials

The district assumed the job of acquiring and curating books and other materials in December 2017, increasing the budget from $90,000 to $175,000 annually as part of its promise to purchase more and better materials for patrons. The district’s goal in FY 2017–18 was to repair, rebuild, and modernize the library’s collection of materials to recover from years of austere or nonexistent book budgets. Based on the results of the community survey, district staff prioritized children’s books and adult nonfiction and fiction print books and e-books as the top areas for improving the collection. By the end of June 2018, the district had increased the number of items added to the collection monthly, from an average of 900 to more than 1,200 per month.

![Number of new items added to the collection](image)

**Figure 1:** The district increased the number of items added to the collection monthly, from an average of 900 to more than 1,200 per month.

**PEOPLE AND SYSTEMS**

**Volunteers**

The district board recognized the essential role that the nonprofit JCLI staff and volunteers had played in delivering library services; therefore, it committed to maintaining the positive and vibrant volunteer culture that had served the libraries so well for the past 10 years.

In January 2018, the library started the year with 348 volunteers who agreed to transfer from the nonprofit to the district. By the end of the fiscal year, that number had increased to 393, with 46 new volunteers having joined the team.

Volunteer engagement remains high. Existing volunteers took extra shifts and cross-trained in multiple areas to support the newly added operating hours. Of the district’s 203 active volunteers, 42 cross-trained in at least two departments and 18 cross-trained in three. Total volunteer hours increased by 1,135 hours in the first five months of 2018 compared to the same time period the previous year.
Staff

With an increase in hours, services, and volunteerism at all four branches, more staff time was also needed. Paid staff increased from nine full-time equivalencies (FTE) to 13.5 FTE. Most part-time staff positions became full-time positions, with the exception of the Williams and Wolf Creek branch managers remaining part time. The new position of full-time adult services manager was added. The district developed benefits packages for employees which included healthcare, retirement, life and disability insurance, and vacation, sick, and holiday paid time off. Benefits are reflected in the personnel policies.

In June 2018, the district administered the Gallup Q12 Employee Engagement survey through a third party to establish a baseline measure of employee engagement and satisfaction. Results of the survey demonstrated high scores, reporting that the district “is an extremely well-engaged organization and outpaces most organizations in terms of employee engagement.”

Donors

Now that stable funding is in place for regular library programs and operations, the fundraising operation developed by the nonprofit JCLI has been transferred to the Josephine County Library Foundation, whose mission is to foster a culture of giving to libraries in Josephine County. The foundation is now responsible for nurturing library donors and for the ongoing stewardship of the relationships and support provided by the donors and their investment in library facilities, technology, and programs.

By the end of 2017, more than 850 JCLI donors had authorized the transfer of their donor information to the library foundation. In partnership with the district, this past year the foundation raised $36,000 to support capital improvements and scholarships for out-of-district residents, and $34,000 to support Dolly Parton’s Imagination Library, a Rotary Club initiative for all children in Josephine County.

The foundation is committed to strong stewardship of donor resources. To further that goal, it’s currently engaged in strategic planning, which will be completed in August 2018.

Annexation

In response to numerous requests from library volunteers and donors to add their property to the library taxing district, the district researched the legal process of annexation and developed procedures for residents. Working with the offices of the Josephine County Legal Counsel, County Assessor, and County Clerk, the district established a mechanism for efficient internal communications to facilitate the annexation process. As of June 2018, 32 residents had added their properties to the district to be taxed. An average of six new annexation applications are brought before the district board for approval monthly.

FINANCE AND ADMINISTRATION

Advisors

With the responsibility of building a new library district from the ground up, the Josephine Community Library District board and management staff reached out to professional organizations for advice, expertise, and support. The district joined the Special Districts Association of Oregon and the American Library Association, and also contracted
with pre-audit consultant Gerald Burns, CPA, to set up structures and prepare financial statements.

**Policies**

As part of the district’s strategic imperative to develop efficient operating systems and structures for the benefit of the taxpayers, the board developed and adopted high-priority policies in January 2018, including the personnel, operations, finance, and volunteer policy sets. Policies are posted for the public online at josephinelibrary.org. Policy review is ongoing and new policies continue to be reviewed, revised, and adopted.

**Budget**

The district’s first set of tax revenues was received on November 14, 2017, five months after formation. Because of this funding delay, JCLI agreed to support the newly formed district with a startup funding grant of $122,000 in July. JCLI also agreed to continue managing the libraries throughout 2017 to preserve continuity of service for patrons while allowing the newly formed district to build the infrastructure required to assume the day-to-day responsibility of running the library system.

Although the newly formed district was not required to comply with Oregon Local Budget Law for its inaugural fiscal year of 2017–18, the board formed a Budget Committee, which approved a budget. This budget was developed within the guidelines of the strategic plan and set the stage for strong fiscal stewardship of taxpayer funds.

The final budget for FY 2017–18 was $1,514,205 with an unappropriated ending fund balance of $265,307. Actual general fund expenditures for the year equal $569,593 with grant expenditures totaling $140,932. The library district ended the year with $796,381 in cash carryover, $61,620 of which is restricted for grants, and $665,000 designated to operate the libraries for the first six months of FY19 until tax revenues are received again in November. This leaves $69,761 for reserves, which the district board will discuss during its August 2018 board meeting.

**Figure 2:** Pie graph of general fund revenue for FY 2017–18.
Figure 3: Pie graph of general fund expenses by major categories for FY 2017–18.

For the district’s first full year of operations, the Budget Committee approved the FY 2018–19 budget for $2,318,848 with an unrestricted ending fund balance of $665,000. The cash carryover will allow the library to operate prior to the second set of tax revenues due in November 2018. The FY 2018–19 budget was adopted in May 2018 by the district board. The FY18 and FY19 budgets as well as minutes to the Budget Committee meetings are available online at josephinelibrary.org.

Service area

The newly formed library district is smaller than the boundary of the former Josephine County library system. The formation of the district created within the county an unserved population of residents who do not pay taxes for library services. With community input, the district established policies and procedures to address this change in service area. All residents outside the district who are seeking to renew or register a new library card are asked to pay a fee of $60 annually or $5 a month. The fee schedule balances accessibility, fairness to the taxpayer, simplicity for staff, equity, and the understanding that the fees would not be a significant revenue source for the district. The district began charging for library cards in April 2018. Scholarships for library cards are paid for by the Josephine County Library Foundation.

PARTNERS

With a stable source of funding, Josephine Community Library District was able to focus its energy and creativity on innovative ways of serving our community. As a strategic imperative, the district committed to nurturing healthy and impactful relationships with current and new partners. In the past year, the district has increased partnerships, both in
quality and quantity to support community initiatives that align with its mission, vision, and core services of providing materials and programs, early literacy, technology, lifelong learning, and open facilities. Currently the district partners with 16 area agencies including schools, businesses, and nonprofits on a variety of initiatives and programs.

<table>
<thead>
<tr>
<th>Josephine Community Library District</th>
<th>FY 2017–18 Service Partners</th>
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<td>Applegate Poets</td>
<td>Kiwanis Club of Grants Pass</td>
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<td>Blue Zones Project</td>
<td>Oregon Poetry Association</td>
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<tr>
<td>Gilbert Creek Development Center</td>
<td>SOU Master Gardeners — OSU Extension Service</td>
</tr>
<tr>
<td>Grants Pass School District</td>
<td>Southern Oregon Aspire</td>
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<tr>
<td>Grants Pass Rotary Foundation</td>
<td>Southern Oregon Early Learning Service Hub</td>
</tr>
<tr>
<td>Hearts with a Mission</td>
<td>Sunny Wolf Charter School</td>
</tr>
<tr>
<td>Josephine County Food Bank</td>
<td>Therapy Dogs International, Inc</td>
</tr>
<tr>
<td>Josephine County Public Health</td>
<td>Three Rivers School District</td>
</tr>
</tbody>
</table>

**Figure 4**: List of active partners of Josephine Community Library District.

One example of a new partnership developed in FY 2017–18 is Dolly Parton’s Imagination Library (DPIL). In January, the district committed to a three-year partnership with the Grants Pass Rotary Foundation in support of DPIL, a book-gifting program which mails free books to children every month from birth to age five in participating communities. The district committed to providing database management and acting as the postal liaison. Since the program launched on May 1, 2018, the library has registered 900 children in Josephine County as of June 2018.

**COMMUNICATIONS**

The library system in Josephine County has a unique story, one of inspiring community engagement and resilience in the face of great adversity. Since the libraries closed in 2007, each year from 2009 until 2017 more than 2,000 local community members invested their dollars and more than 360 volunteers invested their time and talent to ensure that the library system stayed open and operating to serve tens of thousands of library users. Many of these same donors and volunteers also worked hard on three separate campaigns—the 2017 campaign finally reaching success—to achieve permanent and stable funding through the formation of a library district.

Because of the library system’s special story and unique community commitment with many of the same people involved in both organizations, the district wanted its communications and branding to reflect the metamorphosis of the nonprofit Josephine Community Libraries, Inc. into Josephine Community Library District and also to reflect the fulfillment of promises made to the community.

In November 2017, the library district developed a communications plan to provide a framework for consistent communication among Josephine Community Library District, Josephine Community Libraries, Inc., Josephine County Library Foundation, Josephine County government, other library stakeholders, and members of the community regarding the library system transition.

In January 2018, the district engaged in the Library Brand Transition Project to
assess the branding elements used for the past several years by the nonprofit JCLI, and to update the logo, tagline, and other key communications elements to reflect its new name and the transformation of the nonprofit JCLI into Josephine Community Library District. Through this project, the full set of library-branded print and online materials were updated.

Figure 5: Images of library card, logo, and brochure (front and back), samples of the Library Brand Transition Project.

FACILITIES

During the transition phase, Josephine County government transferred ownership of two of the four library buildings to Josephine Community Library District in December 2018. The district now owns the Williams and Illinois Valley branch buildings. The Josephine County Library Foundation owns the Wolf Creek building, and Josephine County government retains ownership of the Grants Pass facility. The district entered into a lease agreement with the county in December 2017 for use of the Grants Pass building for a fee of $1 per year. Josephine County government offered a reduced fee for lease as part of its committed to supporting public library services as required by the Josephine County Charter.

Recognizing that a library system needs appropriate space—for collections, for people, for programming, and for functional operations—the district board adopted the imperative of enhancing the facilities across the library system as part of its three-year
strategic plan. Because serious deficiencies in three of the four Josephine County library facilities compromise the quality and level of service that can be provided, improving the library’s facilities is critical to the success of the library system in the future. Although the district’s tax revenue is not sufficient for capital building or renovation projects, the district and the Josephine County Library Foundation have established a partnership to improve facilities. To achieve this goal the foundation funded the development of a Facilities Master Plan which will form the basis of a community capital fundraising campaign.

In January 2018, the foundation contracted with Penny Hummel Consulting to complete Phase 1 of the Facilities Master Plan. A Facilities Oversight Task Force was also formed to include two board members each from the foundation and the district along with the library director. The committee is responsible for representing patrons, volunteers, donors, staff, and other library and community stakeholders as it considers library facilities. Development of the Library Facilities Master Plan is currently in progress, with the Phase 1 report completed in June 2018 and available to the public at josephinelibrary.org. The plan is a result of a systematic stakeholder input process which considered the ideas of a wide range of community members including volunteers, patrons, donors, library affiliates, local government, and others through interviews, focus groups, surveys, and stakeholder meetings.

The next step is to complete Phase 2 with an architectural firm to finalize costs for renovation and building projects and recommend sites for new facilities. With this Facilities Master Plan in place, likely by November 2018, the community will be poised to launch a library buildings capital campaign to raise funds for facilities priorities.

CONCLUSION

New municipalities like a special library district are not formed often, and it’s rare that a group of citizens is given the opportunity to build a government agency from the ground up. The newly formed Josephine Community Library District and its partners accomplished substantial milestones in FY 2017–18. They transferred assets among four different organizations, built essential systems and structures to support operations, and maintained the vibrant volunteer culture throughout the transition. With the strategic values of integrity, accountability, engagement, innovation, freedom, equity, and inclusion, the district has demonstrated strong fiscal stewardship, responsiveness to the community, and strategic leadership in planning for the future needs of the library system.

DEDICATION

Much of this work could not have been accomplished without the unfaltering leadership of Josephine Community Libraries, Inc. For its selfless dedication to re-establishing public library services in Josephine County, JCLI was awarded 2018 Library Supporter of the Year by the Oregon Library Association.

Most nonprofits work decades and never achieve their mission. JCLI not only achieved its mission by securing stable funding for libraries for generations to come, it led the community to work and build together in a way that demonstrates Josephine County has the resilience, strength, and fortitude to support itself and build a brighter future for its residents.
Enclosed is the annual form authorizing the Josephine County Treasurer to invest funds held for your district. Please present to your board for approval, attach a copy of the resolution, complete and return as soon as possible.

ORS requirements for the investment authorizations:

294.035 Investment of surplus funds of political subdivisions; approved investments. The custodial officer of any county shall make no such investment of funds belonging to any municipality, political subdivision or school district, unless and until the custodial officer has received a written order from the governing body of the municipality, political subdivision or school district to which the funds belong, which order authorizes the custodial officer to invest the funds, and which order has been spread upon the minutes or journal of the governing body.

Kasey Kirkpatrick
Deputy Treasurer III
Josephine County
541 474-5235
To: JOSEPHINE COUNTY TREASURER OFFICE  
500 NW 6TH ST, DEPT. 14  
GRANTS PASS OR 97526  
Fax – 541-474-5176

From: ____________________________  
Taxing District

Date ___7/19/2018___

Current list of the Board of Directors:

Name: Beecher Ellison  
Title: Director, Position 1

Name: Laurel Samson  
Title: Director, Position 2

Name: Jennifer Roberts  
Title: Director, Position 3

Name: Judy Williams  
Title: Director, Position 4

Name: John Harelson  
Title: Director, Position 5

Name: ____________________________  
Title: ____________________________

Name: ____________________________  
Title: ____________________________

Please mail all reports to: __200 NW C Street, Grants Pass, OR 97526__________________________

________________________________________

Contact person: Kate Lasky, library director  
2nd Contact person _Kedron Hay, fiscal coordinator_  
E-mail __klasky@josephinelibrary_________  Fax # __541-479-0685__________________________

We agree to inform the Josephine County Treasurer’s Office of any changes to the list of officers or board of directors.

AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county’s investment program. The Board of Directors has approved the participation in the county’s investment program on ______________. The district will provide a copy of this approval. The Treasurer will provide the taxing district a report of all income credited to our account, including interest.

________________________________________

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

In the Matter of
Authorizing Investment of
Josephine Community Library District funds

Resolution No. 2018-011

WHEREAS, the Board of Directors of Josephine Community Library District has determined it necessary and desirable for the District to invest its funds; and

WHEREAS, the Josephine County Treasurer receives tax collections and other monies for the benefit of the District and according to ORS 294.035 requires written Board permission to invest the funds held prior to lawfully required transfers for the benefit of the District; and

WHEREAS, the Local Government Investment Pool (LGIP) is a diversified portfolio offered to any Oregon municipality, public subdivision, or public corporation that by law has control of any public funds; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

District funds for fiscal year 2018-19 ending June 30, 2019 are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

DONE AND DATED this 19th day of July, 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: July 17, 2018  

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**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)
- Library policies from Hood River, Baker County, Newport, and Deschutes library systems
- JCLI personnel policies developed by the 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 Policy 2-10, Budget Review and Transfers**
This is a new policy, requested by the board at the May 17, 2018 budget hearing. It includes monthly budget monitoring by management staff, transfers between budget line items, and approval of substantial variances between the budget and expenditures.

**Second reading of Policy 4-2-6, Performance Evaluations**
The board adopted this policy on 12/16/2017. Revisions include more detail about performance evaluations, employee recourse on disagreements with evaluations, and a 90-day trial period. This policy was reviewed by SDAO and no changes were suggested. Highlighted changes reflect board or staff recommendations since the first reading.

**Second reading of Policy 4-2-7, District Expectations of Employees**
This new policy includes employee personal conduct guidelines, ethics, and examples of prohibited conduct that may lead to disciplinary action up to and including dismissal. Highlighted changes reflect board or SDAO recommendations since the first reading.

**First reading of Policy 4-2-8, Discipline**
This new policy includes the six levels of disciplinary action that a supervisor may initiate on an employee. Highlighted changes reflect board or SDAO recommendations since the first reading.
## Financial Management Policies

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Policy 2-10. Budget Review and Transfers

Adopted xx/xx/xxxx

Josephine Community Library District (JCLD) shall follow these policies and procedures for budget transfers:

General
The Library Director monitors the adopted annual budget on a monthly basis and properly reviews the Operations, Maintenance and Administration sections of the budget. Congruently, department heads review the budgeted line items under their supervision in such a manner as to keep expenditures within the established budget.

Department heads are provided monthly financial reports to monitor their line items, both for the current month and year-to-date. Differences are expected, but should not be considerably above or below budget. Any significant variance is noted, and an investigation conducted. Either a correction is made or substantiation is provided with a justifiable reason.

Realignment of Budget
The Library Director may approve transfers between budget line items within each section of the budget, at his/her discretion. The Library Director must seek approval to transfer between the Library Services, Maintenance and Repairs, and Administration budgets.

In most instances, variances are corrected by a realignment of the budget. However, no budget line item may be increased without another line item being decreased. Budget transfers are administered in an appropriate manner and in accordance with JCLD’s Financial and Strategic Plan.

Substantial Variances
The Library Director reviews the variances and informs the Board of Directors when an Operations, Maintenance or Administration budget is over budget and why. Substantial/significant changes in revenue or expenditures are investigated and substantiated by the Library Director. Action is taken to ensure corrective measures are in place.

The Library Director communicates all significant variances to the Board of Directors. Revisions which require change in planned revenues and expenditures are reviewed by the Board of Directors and the Library Director. Any necessary changes require board approval.
# 4. Personnel Policies for All Employees

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[**NOTE: ITEMS IN RED ARE THE NEW OR REVISED POLICIES IN THIS DOCUMENT. THE TABLE OF CONTENTS IS INCLUDED FOR CONTEXT.**]

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Policy 4-2-6. Performance Evaluations

Annual Performance Evaluation A performance evaluation shall be conducted annually prior to the anniversary of the date of hire for each employee of Josephine Community Library District (JCLD). For the library director, the evaluation shall be completed by the JCLD Board of Directors, and may be in any written form created by the board. For all other employees, the library director shall prepare an annual evaluation of performance, or cause the employee’s supervisor to complete such an evaluation using a standard performance evaluation form prescribed by the library director. Anniversary dates shall not be tied to compensation in any way.

Performance evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. Supervisors shall review with their direct employees the factors rated and should stress areas of commendation and specific recommendations for improving performance. Performance evaluations shall become a part of the employee’s personnel file.

If the employee disagrees with the evaluation, if a disagreement exists between the employee and the supervisor’s evaluation, the employee may submit a written statement to the library director stating specific and detailed reasons for disagreement. A copy of the statement will be attached to the performance evaluation as a permanent part of the employee’s personnel file.

Supplemental Evaluation
A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

Trial Period
All employees are subject to a 90-day trial period, which begins on their date of hire. The same is true for existing employees in a job change, and begins on the employee’s start date in the new job. The trial period serves to give new employees in a new job the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The district uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, the employee may be dismissed at any time without cause.

Completion of the trial period does not modify an employee’s at-will employment status.

Any significant absence will automatically extend a trial period by the length of the absence.
At the end of the trial period, the employee’s supervisor will conduct an evaluation using standard personnel evaluation forms to determine whether employment should be continued. Employees who do not satisfactorily complete the trial period will be dismissed.

If the employee’s supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee’s performance, the trial period may be extended for a specified period.
Policy 4-2-7. District Expectations of Employees

Adopted xx/xx/xxx

Each employee of Josephine Community Library District (JCLD) is a part of a team of public employees, and public satisfaction with the district depends on order and discipline to fulfill its mission and provide efficient and quality service to library patrons.

Personal Conduct

Employees are encouraged to exhibit the following professional behavior:

1. Promote the district's mission, vision, and values.
2. Be familiar with the Library Bill of Rights, the Freedom to Read Statement, the district’s core services, and the district’s strategic direction.
3. Render accurate, unbiased, and courteous responses to all requests for assistance.
4. Practice public-focused work principles.
5. Protect each user’s right to privacy with respect to information sought or received and materials or services used.
6. Maintain efficiency in accordance with the district job description and standard of performance.
7. Properly use and care for all district properties, equipment, and materials.
8. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, coworkers, or the district.
9. Practice cost-consciousness in the discharge of duties and recommend work procedures which will result in a cost savings or improved public service.
10. Maintain a neat and clean personal appearance.
11. Refrain from the use of language which might offend public sensibilities.
12. Treat the public and coworkers with courtesy and respect.

Ethics

District employees are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees may not use district time, equipment, or services for their personal benefit, the benefit of a relative of the employee as defined by Oregon law, the benefit of a member of the employee’s household, or the benefit of a business with which the employee, a relative of the employee, or a member of the employee’s household is associated.

When not acting in their official capacity, employees are welcome to use district services with the same privileges and responsibilities as the general public. They also may not use information they learned through their official capacity for personal gain unless that information is available to the general public.
Examples of Prohibited Conduct
The following are examples of conduct that is prohibited and that may lead to disciplinary action:

1. Insubordination, including improper conduct toward a supervisor, refusal to perform tasks assigned by a supervisor, or willful violation of any reasonable and lawful directive prescribed by a supervisor.
2. Violation of lawful duty or district policies and procedures.
4. Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
5. Bringing to any JCLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.
6. Theft or unauthorized removal or possession of property belonging to JCLD, coworkers, volunteers, or the public.
7. Misusing, destroying, or damaging property belonging to JCLD, a coworker, volunteer, patron, or visitor.
8. Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory language, or similar conduct toward the public or a coworker while on the premises, or during any time of official action on behalf of JCLD.
9. Violation of established safety policies or otherwise endangering the safety of other employees, volunteers, or patrons.
10. Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment (see policy 4-8-2, Harassment).
11. Smoking in any area designated as “non-smoking.”
12. Being wasteful of material, property, or working time.
13. Being absent from work without permission or failing to report to the supervisor when absent; being habitually tardy.
14. Release of confidential information or patron records except in accordance with the adopted policies.
15. Personal acceptance of gifts during any calendar year with an aggregate value of more than $50, or other violations of Oregon government ethics laws.
16. Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the library system.
17. Falsifying or making a material omission on an employment application or materials inquiring about background information prior to hiring and/or an official record of JCLD.

The employee’s supervisor will present any employees engaging in prohibited conduct with a statement of any alleged violation, and allow them the opportunity to present their side of the issue. Following such notice and discussion, the employee’s supervisor shall enforce the discipline he or she determines to be appropriate. Disciplinary alternatives are not limited to, but may include verbal warning, written warning, suspension without pay, and dismissal.
Policy 4-2-8. Discipline

Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. See policy 4-2-7x, District Expectations of Employees, for guidance on conduct, ethics, and prohibited behavior. The severity of the disciplinary action generally depends on the nature of the offense and an employee's work record, and may range from verbal counseling to dismissal.

Disciplinary Action
Whenever an employee commits an offense warranting disciplinary action, the library director or designee may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed. All steps at or above a written warning require approval by the library director. All disciplinary steps, including verbal counseling or warning, should be documented.

1. Verbal counseling or warning. For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.

2. Written counseling or warning. The employee may be given a written warning. A copy will be placed in the employee's personnel file, and the employee will be given a copy. The written warning should be signed and dated by the employee. Employees who disagree with the facts in the warning may submit a written response. The warning and the employee response will be placed in the employee's personnel file.

3. Performance improvement plan. The employee may be put on a performance improvement plan, which helps clarify performance deficiencies and goals or plans for improvement on the job. The plan includes a response from the employee. A copy signed by the employee and supervisor will be placed in the employee's personnel file, and the employee will be given a copy.

4. Suspension. If a second offense of any kind occurs within a period of one year from the date of after the first written warning, the employee may be suspended from work without pay for up to 30 days. The length of suspension will depend upon the seriousness of the offense. Before suspending an employee without pay, the supervisor will meet with and allow the employee the opportunity to respond.

5. Suspension pending dismissal. If a third offense of any kind occurs within a period of one year from the date of after the first written warning, the employee may be suspended without pay pending dismissal.

6. Dismissal. An employee may be dismissed if the employee violates district policy, commits serious misconduct, or fails to improve the level of performance. However, this statement does not limit the district's right to end the employment with or without cause at any time.
Supervisors are not required to go through the entire six steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and library director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first four steps of this procedure when the supervisor feels it is necessary.
BEFORE THE BOARD OF DIRECTORS  
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT  

Resolution No. 2018-012  

In the Matter of Adopting Policies for Josephine Community Library District  

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves  

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

Policy 2-10. Budget Review and Transfers (new)  
Policy 4-2-6. Performance Evaluations (previously adopted 12/16/2017)  
Policy 4-2-7. District Expectations of Employees (new)  
Policy 4-2-8. Discipline (new)  

DONE AND DATED this 19th day of July, 2018.  

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

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

____________________________  
Laurel Samson, Board Member
With the completion of Phase 1 of the Facilities Master Plan effort by Penny Hummel Consulting, Josephine County Library Foundation began developing the Facilities Master Plan Phase 2 request for proposal (RFP) to be sent to three architectural firms with library design expertise as recommended by Penny Hummel Consulting.

In Phase 2, the selected architectural firm will expand on the completed Phase 1 work. It will assess the four library branch buildings, outline specifications, estimate costs, evaluate possible Grants Pass building sites, and develop initial concept drawings. Integrating library program specification information from Phase 1, the district’s Facilities Master Plan will then be completed.

The Facilities Master Plan effort is a partnership between the foundation and the district, as advised by the Facilities Oversight Task Force. Makeup of the task force includes two members of the foundation board: Sue Cohen and Steve Swearingen, two members of the district board: Jennifer Roberts and Judy Williams, and library director Kate Lasky.

**Attorney review of the RFP**

At its June 21, 2018 meeting, the district board requested that an attorney review the Facilities Master Plan Phase 2 Request for Proposal (RFP) before its publication and advise on any possible ramifications on a contract between the Josephine County Library Foundation and the architectural firm developing the Facilities Master Plan, in which the library district would be a third-party beneficiary of the relationship. It was suggested during the meeting that SDAO be contacted because of its deep knowledge of how public contracting law affects special districts.

SDAO attorney Spencer Rockwell reviewed the RFP and the board’s concern, and provided his written assessment, which is summarized here. He stated that the library district is not a third-party beneficiary of the contract; but that it’s simply a potential tenant in a building owned by a separate and distinct legal entity.

Mr. Rockwell questioned who would ultimately own or have long-term control of the buildings when they’re built. If the foundation owns the buildings, and if the foundation and district boards ever found themselves at odds with each other, the buildings could be used in a manner contrary to the district’s best interests. To avoid this, he advised that as the design and build process progresses (not necessary yet with this pre-design phase), the district consult with its general counsel attorney regarding real estate ownership as well as responsibilities around maintenance and upkeep. If there’s a lease with JCLF as owner, he advised a mechanism like a 25-year lease with a five-year notice to cancel.

After reviewing the RFP, he said he did not find any issues of concern to the library district.
**Capital campaign timeline**
On July 3, 2018, the Facilities Oversight Task Force met to discuss feedback on the FMP2 RFP as well as the timeline. The original thinking had been that based on the results of the Facilities Master Plan, the capital campaign could start with the foundation’s 2018 end-of-year fundraising drive.

However, the task force has now determined that more time is needed for the architects to complete the Facilities Master Plan, which was originally scheduled for September. The task force also determined that if the Facilities Master Plan is completed by November 30 (a rough estimate), a fundraising feasibility statement will need to be developed to determine how much money can actually be raised. At that point, decisions can be made about facilities priorities and scheduling. The capital campaign would then be designed, with pre-campaign elements starting in early spring, and the full campaign launched for May to June 2019.

**Status of Facilities Master Plan Phase 2 RFP**
On July 11, 2018, the RFP was finalized as approved by the Facilities Oversight Task Force, and it was sent to three architectural firms recommended by Penny Hummel Consulting. It was also published on the library website. The RFP process will be coordinated by the district, and the Facilities Oversight Task Force will review the proposals and make its recommendation.

Proposals are due August 6. Selection is scheduled for August 15. The completed Facilities Master Plan is tentatively targeted for November 30, but the firm will work with the Task Force to establish a reasonable development schedule.