Josephine Community Library District  
Board of Directors Regular Meeting  
Thursday, September 27, 2018 at 5:15 pm, Grants Pass Branch Library

**Agenda**

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

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Action</th>
<th>Responsible</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>L. Samson</td>
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**Standing Items**

<table>
<thead>
<tr>
<th>1. Approval of agenda</th>
<th>Action</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Approval of August 16 meeting minutes</td>
<td>Motion</td>
<td>L. Samson</td>
</tr>
<tr>
<td>3. Approval of August 22 special meeting minutes</td>
<td>Motion</td>
<td>L. Samson</td>
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<tr>
<td>4. Public comment</td>
<td></td>
<td>L. Samson</td>
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<tr>
<td>5. Correspondence</td>
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<td>L. Samson</td>
</tr>
<tr>
<td>6. Annexation petition review: Marilyn Mooshie, Jaime Szijjarto, Robin Terranova, Emily Fabbri, Sarah Kuhn, Phyllis Nipps</td>
<td>Motion</td>
<td>L. Samson</td>
</tr>
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**Staff Reports**

<table>
<thead>
<tr>
<th>1. Library director’s report</th>
<th>Action</th>
<th>Responsible</th>
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</thead>
<tbody>
<tr>
<td>2. Financial report</td>
<td>Report</td>
<td>K. Lasky</td>
</tr>
<tr>
<td>3. Strategic plan/board work plan</td>
<td>Report</td>
<td>L. Samson</td>
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**Action Items**

<table>
<thead>
<tr>
<th>1. Authorization of budget contingency transfer</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Authorization of expenditure of funds for the Refreshing Youth Collections grant</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>4. Job description: Library Assistant</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
</tr>
<tr>
<td>5. Policies, first reading: Finance, Operations, HR</td>
<td>Discussion</td>
<td>K. Lasky</td>
<td>10 min</td>
</tr>
<tr>
<td>6. Grants Pass building site criteria</td>
<td>Discussion</td>
<td>Williams/Roberts</td>
<td>5 min</td>
</tr>
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**Board Member Reports**

<table>
<thead>
<tr>
<th>1. Library Foundation liaison report</th>
<th>Action</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>2. Facilities Oversight Task Force report</td>
<td>Report</td>
<td>J. Roberts</td>
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<td></td>
<td>Report</td>
<td>Williams/Roberts</td>
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**Announcements**

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

**Executive session: Complaint**

To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b) | L. Samson | 15 min |

**Executive session: Performance Review**

To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i) | L. Samson | 10 min |

**Adjourn**

L. Samson

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**Date and Time** | **Upcoming Meetings and Events**
---|---
September 18-29 | Back-to-School Fine Amnesty
September 23-29 | Banned Books Week
Saturday, October 6, 2-4 pm | Lego Club GP launches, Grants Pass branch
Thursday, October 18, 5:15 pm | JCLD regular board meeting, Grants Pass branch
Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, August 16, 2018 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams, Laurel Samson  
Members absent: none  
Staff present: Library Director Kate Lasky, Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer, Partnership Manager Rebecca Stoltz, Cataloging Manager Robert Kohl  
Guests: Bill Kohn, Sue Cohen

CALL TO ORDER. President Laurel Samson called the meeting to order at 5:15 pm.

STANDING ITEMS

Approval of agenda. There were no changes to the agenda.

Approval of July 19 meeting minutes. The board reviewed the last regular board meeting minutes.  
Motion: Mr. Harelson moved that the minutes to the July 19, 2018 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed two new annexation petitions.  
Motion: Mr. Harelson moved that the board endorse the annexation petitions for Marilyn Percey and Steven Villian. Mr. Ellison seconded. The motion passed. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS

Library partnership program. Partnership Manager Rebecca Stoltz referenced her FY2017-18 Service Partnership Report dated August 3, 2018, the Partnership Criteria Review form, and the JCLD Partnership Agreement as she presented criteria for selecting community partnerships. Partnerships help to demonstrate the value of libraries in the community. The library has 20 current service partnerships with a max capacity of 25 at a time. Ms. Williams noted that the criteria is well thought out.  
Ms. Stolz gave examples of partnership successes such as the Applegate Poets and Oregon Poetry Association who partnered with the library in response to the community’s interest in more poetry programs. She noted that one challenge with partnerships is not knowing the amount of staff time and caretaking any particular partnership might require.  
Ms. Roberts pointed out that Gilder Lehrman is a world-renowned organization that is globally respected and that it is noteworthy that they choose to partner with our library system.  
Mr. Harelson suggested keeping track of how many staff hours are spent on each program. The board thanked Ms. Stoltz for her thorough report and for her efforts in fostering the many partnerships throughout the community.
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated August 16, 2018. The following are highlights:

- **September meeting.** The board agreed to change the date of the next board meeting from September 20 to September 27 to accommodate Ms. Lasky’s participation in the OLA public library directors’ meeting.

- **District board email.** The email address board@josephinelibrary.org was created so that the public has access to communicating with library elected officials. Mr. Harelson suggested a record be kept of each of the emails for filing and recordkeeping.  
  **Action:** Ms. Lasky will have boardrecord@josephinelibrary.org added to the board@josephinelibrary.org distribution list, so that an automatic archive is created.

- **Wildfire emergency web page.** Ms. Lasky shared that the clearinghouse of emergency resources on the library website is a huge success that is well-received by the public and library volunteers.

  **Bridging Oregon.** Ms. Lasky shared information about the Bridging Oregon project, including the Partnership Agreement established for the program with Oregon Humanities.  
  **Action:** Ms. Lasky will contact the emergency manager at the county to see if they would like to link to the library’s emergency resource page on the county’s website.

- **Ms. Lasky shared that under the Imperative #2 section staff is developing and implementing their own ideas for staff development.**


Strategic plan/work plan. There was nothing new to report about the board’s action items in the strategic plan.

**ACTION ITEMS**

**Contract for auditing services.** Ms. Lasky presented the revised letter of engagement and contract with CPA firm Pauly, Rogers and Co. This revision reflects the changes requested by the audit proposal review team.  
**Motion:** Ms. Williams moved to approve resolution 2018-013 to engage Pauly, Rogers and Co. to perform the district’s financial audit for FY18. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Library director annual evaluation process.** Referencing the Annual Assessment form, Ms. Samson offered several options regarding the library director annual evaluation process.  
**Action:** The board president and vice president will meet with the library director to present the board’s evaluation and discuss goals before the September meeting. Research about compensation will be done, and in the September meeting, the board will hold an executive session to complete the evaluation process, discuss compensation, and discuss any updates to the library director contract.

**Policies, first reading: Operations and Personnel.** Referencing her “Policy Readings and Revisions” memo dated August 14, 2018, Ms. Lasky summarized the content of the following seven new or revised policies for the board’s first reading.

- Operations Policy 3-1-1, Privacy and Confidentiality of Library Records. The board discussed the fact that patron records are not public records that may be requested. Mr. Ellison pointed out that personally identifying information must be redacted from any public records
requests.

**Action:** The Public Records policy will be checked to make sure this is explicit.

- Operations Policy 3-6-2, Library Card Registration.
  
  **Action:** Staff will confirm that the Operations policy set was reviewed by SDAO.

- Personnel Policy 4-3-2, Health Insurance and Retirement Benefits.

- Personnel Policy 4-6, Safety and Accidents. It was pointed out that this is a new policy section, and more policies will come to board review in future months.

- Personnel Policy 4-6-1, Workplace Safety.

- Personnel Policy 4-6-2, Accident Response.

- Personnel Policy 4-6-3, Reporting Suspected Child or Elder Abuse. Library staff and volunteers are mandatory reporters of suspected child and elder abuse.

Mr. Harelson asked if this policy review would typically be handled by a consent agenda if such a process were in place. The board also confirmed that policies have been adopted by resolution rather than motion.

**Action:** Ms. Samson will prepare a proposal for a consent agenda process, which would include items handled with a consent agenda, as well as matters decided with motions versus resolutions.

**BOARD MEMBER REPORTS**

**Library foundation liaison report.** Ms. Roberts reported that the Josephine County Library Foundation (JCLF) board has approved its Three-Year Strategic Plan with a vision statement of “A world where knowledge and culture are accessible for all.” The foundation board has contracted with Coraggio Group to help it develop this strategic plan and is now developing the work plan.

**Action:** This strategic plan will be posted to the foundation’s page on the library website.

**Facilities Oversight Task Force report.** Referencing the Facilities Master Plan Update memo dated August 14, 2018, Ms. Roberts shared that the Facilities Master Plan effort has moved into Phase 2. Ms. Williams shared that two of three invited architectural firms responded with proposals for developing the Facilities Master Plan based on the work started by Penny Hummel in Phase 1. The foundation has contracted with Penny Hummel for more hours to work with the architectural firm through Phase 2. The Facilities Oversight Task Force was unanimously in favor of choosing the same firm. Ms. Lasky spoke to the selected architectural firm which agreed that Phase 2 can be split so that the library district can share the cost with the foundation.

**Decision:** The board agreed that it was willing to share the cost with the foundation to complete the Facilities Master Plan.

The task force will present the foundation board with the option of carrying the full cost or sharing the cost with the district.

**Action:** If the foundation board decides it prefers to share the cost of Phase 2 with the district, the Facilities Oversight Task Force will work out the district contract with the architectural firm. As the board’s representatives on the task force, Ms. Williams and Ms. Roberts will bring the contract to the board for approval.

**ANNOUNCEMENTS**

**Comments from board members.** Mr. Harelson will be absent for the November board meeting. He can be available by phone if needed for a quorum.

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, September 27. Agenda items will include maintenance cost analysis,
employee compensation plan, supplemental budget, first reading of a finance policy for cash reserves, second reading of the operations and personnel policies, and an executive session regarding the library director performance evaluation.

**ADJOURNMENT**
Ms. Samson announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b). She adjourned the regular meeting at 6:26 pm.

**EXECUTIVE SESSION**
The board moved in to executive session at 6:26 pm to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b). The board moved out of executive session at 7:15 pm.

**CALL TO ORDER**
Ms. Samson called the regular meeting to order at 7:15 pm. The board summarized the matter covered in executive session.

*Motion:* Mr. Ellison moved that the board appoint Ms. Samson and himself to follow up on the matter in accordance with district policy and to present findings to the board for determination of next steps. Mr. Harelson seconded. The motion passed unanimously.

**ADJOURNMENT**
The meeting adjourned at 7:18 pm.

Respectfully submitted,

[Signature]

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District
CALL TO ORDER. President Laurel Samson called the meeting to order at 3:00 pm.

ACTION ITEMS
Contract for auditing services. Ms. Lasky presented the new contract with changes requested by the auditing team and Pauly, Rogers and Co.

ADJOURNMENT
Ms. Samson announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b). The meeting adjourned at 3:02 pm to move in to executive session.

EXECUTIVE SESSION
Ms. Samson moved the board into executive session at 3:02 pm. The board moved out of executive session at 3:47 pm.

CALL TO ORDER. President Laurel Samson called the special board meeting back to order at 3:47 pm.

ACTION ITEMS FROM EXECUTIVE SESSION
Motion: Mr. Ellison moved to authorize President Samson and Vice President Roberts to arrange for a mediator to conduct a formal investigation of any witnesses starting with Donald Rubenstein and if he isn’t available, to move on to another qualified mediator or investigator. Ms. Williams seconded the motion.
Action: Ms. Roberts will contact Donald Rubenstein to see if he is available to investigate in consultation with Spencer. If he is not available, Ms. Roberts can contract with another attorney or mediator.

ADJOURNMENT
The meeting adjourned at 3:49 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District
Annexation Petitions  
September 21, 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 September 27 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabbri, Emily</td>
<td>873 Hays Cutoff Road</td>
</tr>
<tr>
<td></td>
<td>Cave Junction, OR  97523</td>
</tr>
<tr>
<td>Kuhn, Sarah</td>
<td>9445 Takilma Road</td>
</tr>
<tr>
<td></td>
<td>Cave Junction, OR  97523</td>
</tr>
<tr>
<td>Mooshie, Marilyn</td>
<td>970 Lake Shore Drive</td>
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<tr>
<td></td>
<td>Selma, OR  97538</td>
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<tr>
<td>Nipps, Phyllis</td>
<td>4502 Laurel Avenue</td>
</tr>
<tr>
<td></td>
<td>Grants Pass, OR  97527</td>
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<tr>
<td>Szijjarto, Jaime</td>
<td>2411 Rockydale Road</td>
</tr>
<tr>
<td></td>
<td>Cave Junction, OR  97523</td>
</tr>
<tr>
<td>Terranova, Robin</td>
<td>5001 Munger Creek Road</td>
</tr>
<tr>
<td></td>
<td>Williams, OR  97544</td>
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</table>
Action
- Compensation plan under development. Projected annual COLA and annual merit-based increases will have long term budgetary impact. Library director seeks guidance from Board of Directors for the current fiscal year and long-term budget planning.
- After the completion of Phase 2 of the Facilities Master Plan, the district will have complete maintenance assessments of the Wolf Creek and Illinois Valley branches and be in a position to itemize the needs of a capital improvement reserve fund based on maintenance cost analysis, as requested by the Board of Directors at the July 2018 board meeting. Phase 2 will be completed by the end of the year, with presentation to the Board of Directors in January. Library director requests approval of this timeline to develop a reserve fund and maintenance cost analysis with the additional revenue carried over from FY 2017–18.
- Library director requests approval of staffing changes by the Board of Directors.

Updates
- Partnership with Josephine County Food Bank to provide a pop-up food pantry through the Wolf Creek branch library served 250 people through the door representing households with 631 residents in July and 317 people representing 725 residents in August.
- Received site visit from Oregon Community Foundation in support of the $23,690 request for the Library Technology Replacement Project. Board Member John Harelson attended. Board Member Jennifer Roberts was also introduced.
- Submitted application to the State Library of Oregon 2019 Ready to Read program for $11,081.
- Think and Drink program in Grants Pass #SorryNotSorry was attended by 67 people—17 people over max capacity left standing room only. Current library partners, Foundation donors, and community members were invited. Several partners attended, including the new CEO of Grants Pass Josephine County Chamber of Commerce. Partners and donors received special tickets to the event.
- Board member nametags printed and available in a box below the volunteer nametags in the volunteer lounge at the Grants Pass branch.

Stories
- In Grants Pass, a Spanish-speaking patron who just moved to Grants Pass from Washington needed help figuring out how to get his food handlers license in order to apply for restaurant jobs. The Communications Coordinator, who is bilingual, was able to help him get set up on a computer and find the Spanish version of the test.
- In Wolf Creek, a patron was so grateful for email and printing help that she returned to the branch later in the day to give the branch manager homemade/canned blackberry jam.
Successes

• Library director, collection librarian, and cataloging manager met with representatives from Deschutes County Library system to discuss their weeding practices and how to bring ours up to date. This was a very productive meeting, with a lot of good ideas shared. It should now be possible to establish criteria for a large-scale weeding project that will make our collection more attractive and accessible and ultimately increase circulation.

• A glance at the county assessor’s library district map reveals many green specks outside the library district boundaries. These specks represent properties officially annexed into the district by supportive library patrons throughout the county.

Challenges

• The Wolf Creek branch was defaced with an expletive between September 12–14. The branch manager located the matching exterior paint in the basement and painted over the graffiti the morning it was discovered.

Imperative #1 Enhance program quality and customer service

• Circulation procedures are continually re-evaluated to simplify the complexities of library card renewals. One example of this is the check-out “blocks” for expired cards held by parents residing out of district who requested scholarship cards for their children but did not renew their own card. Previously, all parent/child accounts were both linked and blocked to each other, allowing parents to easily monitor accruing fines. The increased number of pop-up blocks at check-out for parents’ expired cards was frustrating for both volunteers and patrons. This blocking condition has now been eliminated, but cards remain linked to easily allow an overview of all accounts if needed.

• Submitted application to the State Library of Oregon 2019 Ready to Read program for $11,081.

• Submitted final report for the LSTA Refreshing Youth Collections grant for new children and teen books. Over 260 books for children and teens were ordered using the Refreshing Youth Services grant monies. These books cover a variety of areas including fiction and non-fiction for both children and teens as well as bilingual books in English and Spanish.

• Secured the adult and teen program coordinators for the ALA Revisiting the Founding Era program through the Gilder Lehrman Institute, which will take place between December and February.

• First in a three-part series of cooking demos at the Grants Pass branch launched in September to a full house with more than 20 participants. This series is in partnership with Blue Zones Project.

• Began using our Overdrive Advantage to get e-books for our patrons. Because of Advantage, our patrons had access to the controversial book “Unhinged: An Insider’s Account of the Trump White House” before other Library2Go users, as well as an extra copy of “Fear: Trump in the White House” on the day of its release.

• In line with the new budget and raising standards of the collection, an increasing number of replacements for lost/missing/damaged/worn books is being purchased. Volunteers are beginning to see books in bad shape and ask if they can be replaced.

• In Williams, weekly storytime recommenced on September 7, after a summer hiatus. The
new time, 2:30 p.m. on Friday afternoons, corresponds to the end of the school day at Williams Elementary School and a day without class for Williams Community Preschool and Woodland Charter School.

Imperative #2 Nurture a work culture that values and supports its staff and volunteers
- District to engage an existing temporary on-call substitute when Wolf Creek branch manager is expected to go on maternity leave at the end of December.
- Hiring committee in process of interviewing for position of maintenance coordinator.
- Fiscal coordinator promoted to position of business manager with added responsibility of supervising the maintenance department. This shift relieves some responsibility from the public services director as part of the transition from JCLI to the district.
- After reorganizing existing staff positions and evaluating work flows, staff decided to add children’s collection development and teen services to current children’s librarian job description and change title to “youth services librarian,” a common practice in libraries of the same size. Former children’s collection development specialist will be training the youth services librarian and providing oversight of children’s collection development through December.
- Planning to open a library assistant position to assist the youth services librarian and other Grants Pass front desk needs. This position will be under the supervision of the public services director.
- Volunteer manager is providing oversight of Grants Pass information desk.
- The volunteer manager attended “Research in Context,” a webinar showing how to gear GALE research resources to middle school aged patrons, and a volunteer webinar “Successfully implementing volunteer program changes.”
- The youth services librarian attended a Leap into Science and STEAM Arts training.
- Library director and Williams branch manager attended a training offered by the Public Library Division of OLA, called “Operationalizing Equity: Beyond Talk” in Bend.

Imperative #3 Enhance the facilities across the library systems
- The Facilities Oversight Task Force, made up of district and foundation board members and the library director, reviewed the Facilities Master Plan Phase 2 RFP from architectural firm and selected Hacker; facilitated the contract, which was signed by the foundation board president; and, refined the work plan, which has the presentation of Facilities Master Plan taking place in early January. The architectural team toured the four library branches and met with the task force. Building site criteria have been developed. The engineering team visited the Illinois Valley and Wolf Creek buildings to conduct an assessment on September 18.
- To encourage diversity and equity, all branch entry doors now include “Libraries are for Everyone” signage and bilingual “Open/Abierto, Closed/Cerrado” signs. In addition, several forms used when obtaining a library card are now available in Spanish. Translation of additional forms is in process.
- The irrigation issues in Wolf Creek are sorted out. Two valve boxes have been unburied, one containing a filter and one containing a solenoid. The drip lines had not been functioning because the filter was badly clogged. Now that the lines are functioning, there are rhododendrons in bloom.
• New directional signs have been installed at the Grants Pass branch. Newly revised patron Code of Conduct signs ordered for all branches.

**Imperative #4 Develop efficient operating systems and structures.**

• Executed engagement letter sent to Pauly, Rogers & Co. Auditors site visit scheduled September 10–12. The projected completion date of the audit is not finalized but will be completed by November 30 per the RFP.

• Comprehensive procedures for library district annexation petitions have been completed, allowing a designated volunteer to assist with this time-consuming process. At the suggestion of county assessor, the estimated district tax amount (provided by assessor’s office) is now included in our communication with petitioners.

• Analysis of 819 library cards issued/renewed in August indicates 511 (62%) resided within the library district and 308 (38%) lived outside of district. 100 out-of-district patrons paid for annual full-service library cards, while 208 others appreciated alternative options. Chart below reflects out-of-district, non-annual library cards issued/renewed.

<table>
<thead>
<tr>
<th>Alternative cards</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult scholarship</td>
<td>6</td>
<td>9</td>
<td>11</td>
<td>12</td>
<td>24</td>
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<tr>
<td>Junior scholarship</td>
<td>19</td>
<td>22</td>
<td>47</td>
<td>33</td>
<td>53</td>
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<tr>
<td>District annexation</td>
<td>6</td>
<td>6</td>
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<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Property in district</td>
<td>2</td>
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<tr>
<td>Internet only</td>
<td>13</td>
<td>12</td>
<td>8</td>
<td>10</td>
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<tr>
<td>Volunteer</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>1</td>
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<tr>
<td>Paid monthly card</td>
<td>38</td>
<td>52</td>
<td>73</td>
<td>94</td>
<td>99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>88</strong></td>
<td><strong>106</strong></td>
<td><strong>153</strong></td>
<td><strong>165</strong></td>
<td><strong>208</strong></td>
</tr>
</tbody>
</table>

(Total cards issued/renewed since April per month: April, 498; May, 459; June, 752; July, 904)

**Imperative #5 Build awareness and expand partnerships**

• JCLD is now a Blue Zone Project Approved Worksite, having completed an application and assessment process per its partnership with Blue Zones Project.

• As of August 31, 1,060 children have registered for Dolly Parton’s Imagination Library. Since the launch of the program in May, the average registrations a month have been about 90.

• In Grants Pass, youth services librarian, communications coordinator, and volunteer manager collaborated to create a monthly teen newsletter.

• In Wolf Creek, visits from Sunny Wolf Charter School have started for the 2018-2019 school year.

• Continue to develop and implement communications and marketing for events and programs, such as the 10th Annual Readapalooza.
• Daily Courier interviewed district’s youth service librarian for a story about Halloween stories for children.

New Partners

**Williams Elementary School:** Superintendent of Three Rivers School District and principal of Williams Elementary School asked to partner with the Williams branch library during a facilities site visit. The branch manager spoke with the Williams community preschool teacher (part of Williams elementary) about enabling the preschool class to visit the library during class time. This partnership will require the branch manager to come in early, since the preschool class takes place during times when the library is normally closed.
JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Business Manager

SUPERVISOR: Library Director

SUMMARY OF POSITION
The Business Manager provides management of all financial and accounting operations for Josephine Community Library District with additional oversight of maintenance and facilities. The Business Manager works with the Library Director to develop the yearly organization budget and prepares fiscal reports for the Library Director and the Board of Directors as requested. The Business Manager assists the Library Director in personnel matters and business office management and assists Department Heads with annual budgets, administrative matters, training, and troubleshooting to help maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
Management
- Monitor the financial health of the organization
- Develop and implement internal control policies and procedures
- Provide advice and guidance to upper management on future financial plans
- Conduct reviews and evaluations for cost-reduction opportunities
- Train department heads on proper filing and reporting
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained

Administration
- Assist Library Director with preparation of monthly board packets
- Take and write minutes for District board meetings
- Organize and maintain records
- Respond to public records requests
- Maintain knowledge of/adherence to public meeting law and budget law
- Coordinate and monitor IT service requests and budget
- Coordinate and schedule employee benefits programs and enrollment

Finance
- Create monthly reports for board and finance advisory committee
- Maintain daily books for multiple funds; assist library director as needed
- Maintain accounts payable and receivable, corporate accounts, public records, petty cash
- Attend finance advisory committee meetings and prepare financial reports
- Attend staff meetings, including collection development and grant meetings
- Provide grant fiscal management and reporting
- Maintain e-rate program; quarterly reporting for expense reimbursement
- Process payroll timesheets with ADP and reconcile
- Maintain and organize district records for all of the above; annually update filing

Personnel
- Assist library director in human resources
- Maintain personnel files and personnel policy manual
- Coordinate employee benefits programs and enrollment
- Develop all documentation required by BOLI, SAIF, SDAO, and other state and federal agencies

Facilities and Maintenance
• Oversee the janitorial service and maintenance of the library facilities and provide oversight of maintenance department
• Request service of professionals for specific problems with electrical, heating and cooling, or plumbing
• Order supplies and equipment needed for janitorial and maintenance duties

Office Management
• Maintain fiscal process and procedures manual
• Organize and purchase office supplies for the District

NON-ESSENTIAL FUNCTIONS
Other duties and tasks as required.

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY
Position has full supervisory responsibility for Maintenance Coordinator, including hiring, termination, and pay recommendations.

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

QUALIFICATIONS
The ideal candidate for this job has experience in the financial sector, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities. Municipal accounting experience preferred.

• A solid understanding of financial statistics and accounting principles
• Ability to work effectively and diplomatically under pressure
• Strong interpersonal, communication, and presentation skills
• Working knowledge of all statutory legislation and regulations
• Able to manage, guide, and lead employees to ensure appropriate financial processes are being used
• Proficient user of finance software
• Ability to make independent decisions, sometimes with limited information
• Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment

Bachelor’s degree in related field with two (2) years of professional experience in financial management or Associate’s degree and five (5) years of professional experience in financial management; any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described.
PHYSICAL DEMAND
- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

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

FLSA STATUS
Exempt status.

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

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

FLSA STATUS
Exempt status.

BACKGROUND CHECK and DRUG SCREENING
Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Children’s Youth Services Librarian

SUPERVISOR: Public Services Director

SUMMARY OF POSITION
The primary responsibility of the Children’s Youth Services Librarian is the coordination and implementation of services for the library system for children and young adults aged birth to 12-17 years old. Working directly with children/youth and families, the Children’s Youth Services Librarian cultivates an environment which provides for enjoyable and convenient access to and use of library resources. The person in this position fosters community partnerships to enhance the quality and impact of the library’s early literacy programs, and promotes partner resources and services to library patrons. The Children’s Youth Services Librarian is a highly visible and responsible position, and presents a positive public image. This position helps maintain a team-oriented climate that attracts, retains, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

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

Programming
- Designs, promotes, presents, and evaluates a variety of programs for children/youth of all ages, based on their developmental needs and interests and the goals of the library.
- Provides library outreach programs which meet community needs and library goals and objectives.
- Establishes programs and services for parents, individuals, and agencies providing childcare as well as for other community professionals who work with children and young adults.
- Applies technological skills to provide reference services and programs for children/youth and families.
- Supports access to Internet and electronic resources for children and young adults.

Administrative and Management
- With Volunteer Manager’s assistance, identifies children’s library training volunteers for the Grants Pass branch, and provides the tools needed to ensure that all new volunteers systemwide receive comprehensive training and support.
• Writes job descriptions and encourages continuing education for volunteers who work with children and young adults.
• Develops and maintains partnerships and programs with community agencies to increase impact and value of early literacy programs.
• Analyzes the costs of library services to children and young adults in order to develop, justify, administer, manage, and evaluate a budget.
• Documents and evaluates services and needs assessments through various reporting methods.
• Sets long- and short-range goals, objectives, strategic plans, and priorities.
• Participates in all aspects of the library's planning process to represent and support youth services, service to children, including monthly reporting, strategic planning, and policy review and revision.
• Attend library meetings and professional development training opportunities.

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

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library Director and Public Services Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, and monetary loss.

SUPERVISORY RESPONSIBILITY
Position oversees volunteers.

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

QUALIFICATIONS
The ideal candidate for this position enjoys working with children and young adults, is highly motivated, and well-organized with a strong attention to detail. This position requires an energetic self-starter who can work efficiently with minimal supervision, has good troubleshooting skills, strong interpersonal skills, and ability to work with a variety of personalities.
• Required are a bachelor's degree and five years of experience in children's youth services and program management. Preferred are a master’s degree from a program accredited by the American Library Association and some experience in children's library youth services.
• Pays attention to detail, and has strong organizational, time management, and self-administrative skills.
• Demonstrates excellent verbal and written communication skills, adjusting content and style to accommodate diverse functions and audiences.
• Able to prepare and make public presentations.
• Possesses up-to-date computer and technology skills necessary for effective communications and presentations, including fluency in Microsoft Office Suite.
• Works effectively and diplomatically under pressure
• Takes initiative and is a team player, with the ability to juggle and prioritize a variety of important tasks under pressure.
• Exhibits a positive, results-oriented, problem-solving attitude.

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

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

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

FLSA STATUS: Exempt status.

BACKGROUND CHECK and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
Request for Reconsideration of Library Material

Name of person making request:  

Address: 113 SE Turnage Ct, Grants Pass, OR 97527

Telephone: 541-601-1907

Email: amieeblore@gmail.com

Whom do you represent?

(1) Self  X

(2) Organization

Name of Organization

Organization address

**Item requested for reconsideration:**

Title of work: The Adventures of Esme the Wonder Pig

Author: Steve Jenkins

Format: Hardcover  X  Paperback  ___  Audio Disc  ___  DVD/Video  ___

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

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._____________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Have you seen or heard reviews of this material? Yes ____ No X

If yes, please name review source: ________________________________

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

There are two Dads in the book. The back description refers
to them as a family, but throughout the book the men were called the pigs Dads.

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

I was reading it to my 5 and almost 3 year old. I tried to switch books, but they didn’t understand why, so I changed the wording. There is no reason to have to explain why someone would have 2 Dads, just by accidently getting the wrong book. It makes me feel like I now need to preview all the books from the kid section. For what age group would you recommend this work? None, but definitely older than my kids.

Is there anything good about the work? Except the 2 Dads Except the 2 Dads

The pictures & story were fine. I just don’t like forcing these discussions at such a young age.

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

I realize our society is embracing LGBT’s, but I feel there could be some clear indication of it mixed in with other material. Maybe some type of stickers?

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
September 26, 2018

Amie Blore
113 SE Turnage Ct.
Grants Pass, OR 97527

Dear Ms. Blore,

Your request for reconsideration of the title *The True Adventures of Esther the Wonder Pig* by Steven Jenkins, Derek Walter, and Caprice Crane was forwarded to me as the Youth Services Librarian. I have taken the time to carefully read the entire book and to seek out reviews from national publications to help make an evaluation of the book.

First, I want to praise you for actively reading to your children. Actively reading to your children helps them build their early literacy skills; I encourage you to continue this practice.

As you may be aware, *The True Adventures of Esther the Wonder Pig* is based on a true story about a pig that has become a social media sensation, capturing the hearts of millions. The main themes of the book are acceptance and family. The humans accepted Esther in spite of her size and kept her as part of their adopted animal family. In addition to the main themes, the book touches on what it is like to own a pet, supporting the additional theme of pet ownership and responsibilities. Further, the book features the family with two dads as a modern depiction of family structure in today’s context. These themes, along with the modern illustration and contemporary story about a social media sensation gives the book literary merit.

Josephine Community Library adheres to the American Library Association’s (ALA) Freedom to Read statement and the Library Bill of Rights, which advocate for the rights of patrons, such as yourself, to read free of any censorship or pre-judgment regarding the materials they choose. ALA defines certain labeling as a practice that potentially can lead to censorship because it requires pre-judging of materials by a librarian. Labeling the book would circumvent the right of parents to make those decisions on their own. The library offers this freedom to all parents, including you, so that you may choose to read or not to read a book to your child.
based on your personal views. The library stands for your right to make these decisions as a parent.

The library takes its responsibility to patrons seriously and works to provide access to a diverse range of materials without pre-judging the rights of a family to read them. Ultimately, for Josephine Community Library patrons, this means that they have the freedom to choose what they read along with the responsibility to review the materials that they or their children may check out to read.

After carefully evaluating the book, its value, and taking into consider the ALA Freedom to Read and the Library Bill of Rights, a decision was made to retain the book in the children’s library.

Again, I applaud your careful consideration of the material you allow your children to read. Your parental guidance is most important and to be commended.

Sincerely,

Susan Davis
Youth Service Librarian

Kate Lasky
Library Director
TO: Josephine Community Library District Board of Directors  
FROM: Library Director Kate Lasky and Business Manager Kedron Hay  
DATE: September 27, 2018  
SUBJECT: August 2018 Financial Statement

**Financial planning**
- Audit officially began September 17.
- Reconciliations of bank statements and credit cards will be performed by the CPA firm of Cynthia Harelson. This will allow the Business Manager to have a credit card to make JCLD purchases and to handle deposits.

**Accounting**
- The net income on the P&L of ($98,723) 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.
- There is a month delay on credit card reporting as we are on cash basis. The liability for the month of August (September statement) $4,173.

**Statement of Financial Activities** (expense and revenue performance report)

**Revenue**
- In comparing the year-to-date income and expenditures through August 31, 2018, the district received $9,916 of last year’s tax levy income.

**Expenses**
- Collection Development is under budget. A quote was received for $8,124 which included a service that was not purchased. The total paid is $6,868.
- Grants Pass electric is over budget for the month of August due to receiving and paying July’s bill in August.
- Office supplies exceed budget for the month due to purchases of battery backups for the Business Office computers. Office supplies are not over budget for the year.
- Ads for recruiting exceed budget for the month due to the search for a Maintenance Coordinator. We received over 50 resumes from this search. Ads for recruiting are not over budget for the year.

**Special Contracts**
Library Director is requesting $35,000 in contingency to alleviate the overages from special contracts.
- Technical Writing Services exceeds budget due to the preparation of the audit RFP (30 hours) and new grant writing (20 hours).
- Marketing Services was not budgeted for this year. The expense to this is for #SorryNotSorry. Oregon Humanities contributed $800 towards the program.
- IT Services was within a reasonable amount of budget.
- Web Development exceeds budget for the month due to the addition of a wild fire resource page (11.25 hours). Web development is not over budget for the year.
• Strategic Planning has no expenditure this month.
• Patron’s Survey has not expenditure this month.

Grants
• Wages offset by grants is $5,019 through the Library Development Grant.
• Total of grant expenses for the month is $11,370.
• Baby’s First Book was reclassified to JCLF and is overbudget by $38. An adjusting journal entry will be made in September to move from special fund to general fund.
• Other grants with negative balances are monies owed to JCLD and will be invoiced quarterly.

Statement of Financial Position: (balance sheet)
• The district assets include $88,721 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 $527,010. 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 $643,179 including $44,734 in restricted grant funds and restricted maintenance reserve fund not to be included in district cash available for general fund use.
## Ordinary Income/Expense

### Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Budget August-18</th>
<th>Actual August-18</th>
<th>Budget Year to Date</th>
<th>Actual Year to Date</th>
<th>Budget Annual</th>
<th>Actual Annual</th>
<th>$ Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>Current Year Tax Levy</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,353,750</td>
<td>-$1,353,750</td>
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<tr>
<td>4005</td>
<td>Prior Year Taxes</td>
<td>$3,134</td>
<td>$1,679</td>
<td>$9,916</td>
<td>$20,150</td>
<td>-$10,234</td>
<td>$5,815</td>
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<tr>
<td>4100</td>
<td>Fines and Fees</td>
<td>$1,236</td>
<td>$750</td>
<td>$3,185</td>
<td>$9,000</td>
<td>-$5,815</td>
<td>$5,686</td>
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<tr>
<td>4102</td>
<td>Non-Resident Card Fees</td>
<td>$9,005</td>
<td>$875</td>
<td>$16,186</td>
<td>$10,500</td>
<td>$5,686</td>
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<tr>
<td>4200</td>
<td>Interest Income</td>
<td>$1,285</td>
<td>$583</td>
<td>$2,822</td>
<td>$7,000</td>
<td>$4,178</td>
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<tr>
<td>4300</td>
<td>Other Revenues</td>
<td>$3,080</td>
<td>$2,352</td>
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<td>$2,352</td>
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<tr>
<td>4310</td>
<td>Donations</td>
<td>$0</td>
<td>$8</td>
<td>$0</td>
<td>$8</td>
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<tr>
<td>4501</td>
<td>Transfer from GF/Special Revenue</td>
<td>$0</td>
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<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>4999</td>
<td>Beginning Cash</td>
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<td>$21,458</td>
<td>$21,458</td>
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<td></td>
<td><strong>Total Income</strong></td>
<td><strong>$17,720</strong></td>
<td><strong>$3,887</strong></td>
<td><strong>$34,469</strong></td>
<td><strong>$1,400,400</strong></td>
<td><strong>$1,365,931</strong></td>
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</table>

### Expense

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Budget August-18</th>
<th>Actual August-18</th>
<th>Budget Year to Date</th>
<th>Actual Year to Date</th>
<th>Budget Annual</th>
<th>Actual Annual</th>
<th>$ Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Personal Services</td>
<td>$68,763</td>
<td>$86,394</td>
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<td>Collection Development</td>
<td>$27,593</td>
<td>$32,878</td>
<td>$40,480</td>
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<tr>
<td>5300</td>
<td>Library Catalog (Polaris)</td>
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<td>$0</td>
<td>$27,995</td>
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<tr>
<td>5400</td>
<td>Building Improvements</td>
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<td>$417</td>
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<td>5500</td>
<td>Facilities &amp; Equipment</td>
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<td>Computer Maintenance</td>
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<td>5800</td>
<td>Travel &amp; Training</td>
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<td>Election</td>
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<td>6640</td>
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<td>6650</td>
<td>Patron Services and Supplies</td>
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<td>$304</td>
<td>$298</td>
<td>$3,652</td>
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<tr>
<td>6660</td>
<td>Volunteer Support</td>
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<td>$242</td>
<td>$43</td>
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<td>6670</td>
<td>Events at Library</td>
<td>$6</td>
<td>$225</td>
<td>$266</td>
<td>$3,200</td>
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<tr>
<td>6680</td>
<td>Communication &amp; Outreach</td>
<td>$569</td>
<td>$1,083</td>
<td>$1,538</td>
<td>$13,000</td>
<td>-$11,462</td>
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<tr>
<td>6690</td>
<td>Special Contracts</td>
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<td>6699</td>
<td>Legal Administration</td>
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<tr>
<td>6700</td>
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<td>6800</td>
<td>Telecommunications</td>
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<tr>
<td>6850</td>
<td>Utilities</td>
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<tr>
<td>8000</td>
<td>Transfers &amp; Contingency</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000</td>
<td>In-Kind Gift Revenue</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Expense</strong></td>
<td><strong>$116,443</strong></td>
<td><strong>$136,463</strong></td>
<td><strong>$181,166</strong></td>
<td><strong>$1,205,970</strong></td>
<td><strong>-$1,024,804</strong></td>
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<td></td>
</tr>
</tbody>
</table>

### Net Ordinary Income

- Actual: $-98,723
- Monthly: $-132,576
- Year to Date: $-146,696
- Annual: $194,430

### Net Income

- Actual: $-98,723
- Monthly: $-132,576
- Year to Date: $-146,696
- Annual: $194,430

---

**Josephine Community Library District**

**Profit & Loss Budget vs. Actual - General Fund**

**August 2018**

---

26
# Josephine Community Library District
## Profit & Loss by Class
### As of August 31, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Dorothy Thompson Fund</th>
<th>Friends of Library</th>
<th>Gilder Lehrman - Founding ERA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4050 · Grant Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4051 · JCLI Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4052 · Found Lib Dev Prog Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4053 · State Ready-2-Read Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>4055 · Friends of the Library</td>
<td>0.00</td>
<td>8,600.00</td>
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<tr>
<td>4056 · Grant-Kiwanis-</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4059 · Gilder Lehrman Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
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<tr>
<td>4060 · Solid Waste Agency</td>
<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>4050 · Grant Revenue - Other</td>
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<td>0.00</td>
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<tr>
<td><strong>Total 4050 · Grant Revenue</strong></td>
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<td>8,600.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>4100 · Fines and Fees</td>
<td></td>
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<tr>
<td>4108 · Room Usage Fees</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Total 4100 · Fines and Fees</strong></td>
<td>0.00</td>
<td>15.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4310 · Donations</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
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<td>8,615.00</td>
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</tr>
<tr>
<td>5000 · Personal Services</td>
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<tr>
<td>5120 · District salaries</td>
<td>0.00</td>
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<tr>
<td>5160 · Payroll Taxes &amp; Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total 5000 · Personal Services</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6 · Materials and Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 · Library Services</td>
<td>1,828.16</td>
<td>6,082.82</td>
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</tr>
<tr>
<td>6.2 · Maintenance and repairs</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6.3 · Administration</td>
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</tr>
<tr>
<td><strong>Total 6 · Materials and Services</strong></td>
<td>1,828.16</td>
<td>6,082.82</td>
<td>0.00</td>
</tr>
<tr>
<td>6900 · Grant Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6901 · Grant Funds Materials &amp; Svcs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td><strong>Total 6900 · Grant Expenses</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>1,828.16</td>
<td>6,082.82</td>
<td>0.00</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-1,828.16</td>
<td>2,532.18</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>-1,828.16</td>
<td>2,532.18</td>
<td>1,000.00</td>
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</tbody>
</table>
### Ordinary Income/Expense

#### Income

<table>
<thead>
<tr>
<th>Category</th>
<th>JCLF Development Grant</th>
<th>JCLI Grant</th>
<th>Kay Jean Turner Fund</th>
<th>Kiwanis</th>
</tr>
</thead>
<tbody>
<tr>
<td>4050 · Grant Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4051 · JCLI Grant</td>
<td>0.00</td>
<td>122,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4052 · Found Lib Dev Prog Grant</td>
<td>40,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4053 · State Ready-2-Read Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4055 · Friends of the Library</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4056 · Grant-Kiwanis-</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>4059 · Gilder Lehrman Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4060 · Solid Waste Agency</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4050 · Grant Revenue - Other</td>
<td>3,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td><strong>Total 4050 · Grant Revenue</strong></td>
<td><strong>43,000.00</strong></td>
<td><strong>122,000.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>2,500.00</strong></td>
</tr>
<tr>
<td>4100 · Fines and Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4108 · Room Usage Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total 4100 · Fines and Fees</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
<tr>
<td>4310 · Donations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>43,000.00</strong></td>
<td><strong>122,000.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>2,500.00</strong></td>
</tr>
</tbody>
</table>

#### Expense

<table>
<thead>
<tr>
<th>Category</th>
<th>JCLF Development Grant</th>
<th>JCLI Grant</th>
<th>Kay Jean Turner Fund</th>
<th>Kiwanis</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 · Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5120 · District salaries</td>
<td>13,773.24</td>
<td>13,173.08</td>
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<td>5160 · Payroll Taxes &amp; Benefits</td>
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<td><strong>Total 5000 · Personal Services</strong></td>
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<tr>
<td>6 · Materials and Services</td>
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</tr>
<tr>
<td>6.1 · Library Services</td>
<td>3,928.86</td>
<td>88,522.14</td>
<td>717.90</td>
<td>217.94</td>
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<td>6.2 · Maintenance and repairs</td>
<td>0.00</td>
<td>6,281.68</td>
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</tr>
<tr>
<td>6.3 · Administration</td>
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<td>6,329.99</td>
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<tr>
<td><strong>Total 6 · Materials and Services</strong></td>
<td><strong>4,046.99</strong></td>
<td><strong>101,133.11</strong></td>
<td><strong>717.90</strong></td>
<td><strong>217.94</strong></td>
</tr>
<tr>
<td>6900 · Grant Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6901 · Grant Funds Materials &amp; Svcs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total 6900 · Grant Expenses</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
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<tr>
<td><strong>Total Expense</strong></td>
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<td><strong>717.90</strong></td>
<td><strong>217.94</strong></td>
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<td><strong>Net Ordinary Income</strong></td>
<td><strong>23,580.01</strong></td>
<td><strong>5,117.80</strong></td>
<td><strong>-717.90</strong></td>
<td><strong>2,282.06</strong></td>
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<tr>
<td><strong>Net Income</strong></td>
<td><strong>23,580.01</strong></td>
<td><strong>5,117.80</strong></td>
<td><strong>-717.90</strong></td>
<td><strong>2,282.06</strong></td>
</tr>
</tbody>
</table>
## Ordinary Income/Expense

### Income
- **4050 · Grant Revenue**
  - **4051 · JCLI Grant**: 0.00
  - **4052 · Found Lib Dev Prog Grant**: 0.00
  - **4053 · State Ready-2-Read Grant**: 0.00
  - **4055 · Friends of the Library**: 0.00
  - **4056 · Grant-Kiwanis-**: 0.00
  - **4059 · Gilder Lehrman Grant**: 0.00
  - **4060 · Solid Waste Agency**: 4,921.61
  - **4050 · Grant Revenue - Other**: 0.00

*Total 4050 · Grant Revenue* = 0.00  
*Total 4100 · Fines and Fees* = 0.00  
*Total 4310 · Donations* = 0.00  
*Total Income* = 21,458.08

### Expense
- **5000 · Personal Services**
  - **5120 · District salaries**: 0.00
  - **5160 · Payroll Taxes & Benefits**: 0.00

*Total 5000 · Personal Services* = 0.00

- **6 · Materials and Services**
  - **6.1 · Library Services**: 5,013.07
  - **6.2 · Maintenance and repairs**: 7,845.57
  - **6.3 · Administration**: 25.80

*Total 6 · Materials and Services* = 5,013.07

- **6900 · Grant Expenses**
  - **6901 · Grant Funds Materials & Svcs**: 0.00

*Total 6900 · Grant Expenses* = 5,013.07

*Total Expense* = 5,013.07

### Net Ordinary Income
- **Net Ordinary Income** = 16,445.01

### Net Income
- **Net Income** = 16,445.01

---

**Source:** Josephine Community Library District  
**Date:** As of August 31, 2018  
**Basis:** Cash Basis
# Josephine Community Library District
## Profit & Loss by Class
### As of August 31, 2018

<table>
<thead>
<tr>
<th>Income</th>
<th>Total Special Funds</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4050 · Grant Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4051 · JCLI Grant</td>
<td>122,000.00</td>
<td>122,000.00</td>
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<tr>
<td>4052 · Found Lib Dev Prog Grant</td>
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<tr>
<td>4053 · State Ready-2-Read Grant</td>
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<tr>
<td>4055 · Friends of the Library</td>
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<td>8,600.00</td>
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<tr>
<td>4056 · Grant-Kiwanis-</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>4059 · Gilder Lehrman Grant</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>4060 · Solid Waste Agency</td>
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<tr>
<td>4050 · Grant Revenue - Other</td>
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<tr>
<td><strong>Total 4050 · Grant Revenue</strong></td>
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<td>194,452.09</td>
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<tr>
<td>4100 · Fines and Fees</td>
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</tr>
<tr>
<td>4108 · Room Usage Fees</td>
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<td>15.00</td>
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<tr>
<td><strong>Total 4100 · Fines and Fees</strong></td>
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<td>15.00</td>
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<tr>
<td>4310 · Donations</td>
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<td>21,458.08</td>
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<td><strong>Total Income</strong></td>
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<td><strong>Expense</strong></td>
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<tr>
<td>5000 · Personal Services</td>
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</tr>
<tr>
<td>5120 · District salaries</td>
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<td>26,946.32</td>
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<td>5160 · Payroll Taxes &amp; Benefits</td>
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<td>4,175.07</td>
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<tr>
<td><strong>Total 5000 · Personal Services</strong></td>
<td>31,121.39</td>
<td>31,121.39</td>
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<td><strong>6 · Materials and Services</strong></td>
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<tr>
<td>6.1 · Library Services</td>
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<td>109,630.99</td>
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<tr>
<td>6.2 · Maintenance and repairs</td>
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<td>6.3 · Administration</td>
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<td>6,473.92</td>
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<tr>
<td><strong>Total 6 · Materials and Services</strong></td>
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<td>128,611.66</td>
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<tr>
<td>6900 · Grant Expenses</td>
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<tr>
<td>6901 · Grant Funds Materials &amp; Svcs</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total 6900 · Grant Expenses</strong></td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>159,733.05</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>56,192.12</td>
<td>56,192.12</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>56,192.12</td>
<td>56,192.12</td>
</tr>
</tbody>
</table>
### Josephine Community Library District

**Balance Sheet**

**As of August 31, 2018**

**Aug 31, 18**

#### ASSETS

**Current Assets**

- **1000 · People's Bank of Commerce**
  - 88,720.74
- **1010 · People's Bank-Savings**
  - 21,461.29
- **1100 · General Pool 6000**
  - 527,010.46
- **1150 · Cash Drawers**
  - 390.00

**Total Checking/Savings**
- 637,582.49

**Other Current Assets**

- **1310 · JoCo Reserve for Disputed Tax**
  - 5,596.59

**Total Other Current Assets**
- 5,596.59

**Total Current Assets**
- 643,179.08

**Fixed Assets**

- **1610 · Furniture and Equipment**
  - 303,130.91

**Total Fixed Assets**
- 303,130.91

**TOTAL ASSETS**
- 946,309.99

#### LIABILITIES & EQUITY

**Liabilities**

**Current Liabilities**

- **Credit Cards**
  - **2020 · People's Bank Visa Cards**
    - **2020.5 · People's Bank Visa - 1586**
      - 1.78

**Total 2020 · People's Bank Visa Cards**
- 1.78

**Total Credit Cards**
- 1.78

**Other Current Liabilities**

- **2100 · Payroll Liabilities**
  - **2130 · Health Insurance withholdings**
    - 318.90
  - **2150 · Retirement SIMPLE**
    - 1,188.15

**Total 2100 · Payroll Liabilities**
- 1,507.05

**Total Other Current Liabilities**
- 1,508.83

**Total Liabilities**
- 1,508.83

**Equity**

- **3900 · Fund Balance 'Unassigned' (Gen)**
  - 1,103,858.52

**Net Income**
- -159,057.36

**Total Equity**
- 944,801.16

**TOTAL LIABILITIES & EQUITY**
- 946,309.99
At its July 19 meeting, the board discussed the anticipation of increased costs for marketing communications and technical writing, and requested a budget adjustment proposal to cover these costs. The proposal is for $35,000 to be transferred from the Contingency fund to the General Library Operations fund for the stated purposes. The JCLD FY 19 budget has total appropriations of $2,318,848, and a Contingency appropriation of $189,430.

According to Local Budget Law (ORS 294.305 to 294.565), a governing body may transfer appropriation from one fund to another by resolution if the amount of the transfer is less than 15 percent of total appropriations in the fund [ORS 294.463(2)].

If the amount of the transfer is more than 15 percent of total appropriations in the fund, the transfer must be done by supplemental budget, which is a modification to the adopted budget. The supplement budget meeting notice must be published. Whether the Budget Committee must be convened and a supplemental budget hearing is held depends on the percentage of change from the original budget.

The requested $35,000 transfer is 1.5 percent of total appropriations of $2,318,848, and therefore is well within the limit to be approved by board resolution.

The funds would be used to engage Sheepscot Creative at $25,000 to support communications and marketing of facilities planning and library services throughout the community. The other $10,000 would be for technical writing services to cover costs from the audit services request for proposal, new grant writing, web development for facilities planning communications, and ongoing policy development.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing the Transfer of Contingency Funds in the Budget of Josephine Community Library District

Resolution No. 2018-014

WHEREAS, the Josephine Community Library District Board of Directors adopted its budget for fiscal year 2018-19 on May 17, 2018; and

WHEREAS, the Board of Directors has found it necessary to transfer appropriation authority from the Contingency fund to the General Library Operations fund for marketing communications and technical writing; and

WHEREAS, a transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations (ORS 294.463); and

WHEREAS, the amount which may be transferred from Contingency by resolution is limited to 15 percent of the total appropriations in the fund; and

WHEREAS, the amount to be transferred is $35,000, which is 1.5 percent of total appropriations in the fund and well within the 15 percent limit; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

In the Josephine Community Library District FY19 budget, the appropriation of $35,000 is transferred from the Contingency Fund to the Library Services Fund, with $25,000 for a marketing communications contract and $10,000 for a technical writing contract.

<table>
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$2,318,848

DONE AND DATED this 27th day of September, 2018.

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

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

____________________________
Laurel Samson, Board Member
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing
Expenditure of the Refreshing Youth Collections Grant Offered to Josephine Community Library District

Resolution No. 2018-015

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2018-19 budget on May 17, 2017; and

WHEREAS, since the date of budget adoption, JCLD has received a reimbursable “Refreshign Youth Collections” grant from the State Library of Oregon in the amount of $2,810.55; and

WHEREAS, in accordance with Josephine Community Library District Policy 2.9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year’s budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $2,810.55 grant from the State Library of Oregon for the Refreshing Youth Collections program is authorized for expenditure in fiscal year 2018-19 for the specific purpose of purchasing materials for children and teens from recommended book lists.

DONE AND DATED this 27th day of September, 2018.

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

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

____________________________
Laurel Samson, Board Member
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, 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

Policies for Second Reading
The following policies had their first reading by the board at its August 16 meeting and are now ready for their second reading. No changes were requested after the first reading. For the rationale behind the changed or new policies, see the policy memo dated August 14, 2018, in the August 16 board packet. Changes to revised policies are marked.

- Operations Policy 3-1-1, Privacy and Confidentiality of Library Records (revised)
- Operations Policy 3-6-2, Library Card Registration (revised)
- Personnel Policy 4-3-2, Health Insurance and Retirement Benefits (revised)
- Personnel Policy 4-6, Safety and Accidents (new)
- Personnel Policy 4-6-1, Workplace Safety (new)
- Personnel Policy 4-6-2, Accident Response (new)
- Personnel Policy 4-6-3, Reporting Suspected Child or Elder Abuse (new)

Policies for First Reading
The following policies are presented for the board’s first reading this month. Changes to revised policies are marked.

- Finance Policy 2-3, Cash and Purchasing (revised)
The board last revised this policy on 12/7/2017. This revision in section 2, Cash Handling, increases the maximum deposit amount from $500 to $1,000. Currently the district makes two deposits a week, one for Grants Pass revenues on Mondays and one for the combined branch revenues on Wednesdays. Deposits for Grants Pass range from $500 to $800. A volunteer (the former JCLI fiscal coordinator) helps calculate and prepare the deposits and a district staff member takes the deposit to the bank, returning the receipt to the business manager. The increase to the deposit limit will maintain current practices without increasing staff workloads.
• Finance Policy 2-9, Grants (revised)
The board adopted this policy on 3/15/2018. This revision in section 3, Grant Funds Management, accounts for expenditure of reimbursable grants in addition to advance-funded grants. An advance-funded grant is one in which the grant funding is received by JCLD ahead of the grant project. A reimbursable grant is one in which the grant is approved but the funding is reimbursed after the project is completed.

• Operations Policy 3-1-5, Public Records (revised)
The board adopted this policy on 1/25/2018. This revision adds a new section titled “Personally Identifying Information to be Separated or Redacted.” At its 8/16/2018 meeting, the board requested that the Public Records policy be explicit about the ORS requirement that personally identifying information should be redacted from any public records request.

• Operations Policy 3-2-1, Collection Development (revised)
The board adopted this policy on 1/25/2018. This revision specifies that the collection development librarian is responsible for selection and weeding under the direction of the library director. This change establishes consistency with the Scope of Authority specified in the Collection Development Librarian job description.

• Operations Policy 3-2-3, Patron Input (revised)
The board adopted this policy on 1/25/2018. This revision adds that the youth services librarian might also respond to Requests for Reconsideration of Material, and specifies that either the collection development or youth services librarian will draft the written response to the requestor as reviewed by the library director. This change reflects current practice.

• Operations Policy 3-4-8, Disasters and Emergency Preparedness (revised)
The board adopted this policy on 1/25/2018. This revision reflects disaster preparedness procedures, including fire extinguishers, unruly patrons, active shooter, and evacuation.

• Personnel Policy 4-2-8, Discipline (revised)
The board adopted this policy on 7/19/2018. This revision adds a new “Grievance Process” section which outlines the actions by an employee, the supervisor, the library director, and the board of directors regarding a disputed disciplinary action.

• Personnel Policy 4-9, Whistleblower Reporting and Protection (new)
This new policy reflects ORS for employees reporting illegal, dishonest, or fraudulent activity, the subsequent investigation, and the reporting employee’s confidentiality and protection from retaliation.
### 3. Operations Policies

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3-1. Patrons

Policy 3-1-1. Privacy and Confidentiality of Library Records

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

Josephine Community Library District (JCLD) protects the privacy and confidentiality of all library users, no matter their age. JCLD privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.

Oregon Revised Statute (ORS) 192.602-355 (Public Records Exempt from Disclosure) section (23) exempts from disclosure under Open Oregon Public Records law the records of a library, including:

- Circulation records, showing use of specific library material by a named person.
- The name of a library patron together with the address or telephone number of the patron.
- The email address of a patron.

JCLD’s commitment to patron privacy and confidentiality has deep roots not only in the law but also in the ethics and practices of librarianship. In accordance with the American Library Association’s Code of Ethics: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

This policy explains JCLD patrons’ privacy and confidentiality rights and responsibilities, the steps JCLD takes to respect and protect the privacy of patrons who use library resources, and how JCLD deals with personally identifiable information it collects from its users.

A. Privacy and Confidentiality Practices

JCLD avoids creating unnecessary records, avoids retaining records not needed for library business purposes, and does not engage in practices that might place information on public view.

Information JCLD may gather and retain about current library users includes the following:
• Information required to register for a library card. *Identifying information retained within the integrated library system may be deleted or altered upon patron request.*
• Records of material checked out, charges owed, payments made.
• Electronic access information.
• Requests for interlibrary loan or reference service.
• Sign-up information for library classes, programs, and so on.

B. User Access and Responsibility
Patrons are entitled to view their personally identifiable information and are responsible for keeping their information accurate and up-to-date.

C. Data Integrity and Security
JCLD takes reasonable steps to assure data integrity. JCLD protects personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes. JCLD has invested in appropriate technology to protect the security of any personally identifiable information while it is in the library’s custody. JCLD ensures that aggregate summary data is stripped of personally identifiable information. JCLD regularly removes cookies, web history, cached files, and other computer and Internet use records and other software code that is placed on library computers or networks.

D. Parents and Children
JCLD respects the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child’s library records must provide the child’s library card or card number.

E. Third-Party Security
JCLD ensures that the library’s contracts, licenses, and offsite computer service arrangements reflect JCLD’s policies and legal obligations concerning user privacy and confidentiality. JCLD agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information, particularly information about minors.

When connecting to licensed databases outside the library, JCLD releases only information that authenticates users as registered JCLD borrowers. Nevertheless, when accessing remote sites, users must be aware that there are limits to the privacy protection the library can provide.

F. Cookies
Users accessing the library’s website must enable cookies to access a number of resources available through the library. The library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize web pages to that user’s specification. Cookies sent by the library servers disappear soon after the user’s computer browser is closed.

G. Security Measures

JCLD procedures limit access to data and ensure that those individuals with access do not use the data for unauthorized purposes. JCLD limits access through use of passwords and storage of data on secure servers or computers that are inaccessible from a modem or network connection.

H. Volunteer and Staff Access to Personal Data

Library volunteers and staff may access personal data stored in the library’s computer system only for the purpose of performing their assigned library duties. Volunteers and staff will not disclose any personal data collected from patrons to any other party except where required by law or to fulfill the patron’s service request. The library does not sell, lease, or give users’ personal information to companies, governmental agencies, or individuals except as required by law or with the user’s authorization.

I. Enforcement and Redress

Patrons with questions, concerns, or complaints about JCLD’s handling of privacy and confidentiality rights may file written comments with the library public services director. JCLD will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures.

The library director is the custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The library director may delegate this authority to designated members of the library’s management team. The library director confers with the JCLD Board of Directors before determining the proper response to any request for records. JCLD does not make library records available to any agency of the state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. JCLD has trained all library staff and volunteers to refer any law enforcement inquiries to the library director.

J. Illegal Activity Prohibited and Not Protected

Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce Policy 3-1-2, Patron Responsibilities and Rules of Conduct, protect its facilities, network, and
equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.
Policy 3-6-2. Library Card Registration

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

A. Application
To receive a full-service library card, patrons aged 18 and older must complete and sign an application, providing name, mailing address, street address, telephone number, date of birth, and proof of identity with photo.

Applicants under 18 must complete an application, providing name, mailing address, street address, telephone number, and date of birth. Applicant must be accompanied by adult over age 18 accepting responsibility for the minor’s use of the library card. Adult signing application must provide name, address, and proof of identity with photo.

JCLD recognizes privacy concerns regarding retention of personal information. Library card applications are destroyed within 30 days of review, and identifying information within the integrated library system may be deleted or altered upon patron request.

B. Proof of Identity and Address
The person accepting responsibility for use of the library card (the adult applicant or the adult signing a minor’s application) must provide proof of identity and of current residence address. Acceptable forms of proof of identity include a valid driver’s license or a state ID card. Acceptable forms of proof of current residence address include: a valid driver’s license, state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, or a postmarked piece of mail delivered to the street address. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that our goals are to verify that the applicant lives within the area that supports JCLD financially and to have enough information to contact the patron regarding overdue, billing, and other notices.

C. Missing Cards
All patrons are expected to bring their library cards with them if they intend to check out items. Exceptions may be made for the occasional forgotten card on a one-time basis. Lost cards will be replaced for $3.
D. Expiration

All library cards will automatically expire one year after date of issue or renewal. Cards must be renewed in person with valid proof of address and identification appropriate for the type of card. Outstanding fines should be resolved, and out-of-district fees are due at renewal. Rebates are not available for any unused portion of time remaining on out-of-district cards.
4. Personnel Policies for All Employees

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Policy 4-3-2. Health Insurance and Retirement Benefits

Adopted 10/19/2017
Revised 1/25/2018

Josephine Community Library District (JCLD) provides group medical, vision, long-term disability, and life insurance for employees who work 32 hours a week or more. Coverage for eligible employees begins the first day of the month following the employee’s 60th day of employment.

The district also provides a tax-deferred retirement plan to all employees, with the exception of temporary employees as defined in Policy 4-2-1 Employee Status, who work 20 hours a week or more. Coverage for eligible employees begins the 91st day of employment.

Information regarding eligibility and specific benefits is available from the library director or business manager.
Policy 4-6. Safety and Accidents

The Josephine Community Library District (JCLD) Board of Directors and district management are sincerely concerned for the safety and welfare of its employees and the public it serves. It is the district’s policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

Policy 4-6-1. Workplace Safety

*Adopted xx/xx/xxxx*

Employees are responsible for guarding the safety of themselves, other employees, and the public. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

It is the employee’s responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.
Policy 4-6-2. Accident Response

Adopted xx/xx/xxxx

A. Accident Reports
For the employee’s protection, job-related injuries or illnesses must be reported immediately. An employee is responsible for notifying the library director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

If the injury or illness does not require medical treatment, the employee shall submit a written JCLD Incident Report to the library director before leaving work for the day. If the injury or illness does require medical treatment, the employee shall complete and submit the Report of Job Injury or Illness (Worker’s Compensation Claim Form #801) within 24 hours of the accident. In the event the employee is incapable, the library director or employee’s supervisor is responsible for preparing the Report of Job Injury or Illness.

B. Workers’ Compensation Insurance
If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state Workers’ Compensation law. The district carries Workers’ Compensation coverage and will assist the employee in obtaining relevant benefits.

C. Returning to Work
An employee must report injured status to his or her supervisor once a week to assist the supervisor in determining the employee’s potential for light-duty work.
Policy 4-6-3. Reporting Suspected Child or Elder Abuse

Adopted xx/xx/xxxx

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or elder abuse. District employees and volunteers are such mandatory reporters.

A. Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries
- Sexual abuse or exploitation
- Rape or incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured
- Unlawful exposure to a controlled substance that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18. Mandatory reporting requirements apply to any child with whom a district employee comes in contact either on or off duty.

Oregon law recognizes these types of elder abuse:

- Physical abuse
- Neglect
- Self-neglect
- Abandonment
- Verbal or emotional abuse
- Financial exploitation
- Sexual abuse
- Involuntary seclusion
- Wrongful restraint

An elder is any person 65 years of age or older. Mandatory reporting requirements apply to any elder or resident of any age in a long-term care facility with whom an employee comes in contact while acting in an official capacity.
B. Reporting Procedure
   Any employee who has reasonable cause to believe that a child, elder, or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing a child, elderly person, or resident of a long-term care facility shall comply with reporting requirements by completing the Suspicion of Child or Elder Abuse Report form. The employee shall then immediately inform the library director.

C. Immunity of Persons Reporting in Good Faith
   Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

D. Failure to Comply
   Any district employee subject to this policy who fails to report suspected child or elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child or elder abuse is also a violation of law. Employees who fail to report suspected child or elder abuse or who fail to maintain confidentiality of records as required by this policy will be disciplined.

E. Training
   The district shall provide training for all new district staff and volunteers subject to this policy and review the policy and procedures at least once annually at general staff training events. The training shall cover the prevention and identification of child and elder abuse and the obligations of district employees and volunteers to report suspected child and elder abuse.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policies for Josephine Community Library District) Resolution No. 2018-016

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Operations Policy 3-1-1, Privacy and Confidentiality of Library Records (revised)
Operations Policy 3-6-2, Library Card Registration (revised)
Personnel Policy 4-3-2, Health Insurance and Retirement Benefits (revised)
Personnel Policy 4-6, Safety and Accidents (new)
Personnel Policy 4-6-1, Workplace Safety (new)
Personnel Policy 4-6-2, Accident Response (new)
Personnel Policy 4-6-3, Reporting Suspected Child or Elder Abuse (new)

DONE AND DATED this 27th day of September, 2018.

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

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

____________________________  _____________________
Laurel Samson, Board Member
POSITION TITLE: Library Assistant

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:
The Library Assistant provides high quality customer service and performs a wide variety of library duties to support patron services and programs. Working closely with staff and volunteers, the Library Assistant promotes consistency on public service desks at the Grants Pass branch and ensures desks are adequately staffed to meet patron needs. The Library Assistant works with the Library Director, Public Services Director Youth Services Librarian, Volunteer Manager, and designated staff to help maintain a team-oriented climate that retains quality volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
• Assist youth services librarian with programs, events, and displays in the children’s library and young adult room.
• Assist on circulation and information desks to ensure consistent, high quality patron interaction and excellent customer service.
• Serve as fill in on circulation and information desks when assigned.
• Identify gaps in current volunteer training materials and processes on service desks in circulation and information services and notify public services director.
• Assist with development of operational procedures in conjunction with volunteer team leaders and trainers.
• Assist with reader’s advisory materials for library patrons by maintaining current reading lists and other resources.
• Promote library services and programs both within and outside of the library.
• Assist with adult programs and events.
• Ensure compliance with all policies and procedures and assist the Public Services Director on possible policy improvements and implementation.

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

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

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

QUALIFICATIONS
• Bachelor’s degree in related field; OR, Associate’s degree and four years of professional experience;
• Two years of library experience is preferred.
• Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials.

OR, any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described.

KNOWLEDGE, SKILLS AND ABILITIES
• Strong customer service skills and ability to work with a variety of personalities.
• Ability to work effectively and diplomatically under pressure.
• A positive, results-oriented, problem-solving attitude.
• A team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
• Initiative and ability to prioritize a variety of important tasks.

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

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

**FLSA STATUS:** Non-exempt status.

**BACKGROUND CHECK and DRUG SCREENING:** Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.
# Financial Management Policies

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Policy 2-3. Cash and Purchasing

Adopted 10/19/2017
Revised 12/7/2017

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

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

2. Cash handling
   a. Daily cash counts shall be performed.
   b. Deposits shall be performed weekly or when cash to be deposited exceeds $5001,000, whichever comes first. More frequent deposits may be required by the library director as circumstances require.
   c. Cash till control and reconciliation shall be standard policy.
3. **Bank account reconciliation**
   Management shall review bank account reconciliations monthly. Reconciliations will use a proof of cash format or similar that reconciles all debit and credit differences between the bank account and the district’s general ledger.

4. **Surplus funds**
   Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds. The primary disbursement bank account balance will be maintained at a level necessary to pay disbursements for the ensuing two weeks. All surplus funds will be kept in the district’s account in the Oregon State Treasurer’s Local Government Investment Pool (LGIP) until a separate policy, approved by the Oregon State Treasurer’s Short Term Fund Board, is adopted by the district board.

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

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

7. **Expenditures approval**
   The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the district in excess of $5,000 with the following exceptions:
   a. Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed $5,000. Such purchases must be approved by the board president and comply with ORS.
   b. Payments of monthly statements from board-approved vendors, composed of individual invoices not exceeding $5,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
   c. Regular payments on contracts that have been pre-approved by the Board of Directors.

The library director shall authorize all expenditures or contracts up to $5,000 except contracts for legal services.

Total expenditures within a budgetary fund category (for example, Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.
Policy 2-9. Grants

Josephine Community Library District (JCLD) seeks grants to fund projects beyond the provision of the standard operations budget.

1. Evaluating Grant Opportunities
   The library director shall inform the JCLD Board of Directors of the initiation of any new projects that will require grant funding.

   The library director shall be authorized to submit grant proposals requesting up to $100,000 providing the proposed project is within the scope of JCLD library core services, the JCLD strategic framework, or the JCLD operations plan.

   JCLD library core services are to:
   
   a. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.
   b. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.
   c. Provide access to the Internet and a variety of digital media with subsequent digital skills training.
   d. Provide special programming to encourage children’s literacy.
   e. Provide adult and teen programs that encourage lifelong learning.

2. Grant Contracts
   The library director shall be authorized to sign contracts for and accept grant awards up to $100,000 providing that the grant-funded project is within the scope of JCLD library core services, the JCLD strategic framework, or the JCLD operations plan.

   According to ORS 279A.025, grant contracts are not subject to competitive bid requirements.
3. Grant Funds Management

Grant funds shall be used only for the project for which the funder approved the grant.

If an awarded-advance-funded or reimbursable grant funding is not accounted for in the current fiscal year budget, before the funding is expended the JCLD Board of Directors shall approve a resolution authorizing the expenditure of the grant in accordance with ORS 294.338(2).

Also before any awarded-advance-funded or reimbursable grant funding is expended, a Grant Expenditure Tracking Sheet shall be completed. This form shall detail the items, quantities, and costs of project expenses being paid by the awarded grant funds, along with the expenditure timeframe and reporting requirements.

The Grant Expenditure Tracking Sheet shall be approved and acknowledged with signatures from the library director, fiscal coordinator, and the grant project procurement lead.

Progress on the grant project and expenditures shall be tracked and reported back to the funder according to the funder’s requirements.
# 3. Operations Policies
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Compliance
The Josephine Community Library District fully complies with the Oregon Public Records Law, ORS 192.001-192.513605.

- **Specificity of Request:** In order to facilitate the public's access to records in the district's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter, and such other detail as may be necessary to enable library staff to readily locate the records sought.

- **Access:** JCLD shall permit inspection and examination of its non-exempt public records during regular business hours in the library's offices, or such other locations as the library director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324440(2).

Fees for Public Records
JCLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, JCLD may charge fees associated with searching for and copying records. The library director may waive these fees at his/her discretion. Fees shall be limited to no more than $50 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants JCLD to proceed.

Fees are as follows:
- **Paper copies or printouts:** $0.15 per side for black and white or $0.50 per side for color.
- **Copies of nonstandard materials** (for example, maps, videos, sounds recordings): Fees shall be the actual costs incurred by the district plus staff time used to them.
- **Research fees:** If a request requires district staff to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be $50 per hour, charged in 15-minute increments, for any time spent over 15 minutes. The district shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed.
the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.

• **Additional charges:** If a request is of such magnitude and nature that compliance would disrupt the district's normal operation, the district may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.

**Personally Identifying Information to be Separated or Redacted**
In accordance with ORS 192.338, 192.345, 192.355, and 192.377 JCLD shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

**Authorization Required for Removal of Original Records**
At no time shall an original record of the library district be removed from the district’s files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the library director.

**On-Site Review of Original Records**
If a request to review original records is made, JCLD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

**Unauthorized Alteration, Removal, or Destruction of Records**
If any person attempts to alter, remove or destroy any JCLD record, the library representative shall immediately terminate such person’s review, and notify the attorney for JCLD.
Policy 3-2-1. Collection Development

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

The purpose of Josephine Community Library District (JCLD) is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights (Policy 3-7-1) and The Freedom to Read statement (Policy 3-7-2) have been endorsed by the JCLD Board of Directors and are integral parts of this policy.

A. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the collection development librarian under the direction of the library director who operates within the framework of the policies determined by the JCLD Board of Directors. This responsibility may be shared with other members of the library staff; however, because the collection development librarian/library director must be available to answer to the JCLD board and the general public for actual selections made, the collection development librarian/library director has the authority to reject or select any item contrary to the recommendations of the staff.

B. Criteria for Selection

1. The main points considered in the selection of materials are:

   - Individual merit of each item.
   - Popular appeal and/or demand.
   - Suitability of material for the clientele.
   - Existing library holdings.
   - Budget.


3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests...
from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

C. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the collection development librarian under the direction of the library director and is authorized by the JCLD Board of Directors.Withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, Donated and Gifted Materials).
Policy 3-2-3. Patron Input

JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Request for Purchase (see next page), and all such suggestions will be considered for acquisition in accord with Policy 3-2-1, Collection Development.

Patrons wishing to express concerns about materials already in the collection may formally request that JCLD reconsider its classification or possession of an item by submitting a Request for Reconsideration of Library Material (at the end of this policy) to the collection development librarian or youth services librarian. The librarian will search published reviews of the questioned material and make a written recommendation concerning the material to the library director. In consultation with appropriate staff, the library director will promptly review the item in question, together with any available published reviews of the material, and will render a decision as to appropriate action. The responsible librarian will draft a written response to the requestor as reviewed by the library director will convey this decision to the requestor in writing. Should the patron wish to pursue the matter further, he or she may ask that the library director bring the matter before the JCLD Board of Directors. The board will consider the request and staff recommendations at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.
Policy 3-4-8. Disasters and Emergency Preparedness

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

JCLD maintains basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations.

Based on facility size, each library location will have the appropriate number of:

- Adequately stocked first aid kits
- Fire extinguishers that have been inspected and certified annually
- Battery-operated flashlights

Each library location will maintain a floor plan of building with locations marked for:

- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

A. Fire

Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

Fire extinguishers are placed strategically throughout each library branch. Locations are indicated on all Disaster Policy Maps. Supervisors are responsible for ensuring that their employees know the location and operating procedures for all fire extinguishers. The Volunteer Manager is responsible for ensuring that all volunteers know the location and operating procedures for all fire extinguishers.

B. Health Emergencies

911 should be called immediately in the event of any serious problem. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical
help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.
C. Inclement Weather

Emergency Closure

During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.

D. Unruly Patrons

Unruly patrons may pose a danger to staff, volunteers, and other patrons. Library staff should walk away from a potentially violent situation and call 911 immediately. Rural branches with minimal public safety presence should also call the contracted private security company for assistance. The branch manager is responsible for assessing the situation and the patron’s degree of volatility. Follow the procedure for dealing with unruly patrons as established by the public services director under the direction of the library director.

E. Active Shooter

An active shooter is an individual currently engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. If you hear gunshots, act immediately and alert others. Follow the Run-Hide-Fight protocol outlined in emergency procedures established by the public services director under the direction of the library director.

F. Evacuation

If a staff member determines that the library must be evacuated, it’s important that patrons, volunteers, and staff exit the building in a calm, safe manner. Gather at the designated safe location to ensure all building occupants are accounted for. Follow the evacuation procedures established for the library branch by the public services director under the direction of the library director.
## 4. Personnel Policies for All Employees

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Policy 4-2-8. Discipline

Adopted 7/19/2018

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 4-2-7, 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 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 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.

**Grievance Process**

It is the policy of Josephine Community Library District that all employees be afforded due process when any disciplinary action greater than a verbal or written warning has been imposed. This process allows employees to have their grievance heard or to appeal a decision for disciplinary action. The following constitutes the grievance process for a disciplinary action:

1. Employees must provide a written statement of what they believe is incorrect with the decision reached, and the specific remedy they seek, within five working days of the disciplinary action.
2. The supervisor shall respond in writing to the employee within 10 working days of receipt of the employee’s statement of grievance. The library director may determine the response through inquiry, investigation, hearing, or other action. If the supervisor does not respond in time, the employee may escalate the grievance to step 3.
3. If the grievance is not fully settled, and if the library director is not the aggrieved employee’s direct supervisor, the aggrieved employee shall submit a written summary of the grievance to the library director within 10 working days after the supervisor’s verbal reply.
4. The library director shall reply in writing to the grievance within 10 working days from the date that the written summary was presented. If the library director does not respond in time, the employee may escalate the grievance to step 5.
5. If the employee wishes to appeal the library director’s decision, or if the library director is the aggrieved employee’s direct supervisor, the aggrieved employee shall submit a written summary of the grievance, along with all pertinent documentation, to the JCLD Board of Directors at its next regularly scheduled meeting [**OR WITHIN 10 WORKING DAYS OF THE RECEIPT OF THE WRITTEN RESPONSE FROM THE LIBRARY DIRECTOR?]** [**IS THE EMPLOYEE REQUESTING A HEARING? OR SUBMITTING THE STATEMENT OF GRIEVANCE?**]
6. The JCLD Board of Directors is under no obligation to grant such a hearing and may determine not to hear the matter. [**OK?**] Should the board elect to proceed, it may solicit additional information as it deems appropriate, and it may exercise a full range of discretionary actions, from upholding the disciplinary action to modifying the action in any manner as determined by the board. The board shall respond in writing within 45 days after the date of the presentation of the grievance. The decision of the board shall be final and binding.
If the grievance procedures established in this section are not initiated by the employee within the specified time limits, the grievance shall be considered not to have existed.

No employee shall be disciplined or discriminated against in any way because of the employee’s proper use of the grievance procedure.
Policy 4-9. Whistleblower Reporting and Protection

Josephine Community Library District (JCLD) is committed to lawful and ethical behavior in all of its activities and requires its employees, volunteers, and contractors to conduct themselves in a manner that complies with all applicable laws and regulations.

This policy is based on ORS 659A.199 to 659A.224, Whistleblower Law.

Reporting
JCLD encourages any employee with knowledge or concern of illegal, dishonest, or fraudulent activity to report it to the library director or designee.

Examples of illegal, dishonest, or fraudulent activity are violations of federal, state, or local laws; billing for services not performed; and other fraudulent financial reporting.

The employee may also provide the information to the district board of directors, a state or federal regulatory agency, or a law enforcement agency. If confidential communication is made regarding the alleged violation, the employee may provide the information to an attorney licensed to practice law in Oregon. Attorneys employed by JCLD may report violations of law to the State Attorney General, subject to rules of professional conduct.

Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

All reports of illegal or dishonest activities must be promptly submitted to the library director or designee who is responsible for investigating and coordinating corrective measures in a timely manner.

Protections to maintain confidentiality and prevent retaliation
Those who report illegal or improper behavior will be protected. Efforts will be made to treat a report of illegal or unethical conduct as confidential, consistent with the need to investigate and prevent or correct the action.

The individual making the report will not be discharged, threatened, harassed, or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct. Any whistleblowers who believe they are being retaliated against must contact the library director or designee.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
Memorandum

Remarks:

Date: Sept 19, 2018  Project: Josephine Library Master Plan
To: Kate Lasky  Project No: 1822
From: Laura Klinger  cc: Teresa Stover
Re: Site Criteria

Via: Email

The following outlines criteria recommended to be used to evaluate site locations for the new Grants Pass Library.

To make it easier to study and understand the relative opportunities and challenges of each site the parameters are set at the following:

- 37,000 square foot building if single story
- 2 level maximum building height
- 74 car parking lot (1 space per 500 sf) + 2 loading spaces

Site Area:
Components include:

- Building Area: 37,000 sf one story
- 20,000 sf two story (allows for stairs/elevator and atrium connection between floors)
- Parking Area: 28,000 sf (allows 74 cars, two loading spaces + plantings)
- Plaza: 4500 sf
- Site Circulation: 3800 sf

One story Library w/ at grade parking - Total Net Site Area required: 73,300 square feet *
(See attached diagram) *

Two Story Library w/ at grade parking- Total Net Site Area required: 56,300 square feet *

One Story Library w/ below grade parking- Total Net Site Area required: 41,500 square feet *

*Does not include area for setbacks, odd shaped lots, easements etc. Need to be added on a site by site basis. Estimate approx. 10-30% additional area depending on site location and configuration.
Preferred Zones:

Grants Pass Zoning allows Library use in the following zones with a Type I Planning procedure (straightforward):

- NC: Neighborhood Commercial
- GC (GC-1): General Commercial
- GC-2: General Commercial
- CBD: Central Business District
- OR: Office – Residential
- BP: Business Park

Libraries can be in Residential, Industrial and other zones but will require a more stringent review process involving neighboring property owners. (see attached Zoning Map and excerpts)

New Library vs. Renovation of Existing Building:

A renovation of an existing building is possible, but the following should be considered:

- A new building offers an opportunity to plan an efficient library layout that maximizes square footage. Planning a library within an existing building often results in less efficient use of space because there is often less flexibility in the existing building layout. To accommodate the full program, it may take more than 37,000 sf of existing area. It may also be a less adaptable/flexible space over time.
- Careful consideration must be made to the condition of the existing building. Seismic, accessibility and energy code upgrades are often triggered resulting in expensive retrofitting.
- Renovation is often equal or more expensive than building new depending on the existing building condition and layout.
- Renovating an existing building can be more resource efficient and sustainable if the scope of required upgrades is limited.

Identify issues that influence Library Success.

General questions to address in the site analysis:

- What are the site’s opportunities and what are the challenges?
- How does the site accommodate access and meet parking requirements?
- Does the site have neighboring properties that enhance the experience of going to and using the library?
- Is there an identity to the immediate area around the site that compliments the Library?
- Is this a good site for the City to invest in building the new library?
Other Considerations:

The following criteria should be applied and analyzed for each site under consideration:

Design Opportunities and Challenges:
- Size - Is the site big enough to accommodate the Building?
- Visibility – Does the site promote the library?
- Features – What are the views, natural features, historic context, amenities etc.
- Adjacencies – Do the adjacent uses compliment the Library?
- Planning / Zoning requirements - Are there any aspects of Planning/Zoning that affect the design?

Access and Parking:
- Pedestrian
- Public Transportation
- Vehicle
- Parking

Costs and Benefits:
- Building Costs (slope, soil, massing,)
- Utilities and Site Costs (services, shoring, site access, construction staging, tree protection, hazardous materials)
- Development Impact

Attachments: Site diagram, Grants Pass Zoning Excerpts.
Contract and schedule

After evaluating the proposals received from architectural firms Hacker and FFA, in August the Facilities Oversight Task Force recommended selecting Hacker. The Hacker contract was reviewed by the Facilities Oversight Task Force and by attorneys for Josephine County Library Foundation (JCLF). Adjustments were made, and JCLF President Randy Richardson signed the contract on September 13.

The following are the milestones and deliverables outlined in the contract’s schedule:

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<th>Description</th>
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<tr>
<td>Week 1</td>
<td>Sep 10-14</td>
<td>Site visit with project kickoff and buildings tour</td>
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<tr>
<td>Week 2</td>
<td>Sep 17-21</td>
<td>Site visit for engineering assessment of IV and WC</td>
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<tr>
<td>Week 5</td>
<td>Oct 8-12</td>
<td>Site visit with task force to present initial recommendations and design thoughts on new GP and WM buildings and to present draft assessments on IV and WC, tour potential GP building sites</td>
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<tr>
<td>Week 7</td>
<td>Oct 22-26</td>
<td>Videoconference with task force to present preliminary design concepts, final building assessments with recommendations, and GP building site analysis</td>
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<tr>
<td>Week 9</td>
<td>Nov 5-9</td>
<td>Videoconference with task force to present refined design options and images for IV and WM, possibly present initial design ideas for GP</td>
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<tr>
<td>Week 11</td>
<td>Nov 19-21</td>
<td>Videoconference with task force to present final designs and concept images for IV and WM, possibly present refined concept for GP</td>
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<tr>
<td>Week 13</td>
<td>Dec 3-7</td>
<td>Videoconference with task force to present preliminary cost estimates</td>
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<tr>
<td>Week 14</td>
<td>Dec 10-14</td>
<td>Videoconference with task force to present final cost estimates</td>
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<tr>
<td>Week 15</td>
<td>Jan 7-11</td>
<td>Meet with task force, boards, and community to present the final Facilities Master Plan</td>
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Activities to date
On September 10, two principal architects from Hacker toured all four building sites. They met with Three Rivers School District Superintendent Dave Valenzuela to discuss the Williams building site and constraints and opportunities on the school grounds. They met with the Facilities Oversight Task Force to kick off the project, outline assumptions and the schedule, and to discuss preliminary GP building site criteria.

On September 17, Hacker met by phone with the task force about draft site criteria for a new Grants Pass building. The JCLF board reviewed the draft site criteria at its September 18 board meeting, and generated a list of 16 possible building sites. The task force will evaluate the building sites against the site criteria and create a short list of three to five building sites for Hacker to visit and analyze in depth.

On September 18, a Hacker architect and three engineers visited IV and WC for in-depth building assessments of structural, mechanical, electrical, plumbing, roofing, security, IT, and other systems. Draft assessment reports are expected the week of October 8.

Design and construction phases
At the September 10 task force meeting, Hacker gave a brief overview of the design and construction phases, as follows:

- **Phase 1. Library program planning.** Completed by Penny Hummel Consulting in June. The deliverable was the detailed library program specifications which inform the pre-design effort in Phase 2.
- **Phase 2. Pre-design/preliminary concepts.** In progress by Hacker from September 2018 to January 2019. This phase will produce the Facilities Master Plan including preliminary concept designs/drawings for a new Williams building and an Illinois Valley renovation/expansion, site criteria and possibly a preliminary conceptual design for a new Grants Pass building, and recommendations for Wolf Creek improvements. The Facilities Master Plan will also include project cost estimates.
- **Feasibility Study and Capital Campaign.** At this point, JCLD/JCLF will conduct a feasibility study to determine fundraising capacity. Then the capital campaign will be designed and launched, and funds will be raised.
- **Phase 3. Schematic Design.** This phase details the preliminary conceptual designs into final design concepts and drawings including floor plans and elevations.
- **Phase 4. Design Development.** This phase produces detailed drawings specifying the building systems including structural, civil, mechanical, electrical, and plumbing. The cost estimate is refined.
- **Phase 5. Construction Documents.** The construction documents and specifications, including finishes, are developed.
- **Phase 6. Construction.** Buildings are constructed or renovated.

Hacker offered to present this information to the board sometime during this phase of the project.