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

Agenda

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

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td></td>
<td>L. Samson</td>
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<tr>
<td><strong>Standing Items</strong></td>
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<tr>
<td>1. Approval of agenda</td>
<td></td>
<td>L. Samson</td>
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<tr>
<td>2. Approval of October 18 meeting minutes</td>
<td>Motion</td>
<td>L. Samson</td>
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<td>3. Public comment</td>
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<td>L. Samson</td>
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<td>4. Correspondence</td>
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<td>L. Samson</td>
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<td>5. Annexation petition review: Michael and Denise Maas, Joya Feltzin, David Fletcher, Diane Floyd, Judy and Philip Niedermeyer, Saundra Whitten</td>
<td>Motion</td>
<td>L. Samson</td>
<td>5 min</td>
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<tr>
<td><strong>Staff Reports</strong></td>
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<tr>
<td>1. Library director’s report</td>
<td>Report</td>
<td>K. Lasky</td>
<td>10 min</td>
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<tr>
<td>2. Financial report</td>
<td>Report</td>
<td>Lasky/Hay</td>
<td>5 min</td>
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<td>3. Strategic plan/board work plan</td>
<td>Report</td>
<td>L. Samson</td>
<td>5 min</td>
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<td><strong>Action Items</strong></td>
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<tr>
<td>1. Policies, second reading: Personnel</td>
<td>Resolution</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>2. Authorization of MOU with SWCS</td>
<td>Resolution</td>
<td>Lasky/Johnson</td>
<td>10 min</td>
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<td>3. RFP for Internet Infrastructure Project (E-rate)</td>
<td>Motion</td>
<td>Stover/Johnson</td>
<td>10 min</td>
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<td>4. Compensation Plan</td>
<td>Motion</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td>5. Policies, first reading: Operations and Personnel</td>
<td>Discussion</td>
<td>K. Lasky</td>
<td>5 min</td>
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<tr>
<td><strong>Board Member Reports</strong></td>
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<tr>
<td>1. Library Foundation liaison report</td>
<td>Report</td>
<td>J. Roberts</td>
<td>5 min</td>
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<tr>
<td>2. Facilities Oversight Task Force report</td>
<td>Report</td>
<td>Williams/Roberts</td>
<td>5 min</td>
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<tr>
<td><strong>Announcements</strong></td>
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<tr>
<td>1. Comments from board members</td>
<td></td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>2. Date and agenda items for next meeting</td>
<td></td>
<td>L. Samson</td>
<td></td>
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<tr>
<td><strong>Executive session: Performance Review</strong></td>
<td></td>
<td>L. Samson</td>
<td>10 min</td>
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<tr>
<td>To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)</td>
<td></td>
<td>L. Samson</td>
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**Adjourn**

**Date and Time** | **Upcoming Meetings and Events**
November 12 – December 31 | Library Foundation’s fundraising drive for technology, capital improvements, and library card scholarships
November 17, Grants Pass branch | Food Adventures with Blue Zones: Healthy Holiday Cooking
December 1, Grants Pass branch | Volunteer Appreciation Holiday Party
December 12 – February 28 | Revisiting the Founding Era program, Grants Pass branch
December 20, Grants Pass branch | JCLD regular board meeting, Grants Pass branch
December 22, 1–3pm | Poetry Alive: Tradition! Tradition!, Grants Pass branch
Josephine Community Library District
Board Regular Meeting Minutes
Thursday, October 18, 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, Business Manager Kedron Hay, Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer
Guests: none

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 September 27 meeting minutes. The board reviewed the last regular board meeting minutes. Ms. Williams requested that under the section titled “Grants Pass building site criteria” an edit be made to express that the Facilities Oversight Task force created the list of 16 properties that are possible sites for the Grants Pass branch, not Hacker architects.
Motion: Ms. Roberts moved that the minutes to the September 27, 2018 board meeting be approved with the correction requested by Ms. Williams. Ms. Williams seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed one new annexation petition.
Motion: Mr. Harelson moved that the board endorse the annexation petitions for Donald Rubenstein. Ms. Williams seconded. The motion passed. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated October 18, 2018.
The following are highlights:
• The Library Foundation Development Grant will not be renewed after December 31, 2018 in response to the Foundation’s strategic planning. Mr. Harelson suggested doing joint strategic planning with the JCLF board in 2019.
• Annexation petition fee.
  o Two petitioners have retracted their annexation petitions.
  o The County Assessor will be charging a fee beginning January 2019 for any annexations into any special district. Ms. Lasky proposed that the board discuss the possibility of paying the fee for any petitioners.
Motion: Mr. Harelson move to authorize Ms. Lasky to attend the County Commissioner meeting to endorse the fee. Mr. Ellison seconded. The motion passed unanimously.
Spanish-language materials: Ms. Roberts asked if we need to allocate funds for Spanish translation. Ms. Lasky said she will review with staff to see if additional funds are needed.


Action: Mr. Harelson will meet with Ms. Lasky and Ms. Hay about credit card processing under the cash basis of accounting, changed to the accounting system, and contingency transfer.

Action: Ms. Lasky and Ms. Hay will include a column for the previous year in the new grant report.

Action: Ms. Lasky will change the word “clerk” to “treasurer” under “Statement of financial position” in her financial report.

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

ACTION ITEMS
Authorization of E-rate consultant contract. Referencing the “E-rate planning” memo Ms. Lasky highlighted that the E-rate program would help to install high-speed fiber-optic Internet lines for the Illinois Valley branch and for the Wolf Creek branch in partnership with Sunny Wolf Charter School. It would also help with the purchasing, configuring, and deployment of updated Internet access to all four library branches including new switches, routers, Wi-Fi, wiring, and other necessary internal infrastructure. Because it is a complicated application process, Ms. Lasky recommended consulting with EdTech Strategies, LLC to assist with the process.

Motion: Mr. Harelson moved to approve resolution 2018-017 to authorize the E-rate consultant contract with EdTech Strategies, LLC with a change in preference from “flat rate” to “annual fee.” Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Policies, second reading: Finance and Personnel. Referencing her “Policy Readings and Revisions” memo dated October 16, 2018, Ms. Lasky summarized the content of the following seven new or revised policies for the board’s second reading.

- Finance Policy 2-3, Cash and Purchasing.
- Finance Policy 2-9, Grants.
- Operations Policy 3-2-1 Collection Development.
- Operations Policy 3-4-8, Disasters and Emergency Preparedness.

Motion: Ms. Roberts moved to approve resolution 2018-018 to adopt policies 2-3, 2-9, 3-1-5, 2-9, 3-1-5, 3-2-1, 3-2-3, and 3-4-8. Mr. Ellison seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Policies, first reading: Personnel. The board had its first reading and discussion of the following policies:

- Personnel Policy 4-2-8, Discipline.
- Personnel Policy 4-9, Whistleblower Reporting and Protection.
- Personnel Policy 4-5-2 Holidays.
The second reading of these policies will take place at the November board meeting.

**Compensation Plan.** Referencing her “JCLD Compensation Plan” memo dated October 18, 2018, Ms. Lasky reviewed the descriptions she developed for a step-based compensation plan and for a merit-based compensation plan. She pointed out that the performance review form could be used regardless of which compensation plan is adopted.

Mr. Harelson was concerned about the score being averaged because if employees excel in some areas and are poor in others, they may still end up with a “passing” score to get a pay increase in spite of needing improvement in some areas.

Mr. Ellison is concerned that a merit-based compensation plan would be unfair.

Ms. Roberts is in favor of merit-based compensation plan because it is what the library staff has recommended.

Mr. Harelson shared that he thought the merit-based plan would be extra work for supervisors, but because the library system is not a large company and because library staff has requested it, a merit-based compensation plan would work.

The majority of the board agrees that Ms. Lasky should move forward with the merit-based compensation plan.  
**Action:** Ms. Stover will add pay ranges to all job descriptions.  
**Action:** Ms. Lasky will prepare a revised merit-based compensation plan and performance review form to present at the November board meeting. Mr. Harelson suggested testing the form by role-playing with different employee scenarios to make sure the tool will work reliably. Ms. Lasky will keep the board updated on the progress.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Roberts presented the foundation’s three-year strategic plan. The Facilities Oversight Task Force will set priorities for when buildings are built or renovated. The foundation plans to hire or contract with staff for fundraising, marketing, and communications.  
**Action:** Ms. Lasky will share the foundation’s work plan with the board at the November board meeting.

**Facilities Oversight Task Force.** Task force members evaluated 16 potential building sites for a new Grants Pass library and whittled the list down to seven. They met with the Hacker architects on October 9 and toured the seven sites. After further discussion, the task force chose the top three potential sites. The owner of one of these sites has expressed interest in possibly reducing the property sale price as a charitable donation. Hacker also presented preliminary designs for an Illinois Valley renovation and new Williams library.

**ANNOUNCEMENTS**

**Comments from board members.** Mr. Harelson said that tax projections can be done in December.
Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, November 15. Agenda items will include the employee compensation plan, financial support for Spanish materials, and an update regarding the Facilities Master Plan.

ADJOURNMENT
Ms. Samson announced that the board would be moving in to executive session to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The meeting adjourned at 7:15 pm.

EXECUTIVE SESSION
The board moved in to executive session at 7:15pm to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The board moved out of executive session at 7:18 pm.

CALL TO ORDER
Ms. Samson called the regular meeting to order at 7:18 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 7:20 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District
Annexation Petitions
November 15, 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 November 15 board meeting for review and action.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
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<tbody>
<tr>
<td>1 Maas, Michael &amp; Denise</td>
<td>102 Slate Creek Rd. Wilderville, OR 97543</td>
</tr>
<tr>
<td>2 Feltzin, Joya</td>
<td>10246 Takilma Rd. Cave Junction, OR 97523</td>
</tr>
<tr>
<td>3 Fletcher, David</td>
<td>2684 Cedar Flat Rd. Williams, OR 97544</td>
</tr>
<tr>
<td>4 Floyd, Diane</td>
<td>7505 Rockydale Cave Junction, OR 97523</td>
</tr>
<tr>
<td>5 Niedermeyer, Judy and Philip</td>
<td>1520 Murphy Creek Rd. Grants Pass, OR 97527</td>
</tr>
<tr>
<td>6 Whitten, Saundra</td>
<td>27570 Redwood Hwy. Cave Junction, OR 97523</td>
</tr>
</tbody>
</table>
Updates

- Volunteer appreciation holiday party set for Saturday, December 1 from 4:30–6pm.
- Board to engage in strategic plan update in January with Coraggio Group. Board requested a joint board session with the foundation.
- Reconsideration of Materials request was submitted, and a response has been developed. See attached form and letter.
- The 10th Annual Readapalooza Community Read-Aloud hosted 31 readers with the majority being students from elementary and middle schools. A student from South Middle school won $500 for her school library. Two district board members (Ms. Samson and Ms. Roberts) attended the check presentation at the school. The $500 prize was provided by the Grants Pass Friends of the Library.

Stories

- In Grants Pass, the parent of a Grants Pass branch VolunTEEN shared with a check-out volunteer that the teen had not had many friends and made a close one during Summer Reading Program 2018. The parent was very grateful to the library for having the VolunTEEN program and helping teens find a place to belong.
- In Illinois Valley, conversations with patrons in the Illinois Valley about the district boundaries have become consistently smoother with very few exceptions. Patrons seem happy to support their library by opting-in, paying for their card, and/or continuing to donate.
- In Williams, a reporter from the Applegater visited and asked a patron if she could interview her daughter about holiday traditions. The five-year-old sat attentively and answered all her questions. What kinds of things do you do in your family? “We play with my dog.” What about for Christmas, do you get a Christmas tree? “Yes, we cut a tree in the forest.” Do you eat anything special? “I eat gluten free things because I have celiac disease.” Then her 10-year-old brother joined the interview to fill in the blanks.
- In Wolf Creek, a couple from Wolf Creek, Montana was driving through southern Oregon on their way to Eugene and happened to notice the I-5 exit for Wolf Creek. They stopped and asked for some printed materials with “Wolf Creek” and the branch manager was able to find some. According to the travelers, Wolf Creek, Montana and Wolf Creek, Oregon are almost identical—down to the firehouse logo!

Successes

- Annual report for the public is completed and posted on the library here: https://josephinelibrary.org/about/strategic/.
- ITs Managed has increased the price of its gold level agreements from $1100/month to $1250/month. The library is currently grandfathered in at $975/month and will not change. That is a $3300 savings per year.

Challenges

- Williams Elementary School expressed discomfort with people hanging around in the parking lot of the Williams branch or parking their cars there overnight. In the future, the Williams branch manager will communicate with the school about cars that remain parked in the lot from before
opening until after closing on the same day. The Williams branch manager and the Williams Elementary School principle are planning to post signs that say, “No overnight parking.”

**Imperative #1 Enhance program quality and customer service**

- Williams branch manager drafted a memo to outline demographics in support of the strategic plan value of diversity, equity, and inclusion. See attached DEI memo.
- Currently finalizing the 2018 patron satisfaction survey to be distributed in November. Results will be available in January.
- Submitted a grant proposal to Josephine County Cultural Coalition for $1,500 for the “History and Poetry Meet at the Library” project. This project reflects needs for the ALA Revisiting the Founding Era program to take place in February and March 2019 and the Oregon Poetry Association and Applegate Poets Poetry Alive! poetry workshop series to take place throughout 2019.
- Developed program details for the ALA/GLI Revisiting the Founding Era program, to take place in February and March. Submitted pre-program planning report to ALA.
- Hosted the Dia de los Muertos bilingual storytime. This is the first of three outreach events designed to promote the library’s Spanish-language books for all ages and various genres as part of the library’s participation in the Libros for Oregon book-buying consortium.

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

- Wolf Creek’s most consistent volunteer and substitute manager was offered the opportunity to fill the branch manager’s position while she is on maternity leave.
- The volunteer manager is being promoted to the new position of adult services and volunteer manager. This position combines two job descriptions and reflects current practices. See attached job description.
- The youth services librarian will be attending the American Library Association Great Stories Club training in Chicago, IL from November 14–17.
- Communications coordinator will work directly with Sheepsoc Creative in the coming months for training on brand maintenance.
- Library director is coordinating OLA Library Legislative Day in Salem on Tuesday, February 12.
- Volunteers at the Grants Pass branch were asked for input on the future of the CD, VHS, and paperback collections. Volunteers system-wide were polled for their preference for the Holiday Volunteer Appreciation party. A date was set for Saturday, December 1, at 4:30 p.m. at the Grants Pass branch.
- Teen advisory board members will be working on content for the teen newsletter and improving the teen space at the Grants Pass branch.

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

- The Illinois Valley branch clean-out line (or sewage line) backs up annually into the yard. The maintenance coordinator had the pipe scoped and found roots and cracks in about 15 feet of pipe, which needs to be replaced. Charter cable and gas and electric companies have been called to mark lines prior to request for bids from service providers in the area.
- Maintenance coordinator created a materials safety data sheet binder for staff and volunteers to resource in emergency situations.
- Resumed work on the FCC E-rate program application and request for proposals (RFP) for the Internet Infrastructure Project to install fiber-optic Internet lines at the Wolf Creek and Illinois Valley branches and to update Internet equipment at all four branches.
- The Hacker architectural team presented refined design concepts on a new Williams building and remodeled Illinois Valley library to the task force. These concepts will be finalized based on feedback received from the task force and staff. This presentation was shared with staff on
November 1. Hacker also presented detailed recommendations for building improvements for Illinois Valley and Wolf Creek branches. These presentations will be included in the final report to be presented to the Board of Directors in January.

**Imperative #4 Develop efficient operating systems and structures.**
- Working with Gerald Burns, CPA to finalize the financial statements for Pauly Rogers.
- Board Member John Harelson planning a projection of tax collection to update finance outlook.
- Gathering information for general insurance renewal. Two new health insurance options were chosen by staff and finalized with the district’s insurance agent Hart Insurance.
- Refined the Simple IRA eligibility requirements and updated the Summary Plan Description.
- Monthly statistical reports now include branch materials circulation by patron age group, and items added to and deleted from catalog by branch.
- Check-out procedures updated to encourage consistency of service and enhance training program for new volunteers.
- Analysis of 685 library cards issued/renewed in October indicates 418 (61%) resided within the library district and 267 (39%) lived outside of district. 93 out-of-district patrons paid for annual library cards, while 174 others appreciated alternative options. Chart below reflects six-month recap of out-of-district non-annual library cards issued/renewed. In the future, quarterly averages will be reported to the Board of Directors.

<table>
<thead>
<tr>
<th>Alternative cards</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult scholarship</td>
<td>9</td>
<td>5%</td>
<td>11</td>
<td>4%</td>
<td>12</td>
<td>7%</td>
</tr>
<tr>
<td>Junior scholarship</td>
<td>22</td>
<td>12%</td>
<td>47</td>
<td>18%</td>
<td>33</td>
<td>20%</td>
</tr>
<tr>
<td>District annexation</td>
<td>6</td>
<td>3%</td>
<td>6</td>
<td>2%</td>
<td>7</td>
<td>4%</td>
</tr>
<tr>
<td>Property in district</td>
<td>3</td>
<td>2%</td>
<td>1</td>
<td>1%</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Internet only</td>
<td>12</td>
<td>7%</td>
<td>8</td>
<td>5%</td>
<td>10</td>
<td>6%</td>
</tr>
<tr>
<td>Volunteer</td>
<td>2</td>
<td>1%</td>
<td>3</td>
<td>0%</td>
<td>8</td>
<td>4%</td>
</tr>
<tr>
<td>Other (student, educator)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Paid monthly card</td>
<td>52</td>
<td>28%</td>
<td>73</td>
<td>28%</td>
<td>94</td>
<td>57%</td>
</tr>
<tr>
<td>Total</td>
<td>106</td>
<td>153</td>
<td>165</td>
<td>208</td>
<td>186</td>
<td>174</td>
</tr>
</tbody>
</table>

**Imperative #5 Build awareness and expand partnerships**
- District communications team preparing for Library Foundation’s end-of-year fundraising drive. The foundation plans to raise money for library card scholarships, building improvements, and new patron computers.
- The grant with the Library Foundation is coming to a close on December 31. The foundation is reviewing a possible contract for interim executive director with Stover Writing Services to begin in early December.
- The communications coordinator has been working with the volunteer manager and youth services librarian to create a monthly VolunTEEN newsletter.
- Communications coordinator investigating resources for Spanish language translation support.
Background
The Josephine Community Library District’s strategic plan counts “equity and inclusion” among its guiding values. The Oregon Library Association includes “Diversity and Community Engagement,” as a category in its newly developed Public Library Standards. As a tax-funded public library district, JCLD has an obligation to understand and meet the needs of the population in its service area. Adapting to changing needs, and bringing opportunity, literacy, and connectivity to diverse patrons, will ensure JCLD remains relevant in this century and well into the next. Libraries provide crucial access to technology and information to people from all walks of life, and they are also an important source of cultural literacy and connection to the wider world for children and adults who may not experience much diversity in their daily lives. In a 2014 white paper, the ALA Association for Library Service to Children states that, “[d]iverse, culturally authentic materials in library collections allow all children to meet people like themselves and develop an appreciation for the beauty of their culture and the cultures of others.”

Definitions
Diversity, equity, and inclusion are distinct but related concepts. Thomas Bruner, of Bruner Strategies gives the following definitions:

- **Diversity**: the demographic composition of the people on your team or at your table, and the degree to which they reflect the demographic make-up of your community, clients, or constituents.
- **Inclusion**: The culture of your organization, and the degree to which it is an inviting place where all voices and perspectives are included, all people are valued, and everyone is treated with respect.
- **Equity**: A commitment to making your organization accessible, providing fair access to the resources and opportunities needed for success, and mitigating barriers to full participation.

In short, diversity is the recognition of difference, inclusion is the effort to respect and value that difference, and equity is the acknowledgment that people from different backgrounds face different barriers to full participation, and that efforts are required to break down those barriers.

The goal of focusing on DEI is to better serve our community by reaching out to people in the community who have historically been left out. As a starting point, the American Library Association (ALA) Office for Diversity, Literacy, and Outreach identifies the following under-represented groups:

- Adult New and Non-Readers
- Gay, Lesbian, Bisexual and Transgender People
- Incarcerated People and Ex-Offenders
- Older Adults
- People of Color
- People with Disabilities
- People Experiencing Poverty and Homelessness
- Rural, Native, and Tribal Communities
Diversity in our Community

- **Growing and shifting**

According to the latest estimates from Portland State University’s Population Research Center (2017), the population of Josephine County has grown to around 85,650 people, a 3.6% increase since 2010. This growth has occurred due to an influx of new residents, as the local population has experienced a slight natural decrease (i.e. more deaths than births) over the past decade. Although Grants Pass has grown at a faster rate over this period (8.8%), the county is still largely rural, with 54% of the population living outside urban areas.

- **An aging population**

Compared with statewide numbers, Josephine county has a significantly larger proportion of the population that is nearing or past retirement age (over 55), with relatively lower numbers of younger adults. The percentage of the population that is under 18 is also slightly lower than the statewide proportion. There are more people in their 7th decade (17%) than in any other decade and more people in their 70s (12%) than in their 20s (9%). Statewide this is reversed with only 7% of the population in their 70s and 13% in their 20s.

- **High levels of disability**

Over 20% of Josephine County residents are living with a disability, compared to only 15% statewide. Even among residents under 65 years of age, 18% are disabled. Although disabilities vary widely, many people with disabilities face some sort of increased challenge in accessing library services.

- **Racial and ethnic diversity**

A large percentage of Josephine county residents (87.7%) identify as white alone. This is a higher percentage of white people than is found nationally (62%) or statewide (77%). African American and Asian populations each represent less than 2% of the total. The percentage of people identifying as Native American (3.4%) is higher than the national proportion, although there is no tribal or reservation land in Josephine County. Josephine county also has a significant number of residents who identify as multiracial (3.3%), which is close to the national percentage (3.1%). The Latino population is on the rise, reaching 7% county-wide and as much as 9% in Grants Pass, but is still well below the population statewide (12.4%) or in the nation (17.3%). Approximately 3.6% of residents were born outside the United States. Although all these percentages may sound small, they still represent over 11,000 people of color in Josephine County. The fact that our population is predominantly white means communities of color and ethnic minorities are even more likely to feel erased or marginalized.

- **Literacy and Linguistic diversity**

Over 95% of Josephine County residents speak only English and 98.8% speak English “very well.” Of the estimated 3800 residents who speak a language other than English, two thirds of them are Spanish speakers. The Literacy Council provides services to adults who are learning to read. They currently serve 29 students, 12 of which are learning to read and 17 of which are English language learners. ProLiteracy, an adult literacy advocacy group points to the National Bureau of Economic Research’s finding that children of parents with low literacy have a 72% chance of being at the lowest reading levels themselves, often leading to intergenerational poverty.

- **Poverty and unhoused residents**

Poverty levels are relatively high in Josephine County, with the key indicators of food insecurity (17%) and child poverty (27%) both above the state averages. The median income in the county ($37,876) is only 71% of the statewide median. While unemployment is currently low, it is higher in Josephine County than across the state (5.3% vs. 4%). Access to broadband internet is relatively low (77% of households vs. 91% statewide). As for residents who do not have stable housing, it can be difficult to
determine exact numbers, especially since large numbers of people live in vehicles or temporary structures. Point-in-time count estimates conducted by Oregon Housing and Community Services in January 2017, found at least 650 unhoused residents in Josephine county, but the actual numbers of people with insecure housing are probably much higher.

What about LGBTQIA+ residents?
Exact numbers of people who identify as LGBTQ+ are difficult to determine because it depends how you define LGBTQ+ and how willing people are to provide honest survey responses. There is also very little available data on local populations. The number of adults identifying as LGBTQ+ has increased in recent years, especially among younger adults. According to a 2017 Gallup poll, the number of Americans identifying as LGBT has reached 4.5% in the United States, while the number of millennials identifying as LGBTQ+ has increased from 5.8% in 2012, to 8.1% in 2017. This can probably be attributed to increasing acceptance in the mainstream, as well as a broadening definition of what it means to identify this way. Those increases are smaller among older adults. Estimates of the transgender population are also difficult to determine but run between 0.5% and 1% of the population.

Incarcerated and formerly incarcerated
There is no state penitentiary in Josephine County, but Josephine County Department of Corrections reports that they, "supervise...as well as provide...treatment and services to over 1,000 offenders in Josephine County who have been placed on probation by the Courts or placed on post-prison supervision by the Board of Parole and Post-Prison Supervision." The Rogue Valley Youth Correctional Facility in Grants Pass has 100 beds to house prisoners who are under 18 years old and the Josephine county jail can house 185 prisoners.

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3 Unless otherwise indicated, the demographic data cited in this memo is from the 2010 Census or 2016 American Community Survey Estimates, retrieved from https://factfinder.census.gov/


JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Adult Services and Volunteer Manager

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:
The Adult Services and Volunteer Manager for Josephine Community Library District supports the Grants Pass branch Information Desk volunteers and oversees adult information services for the library system, assessing community interests and trends to anticipate demand for information services and programs. The Adult Services and Volunteer Manager oversees the recruitment, orientation, retention, and appreciation of all volunteers for the library system and ensures that the activities of the volunteer workers meet the needs of the organization. This position facilitates the development of operational systems and trainings for staff and volunteers, ensuring the continuous flow of information and internal communication system-wide. Working with the Library Director, Public Services Director and Department Heads the Adult Services and Volunteer Manager maintains a team-oriented culture that attracts, keeps, inspires, and motivates quality volunteers and secures the trust and confidence of the Library Director and the Board of Directors.

ESSENTIAL FUNCTIONS
Management
- Assist in planning and implementing adult programs and public relations activities and make presentation about library services to the community.
- Teach computer and Internet skills to the public and staff and other library services in a workshop setting.
- Evaluate and update databases and web resources.
- Participate in ongoing development and provide guidance in use of library catalog.
- Review and recommend information services for the community resource list and on the library website.
- Interview, hire, and schedule the volunteer library workers for the Grants Pass branch and support the library system’s branches by advocating for volunteers.
- Actively recruit volunteers and ensure that staff is advised of practices designed to maximize volunteer retention and demonstrate appreciation.
- Plan and attend volunteer orientations and appreciation events.
- Continually communicate with active volunteers to identify potential candidates for leadership roles.

Main Branch Support
- Support development of library displays.
- Support and train Information Desk volunteers providing public computer access and training, readers advisory, in-library and online research and reference assistance.
- Schedule volunteers for all events, programs, and service areas, identifying substitute volunteers for fill-in shifts as needed.
- Identify training volunteers at the Grants Pass branch, and provide the tools needed to ensure that all volunteers in these positions receive comprehensive training and support.
- Maintain volunteer lounge to ensure an inviting environment with current information posted on volunteer bulletin board.

Rural Branch Support
- Structure branch visits with Public Services Director to provide operational support for volunteers and Branch Managers.
- Collaborate with Branch Managers to provide volunteer trainings designed to promote consistency of service.

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 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 job is a people-person who has office administrative and Microsoft Office experience, is well-organized, and an energetic self-starter who can work efficiently with minimal supervision and attention to detail. Experience with public libraries is a bonus.

- Bachelor’s degree in a related field with two years of professional experience in management; OR Associate’s degree and five years of professional experience in management; OR any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.
- Strong interpersonal skills and ability to work with a variety of personalities.
- Ability to work effectively and diplomatically under pressure.
- Positive, results-oriented, problem-solving attitude.
- Excellent verbal, written, and typing skills, effective time management skills.
- Ability to prepare and make public presentations.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Proficiency with Microsoft Windows, Microsoft Office (MSWord and Excel), electronic mail and Internet essentials are required.
- Must take initiative and have the willingness to juggle and prioritize a variety of important tasks.

May require 1–2 years of experience in the field or in a related area, and some familiarity with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to Public Services Director.

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

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

FLSA STATUS: Non-exempt status.

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

Name of person making request:  Katrina Pitts

Address:  2140 Arnold Avenue Grants Pass OR 97527

Telephone:  541-450-3972

Email:  Katscuthbert@qol.com

Whom do you represent?

(1) Self  [ ]  I am representing the innocence of my child, and not wanting her to read this.

(2) Organization ______

Name of Organization

Organization address

Item requested for reconsideration:

Title of work  Anne Frank - The Diary of a Young Girl [The Definitive Edition]

Author  Anne Frank, Edited by Otto H. Frank & Mirjam Pressler

Format: Hardcover [ ] Paperback [ ] Audio Disc [ ] DVD/Video [ ]

Material designed for (1) Adult ______ (2) Young Adult [ ] (3) Child [ ]

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

Yes [ ]  No [X]

If not, then which part did you read.  I read pages 236-237

This book should probably be flagged or moved out of the children's area. She goes into detail about her vagina and talks a little about the male private part and sex. I read online there is a kid appropriate version that edits out this stuff.
Have you seen or heard reviews of this material? Yes X No_

If yes, please name review source: Goodreads.com

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

The talk about the vagina, penis and sex.

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

I don't know how to answer this, I hope to be the person who talks to my children about sex.

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

Is there anything good about the work?

Yes, history of the holocaust from a personal point of view.

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

Protect our children from being told about genitals and sex.

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.
Request for Reconsideration of Library Material

Name of person making request: Katrina Pitts
Address: 2140 Arnold Ave Grants Pass OR 97527
Telephone: 541-450-3972 Date: 10/3/18
Email: Katruhtbert@aol.com

Whom do you represent?

V The Innocence of Children
(2) Organization

Name of Organization
Organization address

Item requested for reconsideration:

Title of work: Al Capone Does my shirts
Author: Jennifer Cholden Ko

Format: Hardcover X Paperback Audio Disc DVD/Video

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

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

Yes ____ No X

If not, then which part did you read. Pgs. 92 + 93

These pages say these pages suggest a brother looking at his naked sister and suggests some incestuous thoughts he is fighting.
Have you seen or heard reviews of this material?  Yes    No

If yes, please name review source: Good Reads.com

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

The incestuous suggestions found on pages 92-93

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

I fear this gives boys who read this thoughts about incest.

For what age group would you recommend this work?  Unsure    Older    Teens    I suppose.

Is there anything good about the work?

I think from what I have read and saw on Good Reads.com that my answer would be No!

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

Protect the young children from this incest filth.

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

Your two requests for reconsideration of the titles *The Diary of a Young Girl* (unedited) by Anne Frank and *Al Capone Does My Shirts* by Gennifer Choldenko were forwarded to the collection development staff. We have taken the time to carefully review the books, read the passages you mentioned, and seek out reviews from national publications.

The Josephine Community Library collection policy is used to inform the decisions made by the collection development staff. Josephine Community Library selects books based on various criteria including but not limited to awards that it may have won, recognition that it may have received, and the story’s ability to connect with readers for various reasons. As you may be aware, *The Diary of a Young Girl* is a highly regarded book which has received many honors, including establishment of a national book award titled The Anne Frank Prize. Since the time of its publication in 1945, the book has been turned into both an award-winning play and a movie, winning the Pulitzer Prize in 1956. Reviews for *The Diary of a Young Girl* praise it as the single most compelling personal account of the Holocaust (*New York Times Book Review*). Anne Frank’s voice allows readers the opportunity to experience the Holocaust and its horrors in a way they could not be understand otherwise.

*Al Capone Does My Shirts* also meets the three criteria identified in the Collection Development Policy. *Al Capone Does My Shirts* is an awarding winning book that has received numerous accolades including a Newberry Honor, Parents Choice Silver Honor Book and a School Library Journal Best Book of the Year. For the last criteria, *Al Capone Does My Shirts* is a book that may appeal to individuals who are seeking stories featuring a male protagonist, characters with disabilities, and/or challenging situations. Josephine Community Library recognizes and respects that reading is a personal experience, that individuals interpret things differently, and that the meanings that they may derive from the materials they read varies.

Josephine Community Library adheres to the American Library Association’s 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. The library offers this freedom to all parents, including you, so that you may choose to read or not to read a book to or with your child based on your personal views. The library stands for your right to make these decisions as a parent.
We at the library applaud your careful consideration of the material you allow your children to read. Your parental guidance is most important and to be commended.

Because it is the mission of Josephine Community Library to make culturally significant materials available to all our patrons, it is our decision that *The Diary of a Young Girl* will be retained in the children’s library as it is now. *Al Capone Does My Shirts* will also be retained as is in the young adult section for its literary merit. We have attached the library’s Collection Development Policy for your reference.

Thank you,

Kate Lasky
Library Director
klasky@josephinelibrary.org
541-476-0571 ext. 110
Financial planning
- The 01/01/19 $5,000 lease requirement will be reflected in January 2019 through a transfer from the general fund to the maintenance fund (savings). Unrestricted maintenance monies will be used for the IV branch septic repairs totaling $3,282.
- The detailed special fund report will no longer be included in the packet.
- The contingency transfer approved per board resolution at the September 2018 board is represented in the budget lines on the financial statements.
- Contingency is not represented in the general fund P&L report as it is a separate appropriation of the approved budget. It is tracked as a such outside the accounting system.

Accounting
- The net income for the general fund on the P&L of ($62,870) 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 on the P&L but will be represented as Fixed Assets on the Balance Sheet.
- At the request of the auditors and Board Member John Harelson, the bank accounts and credit cards are reviewed daily and a log kept.
- A preliminary audited financial statement was completed by Gerald Burns, CPA and the transmittal letter is in progress.

Statement of Financial Activities (general fund P&L)
Revenue
- The district received $1,797 of last year’s tax levy income in October 2018; year to date $14,078.
- Non-resident card fees exceeded budgeted revenue by $4,842 for the month of October and $23,618 year to date.
- Other revenues exceeded budget revenue due to Oregon Humanities $1,000 for room usage fee for a program.

Expenses
- ITs Managed increased the monthly price of his GOLD agreement from $1,100 to $1,250; however, grandfathered JCLD at $975 monthly, a savings of $3,300 per year.
- Administrative support exceeded budget due to an unanticipated payment to Pacific Consulting and Investigations of $1,272.

Special Contracts
- Technical writing services is increased by $10,000 and marketing services is increased by $25,000 per the board authorized transfer of contingency. The increases are represented from October 2018 through June 2019 in equal increments.

Grants
• Wages offset by grants in October is $2,387 through the Library Foundation Development Grant.
• Total of grant expenses for the month of October is $22,406.
• Total revenue received from grants in FY 2018-19 (calculating for cash carryover) is $69,946. To date, JCLD has spent $49,835 of those grant funds. This represents 10 grants. For the two largest grants, the JCLF Development Grant has $9,769 remaining and the JCLI Transition grant has $5,118 remaining.
• Two funds for JCLF were invoiced in October totaling $2,972 for reimbursement.

Statement of Financial Position: (balance sheet)
• The district assets include $36,303 in the district checking account. The Grants Pass Maintenance Fund totals $21,464 and is held in a savings account with People’s Bank. LGIP account “General Pool 6000” represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals $433,295. Cash Drawers at the four branches total $390, and $5,596 is held by the Josephine County Treasurer in the treasury account.
• The total combined assets of these accounts equal $497,048 including $19,967 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
- **4000 - Current Year Tax Levy**
  - Budget: $0
  - Actual: $0
  - Month: $0
  - Year to Date: $0
  - Annual: $1,353,750
  - Over/Under: ($1,353,750)
- **4005 - Prior Year Taxes**
  - Budget: $1,797
  - Actual: $1,679
  - Month: $14,078
  - Year to Date: $20,150
  - Annual: $6,072
- **4100 - Fines and Fees**
  - Budget: $997
  - Actual: $750
  - Month: $3,535
  - Year to Date: $9,000
  - Annual: $5,465
- **4102 - Non-Resident Card Fees**
  - Budget: $5,717
  - Actual: $875
  - Month: $27,118
  - Year to Date: $10,500
  - Annual: $16,618
- **4200 - Interest Income**
  - Budget: $1,038
  - Actual: $750
  - Month: $4,957
  - Year to Date: $7,000
  - Annual: $2,043
- **4300 - Other Revenues**
  - Budget: $1,765
  - Actual: $6,683
  - Month: $0
  - Year to Date: $6,683
- **4310 - Donations**
  - Budget: $8
  - Actual: $0
  - Month: $8
  - Year to Date: $8
- **4501 - Transfer from GF/Special Revenue**
  - Budget: $5,000
  - Actual: $0
  - Month: $0
  - Year to Date: $0
- **4999 - Beginning Cash**
  - Budget: $21,458
  - Actual: $0
  - Month: $0
  - Year to Date: $0

### Total Income
- **Total Income**
  - Budget: $11,314
  - Actual: $3,887
  - Month: $56,379
  - Year to Date: $1,426,858
  - Annual: $1,370,479

### Expense
- **5000 - Personal Services**
  - Budget: $48,918
  - Actual: $60,655
  - Month: $206,799
  - Year to Date: $779,341
  - Annual: ($572,542)
- **5200 - Collection Development**
  - Budget: $8,241
  - Actual: $12,779
  - Month: $58,524
  - Year to Date: $175,000
  - Annual: ($116,476)
- **5300 - Library Catalog (Polaris)**
  - Budget: $0
  - Actual: $0
  - Month: $0
  - Year to Date: $27,995
  - Annual: ($27,995)
- **5400 - Building Improvements**
  - Budget: $0
  - Actual: $0
  - Month: $0
  - Year to Date: $4,000
  - Annual: ($3,634)
- **5500 - Facilities & Equipment**
  - Budget: $1,227
  - Actual: $1,225
  - Month: $4,913
  - Year to Date: $13,500
  - Annual: ($8,587)
- **5600 - Computer Maintenance**
  - Budget: $1,420
  - Actual: $1,865
  - Month: $2,156
  - Year to Date: $22,382
  - Annual: ($20,226)
- **5700 - Insurance**
  - Budget: $306
  - Actual: $1,425
  - Month: $1,381
  - Year to Date: $17,100
  - Annual: ($15,719)
- **6630 - Election**
  - Budget: $600
  - Actual: $1,500
  - Month: $2,400
  - Year to Date: $18,000
  - Annual: ($15,600)
- **6650 - Patron Services and Supplies**
  - Budget: $119
  - Actual: $304
  - Month: $744
  - Year to Date: $3,652
  - Annual: ($2,908)
- **6660 - Volunteer Support**
  - Budget: $107
  - Actual: $242
  - Month: $238
  - Year to Date: $2,900
  - Annual: ($2,662)
- **6670 - Events at Library**
  - Budget: $540
  - Actual: $725
  - Month: $845
  - Year to Date: $3,200
  - Annual: ($2,355)
- **6680 - Communication & Outreach**
  - Budget: $793
  - Actual: $1,083
  - Month: $3,102
  - Year to Date: $13,000
  - Annual: ($9,898)
- **6690 - Special Contracts**
  - Budget: $4,905
  - Actual: $6,839
  - Month: $21,690
  - Year to Date: $92,000
  - Annual: ($70,310)
- **6699 - Legal Administration**
  - Budget: $0
  - Actual: $167
  - Month: $0
  - Year to Date: $2,000
  - Annual: ($2,000)
- **6700 - Administrative Support**
  - Budget: $3,461
  - Actual: $942
  - Month: $7,989
  - Year to Date: $11,500
  - Annual: ($3,511)
- **6800 - Telecommunications**
  - Budget: $804
  - Actual: $816
  - Month: $3,209
  - Year to Date: $11,500
  - Annual: ($8,291)
- **6850 - Utilities**
  - Budget: $2,743
  - Actual: $1,971
  - Month: $9,394
  - Year to Date: $33,900
  - Annual: ($24,706)
- **8000 - Transfers & Contingency**
  - Budget: $0
  - Actual: $0
  - Month: $0
  - Year to Date: $0
  - Annual: $0
- **9000 - In-Kind Gift Revenue**
  - Budget: $0
  - Actual: $0
  - Month: $0
  - Year to Date: $0
  - Annual: $0

### Total Expense
- **Total Expense**
  - Budget: $74,183
  - Actual: $94,571
  - Month: $323,549
  - Year to Date: $1,240,970
  - Annual: ($917,421)

### Net Ordinary Income
- **Net Ordinary Income**
  - Budget: $-62,870
  - Actual: $-90,684
  - Month: $-267,170
  - Year to Date: $-185,888
  - Annual: ($-453,058)

### Net Income
- **Net Income**
  - Budget: $-62,870
  - Actual: $-90,684
  - Month: $-267,170
  - Year to Date: $-185,888
  - Annual: ($-453,058)
## JOSEPHINE COMMUNITY LIBRARY DISTRICT
### ENHANCED LIBRARY SERVICES
#### FY 19
through October 2018

### YTD Actuals
<table>
<thead>
<tr>
<th></th>
<th>FY18 Carryover Grant Revenue</th>
<th>FY19 Grant Revenue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Thompson Fund</td>
<td>0</td>
<td>2,155</td>
<td>2,155</td>
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<tr>
<td>Friends of the Library</td>
<td>2,100</td>
<td>25,000</td>
<td>27,100</td>
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<tr>
<td>Gilder Lehrman - Founding ERA</td>
<td>0</td>
<td>1,000</td>
<td>1,000</td>
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<tr>
<td>JCLF Development Grant</td>
<td>31,011</td>
<td>40,000</td>
<td>71,011</td>
</tr>
<tr>
<td>JCLI Grant</td>
<td>12,438</td>
<td>40,000</td>
<td>52,438</td>
</tr>
<tr>
<td>Kay Jean Turner Fund</td>
<td>0</td>
<td>818</td>
<td>818</td>
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<tr>
<td>Kiwanis</td>
<td>2,413</td>
<td>2,000</td>
<td>4,413</td>
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<tr>
<td>Ready to Read Program</td>
<td>4,031</td>
<td>11,052</td>
<td>15,083</td>
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<td>SDAO Security Grant</td>
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<tr>
<td>Solid Waste Agency</td>
<td>0</td>
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<td>500</td>
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<tr>
<td>Technology Project Grant</td>
<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>56,620</strong></td>
<td><strong>150,052</strong></td>
<td><strong>206,672</strong></td>
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### Expense

<table>
<thead>
<tr>
<th></th>
<th>FY19</th>
<th>FY19</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000     · Personal Services</td>
<td>13,051</td>
<td>-</td>
<td>13,051</td>
</tr>
<tr>
<td>5200     · Collection Development</td>
<td>17,992</td>
<td>-</td>
<td>17,992</td>
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<tr>
<td>5300     · Library Catalog (Polaris)</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>5400     · Building Improvements</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>5500     · Facilities &amp; Equipment</td>
<td>0</td>
<td>-</td>
<td>0</td>
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<tr>
<td>5600     · Computer Maintenance</td>
<td>0</td>
<td>-</td>
<td>0</td>
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<tr>
<td>5700     · Insurance</td>
<td>0</td>
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<tr>
<td>5800     · Travel &amp; Training</td>
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<td>6630     · Election</td>
<td>0</td>
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<td>6640     · Auditor</td>
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<td>6650     · Patron Services and Supplies</td>
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<tr>
<td>6660     · Volunteer Support</td>
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<td>6670     · Events at Library</td>
<td>2,345</td>
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<td>6680     · Communication &amp; Outreach</td>
<td>569</td>
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<td>6690     · Special Contracts</td>
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<td>4,098</td>
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<tr>
<td>6699     · Legal Administration</td>
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<td>-</td>
<td>0</td>
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<tr>
<td>6700     · Administrative Support</td>
<td>30</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>6800     · Telecommunications</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>6850     · Utilities</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>8000     · Transfers &amp; Contingency</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>9000     · In-Kind Gift Revenue</td>
<td>0</td>
<td>-</td>
<td>0</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td><strong>49,835</strong></td>
<td><strong>226,990</strong></td>
<td><strong>276,825</strong></td>
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### Grant Revenue

<table>
<thead>
<tr>
<th>GrantName</th>
<th>FY18 Collected</th>
<th>Revenue Year to Date</th>
<th>FY19</th>
<th>Annual Budget</th>
<th>Total Revenue</th>
<th>FY18 Expenditure</th>
<th>Expenditure Year to Date</th>
<th>Total Expenditure</th>
<th>Remaining Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Thompson Fund</td>
<td>0</td>
<td>2,155</td>
<td>25,000</td>
<td>2,155</td>
<td>(1,049)</td>
<td>(9,035)</td>
<td>(10,084)</td>
<td>(7,929)</td>
<td></td>
</tr>
<tr>
<td>Friends of the Library</td>
<td>6,600</td>
<td>3,543</td>
<td>20,100</td>
<td>10,143</td>
<td>(4,500)</td>
<td>(6,132)</td>
<td>(10,632)</td>
<td>(489)</td>
<td></td>
</tr>
<tr>
<td>Gilder Lehrman - Founding ERA</td>
<td>0</td>
<td>1,000</td>
<td>1,500</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td>JCLF Development Grant</td>
<td>40,000</td>
<td>3,000</td>
<td>77,677</td>
<td>43,000</td>
<td>(12,226)</td>
<td>(21,005)</td>
<td>(33,231)</td>
<td>9,769</td>
<td></td>
</tr>
<tr>
<td>JCLI Grant</td>
<td>122,000</td>
<td>0</td>
<td>26,194</td>
<td>122,000</td>
<td>(109,562)</td>
<td>(7,320)</td>
<td>(116,882)</td>
<td>5,118</td>
<td></td>
</tr>
<tr>
<td>Kay Jean Turner Fund</td>
<td>0</td>
<td>818</td>
<td>2,000</td>
<td>818</td>
<td>0</td>
<td>(1,258)</td>
<td>(1,258)</td>
<td>(441)</td>
<td></td>
</tr>
<tr>
<td>Kiwanis</td>
<td>2,500</td>
<td>0</td>
<td>0</td>
<td>2,500</td>
<td>(146)</td>
<td>(72)</td>
<td>(218)</td>
<td>2,282</td>
<td></td>
</tr>
<tr>
<td>LSTA</td>
<td>0</td>
<td>2,811</td>
<td>3,000</td>
<td>2,811</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,811</td>
<td></td>
</tr>
<tr>
<td>Ready to Read Program</td>
<td>11,085</td>
<td>0</td>
<td>21,519</td>
<td>11,085</td>
<td>(7,078)</td>
<td>(2,111)</td>
<td>(9,189)</td>
<td>1,896</td>
<td></td>
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<tr>
<td>SDAO Security Grant</td>
<td>1,212</td>
<td>0</td>
<td>0</td>
<td>1,212</td>
<td>(1,212)</td>
<td>(1,212)</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Solid Waste Agency</td>
<td>5,055</td>
<td>0</td>
<td>5,000</td>
<td>5,055</td>
<td>(428)</td>
<td>(236)</td>
<td>(664)</td>
<td>4,391</td>
<td></td>
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<tr>
<td>Technology Project Grant</td>
<td>0</td>
<td>0</td>
<td>48,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>188,452</strong></td>
<td><strong>10,515</strong></td>
<td><strong>229,990</strong></td>
<td><strong>201,778</strong></td>
<td><strong>(136,201)</strong></td>
<td><strong>(47,169)</strong></td>
<td><strong>(183,370)</strong></td>
<td><strong>18,408</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Josephine Community Library District
## P&L Special Funds (all transactions)
### As of October 31, 2018

#### Maintenance Funds (Special Funds)

<table>
<thead>
<tr>
<th></th>
<th>Restricted</th>
<th>Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4310 · Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>21,463.97</td>
<td>21,463.97</td>
</tr>
<tr>
<td><strong>Total Restricted</strong></td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Unrestricted</strong></td>
<td>16,463.97</td>
<td></td>
</tr>
</tbody>
</table>

**Income**
- GP Hot water heater: -630.07
- WM A/C: -4,383.00

**Total Income**
- 21,463.97

**Restricted Maintenance Dollars**
- 01/01/18 JoCo Lease Restriction: 5,000.00

*****Total Restricted: 5,000.00

**Total Unrestricted: 16,463.97

**Maintenance Fund**
- 21,463.97

**Expense**
- 5500 · Facilities & Equipment
  - 5501 · Bld Repairs & Maintenance: 4,383.00
  - 5505 · Equipment Improvement & Maint.: 630.07

**Total Expense**
- 5,013.07

**Maintenance Fund Total Balance**
- 16,450.90

*****January 2019 - A $5000 transfer from the general fund to the maintenance fund will be made in accordance with the budget and the GP lease requirement.
Josephine Community Library District  
Balance Sheet  
As of October 31, 2018  
Oct 31, 18

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1000 · People's Bank of Commerce</td>
<td>36,302.72</td>
</tr>
<tr>
<td>1010 · People's Bank-Savings</td>
<td>21,463.97</td>
</tr>
<tr>
<td>1100 · General Pool 6000</td>
<td>433,295.18</td>
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<tr>
<td>1150 · Cash Drawers</td>
<td>390.00</td>
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<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>491,451.87</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>1310 · JoCo Reserve for Disputed Tax</td>
<td>5,596.59</td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>5,596.59</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>497,048.46</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
</tr>
<tr>
<td>1610 · Furniture and Equipment</td>
<td>303,130.91</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>303,130.91</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>800,179.37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES &amp; EQUITY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
<tr>
<td>3900 · Fund Balance 'Unassigned' (Gen)</td>
<td>1,103,858.52</td>
</tr>
<tr>
<td>Net Income</td>
<td>-303,679.15</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>800,179.37</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td>800,179.37</td>
</tr>
</tbody>
</table>
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 15, 2018  

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 October 18 meeting and are now ready for their second reading. The board had no requested changes for these policies. For the rationale behind the new or changed policies, see the policy memo in the October 18 board packet. Changes to revised policies are marked in the text.

- Personnel Policy 4-2-8, Discipline (revised to include a new “Grievance Process”)
- Personnel Policy 4-5-2, Holidays (revised to add occasional Christmas Eve holiday)
- Personnel Policy 4-9, Whistleblower Reporting and Protection (new)
# 4. Personnel Policies for All Employees

## Table of Contents

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Adopted/Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>Overview and Purpose of Personnel Policies</td>
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</tr>
<tr>
<td>4-1-1</td>
<td>Equal Employment Opportunity</td>
<td>10/19/2017</td>
</tr>
<tr>
<td>4-1-2</td>
<td>Personnel Administration Generally</td>
<td>10/19/2017</td>
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<td>4-2</td>
<td>Appointment, Qualifications, and Separation</td>
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<td>4-2-1</td>
<td>Employee Status</td>
<td>10/19/2017</td>
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<td>4-2-2</td>
<td>Exempt Employees</td>
<td>10/19/2017</td>
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<tr>
<td>4-2-3</td>
<td>Volunteers</td>
<td>10/19/2017</td>
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<td>4-2-4</td>
<td>Eligibility of Employment</td>
<td>10/19/2017</td>
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<td>4-2-5</td>
<td>Driving Record</td>
<td>10/19/2017</td>
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<tr>
<td>4-2-6</td>
<td>Performance Evaluations</td>
<td>7/19/2018</td>
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<td>4-2-7</td>
<td>District Expectations of Employees</td>
<td>7/19/2018</td>
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<tr>
<td>4-2-8</td>
<td><strong>Discipline (with newly added Grievance Process)</strong></td>
<td>7/19/2018</td>
</tr>
<tr>
<td>4-3</td>
<td>Payroll, Scheduling, and Overtime Practices</td>
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<tr>
<td>4-3-1</td>
<td>Work Week, Working Hours, and Overtime</td>
<td>10/19/2017</td>
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<tr>
<td>4-3-2</td>
<td>Health Insurance and Retirement Benefits</td>
<td>1/25/2018</td>
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<td>4-4</td>
<td>Employee Travel Authorization and Reimbursement</td>
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<td>4-4-1</td>
<td>Travel Reimbursement Approval</td>
<td>1/25/2018</td>
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<tr>
<td>4-4-2</td>
<td>Travel Reimbursement Guidelines</td>
<td>4/26/2018</td>
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<td>Time Off</td>
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<td>4-5-1</td>
<td>Vacation</td>
<td>1/25/2018</td>
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<tr>
<td>4-5-2</td>
<td><strong>Holidays</strong></td>
<td>4/26/2018</td>
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<td>4-5-3</td>
<td>Sick Leave</td>
<td>10/19/2017</td>
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<td>Leaves</td>
<td>4/26/2018</td>
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<td>4-5-5</td>
<td>Donating Personal Time Off</td>
<td>5/17/2018</td>
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<td>4-6</td>
<td>Safety and Accidents</td>
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<td>4-6-1</td>
<td>Workplace Safety</td>
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<tr>
<td>4-6-2</td>
<td>Accident Response</td>
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<tr>
<td>4-6-3</td>
<td>Reporting Suspected Child or Elder Abuse</td>
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<tr>
<td>4-8</td>
<td>Non-Discrimination, Harassment, and Bullying</td>
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</tr>
<tr>
<td>4-8-1</td>
<td>Non-Discrimination</td>
<td>3/15/2018</td>
</tr>
<tr>
<td>4-8-2</td>
<td>Harassment</td>
<td>3/15/2018</td>
</tr>
<tr>
<td>4-8-3</td>
<td>Bullying</td>
<td>3/15/2018</td>
</tr>
<tr>
<td>4-9</td>
<td><strong>Whistleblower Reporting and Protection</strong></td>
<td></td>
</tr>
</tbody>
</table>
Policy 4-2-8. Discipline

Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. See policy 4-2-7, 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 steps constitute the grievance process for a disciplinary action:

1. Within five working days of the disciplinary action, employees must provide to their supervisor a written statement of what they believe is incorrect or unfair about the decision reached, along with the specific remedy they seek.
2. The supervisor shall respond in writing to the employee within 10 working days of receipt of the employee’s statement of grievance. The supervisor 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 employee is not satisfied with the supervisor’s response or if the supervisor fails to respond to the grievance within 10 working days as outlined in step 2, and if the library director is not the aggrieved employee’s direct supervisor, the aggrieved employee may submit a written summary of the grievance to the library director within 10 working days.
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, if the library director fails to respond to the grievance within 10 working days as outlined in step 4, or if the library director is the aggrieved employee’s direct supervisor, the aggrieved employee may submit a written summary of the grievance along with all pertinent documentation to the JCLD Board of Directors at its next regularly scheduled meeting.
6. The JCLD Board of Directors is under no obligation to grant a hearing and may determine not to hear the matter. 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.
Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified days. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

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

When Christmas Eve falls on a Monday, it will be observed as an additional holiday that year. This occurs once every seven years.

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

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

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

Full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the week in which the holiday falls, with approval by the library director.
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 verbally or in writing 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
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 unethical conduct or violations of law. Any whistleblowers who believe they are being retaliated against should inform 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.
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

Resolution No. 2018-021

In the Matter of Adopting Personnel Policies for Josephine Community Library District

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Personnel Policy 4-2-8 Discipline, revised to include Discipline Grievance Process
Personnel Policy 4-5-2, Holidays
Personnel Policy 4-9, Whistleblower Reporting and Protection (new)

DONE AND DATED this 15th day of November, 2018.

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

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

____________________________________
Laurel Samson, Board Member
Introduction
At its October 2018 meeting, the JCLD board revisited the proposed Internet Infrastructure Project (previously named the “Library Telecommunications Infrastructure Project”) and the FCC E-rate program that can fund it. This project seeks to upgrade the Internet infrastructure at all four library branches, most notably by installing high-speed fiber-optic Internet at the Illinois Valley and Wolf Creek branches. This project aligns with the library’s strategic plan to support technology access and would take place between July 2019 and June 2020.

The staff requested to contract with E-rate consultant EdTech Strategies, LLC, for $10,000 because of the complexity of the Internet projects with multiple procurements and multiple vendors. The board approved this request.

Background
E-rate is another name for the Universal Service Schools and Libraries Program administered by the Federal Communications Commission (FCC). Established in 1998, the E-rate program goal is to help ensure that schools and libraries can obtain high-speed Internet access and other telecommunications at affordable rates. E-rate reimburses schools and libraries for its Internet and other telecommunications hardware and software expenditures. JCLD qualifies for a 90 percent discount/reimbursement. For more information about E-rate and the Universal Service Administrative Company (USAC), visit www.usac.org.

Memorandum of Understanding with Sunny Wolf Charter School
In the past month, staff has been working with Aleck Johnson of EdTech Strategies to develop a Memorandum of Understanding (MOU) with Sunny Wolf Charter School (SWCS) for a shared procurement process that will result in the selection of the vendor to install and deploy high-speed fiber-optic lines at the Wolf Creek library and the charter school. For the purposes of the E-rate procurement process, this partnership would be called the "Josephine Community Internet Consortium. After the selection process is completed, the two parties would individually contract with the vendor for their respective projects. The SWCS board has reviewed and accepted the MOU on November 5. The MOU is now ready for JCLD board review.

Requests for Proposals
Staff has worked with EdTech Strategies and the library’s IT network vendor ITs Managed to develop two Request for Proposals (RFP) for vendors to implement the Internet Infrastructure Project.

There are two parts to the E-rate procurement for the Internet Infrastructure Project. RFP #2018-003 reflects the installation and deployment of Internet access. RFP #2018-004 is
for the purchase of Internet infrastructure equipment and components (routers, switches, wiring, and so on).

The draft RFPs presented for board review still have technical specifications being researched. Updated versions will be sent to legal review by Wednesday morning. After incorporating the necessary changes, the RFPs will be published as part of the FCC E-rate process. It’s expected that the contract with the selected vendor(s) will be presented at the board’s February meeting.

Timeline
The following is a summary of milestones in the E-rate procurement process:

1. After legal review, complete and submit two E-rate FCC Form 470 Description of Services Requested including the two RFPs. Also advertise the RFPs through local channels per Oregon Public Contracting Law. November 2018.
4. Select the vendor(s) based on criteria established in the RFPs. January 16, 2019.
7. Send Notice of Intent to Award to all bidders. February 22, 2019.
9. Submit the two E-rate FCC Form 471 Description of Services Ordered before the March 2019 deadline.
10. Receive Funding Commitment Decision Letter from USAC. Spring to fall 2019.
12. Receive and pay invoices according to the 90 percent discount. The vendor invoices JCLD monthly for JCLD’s 10 percent share and invoices E-rate directly for the 90 percent balance. Rough estimates indicate that the total project cost could range between $150,000 and $500,000. July 2019 to October 2020.

Recommendation
Staff recommends that the board review and authorize the execution of the MOU with Sunny Wolf Charter School. Staff also recommends that the board review the RFPs for the Internet Infrastructure Project and authorize its publication pending legal review and the board president’s final review.

Resources:
- EdTech Strategies, LLC
- Sunny Wolf Charter School
- ITs Managed
- State Library of Oregon
- FCC and USAC
Memorandum of Understanding (MOU)
between
Josephine Community Library District
and
Sunny Wolf Charter School

Memorandum of Understanding
This is an agreement between the Josephine Community Library District and the Sunny Wolf Charter School.

Purpose and Scope
The parties to this Memorandum of Understanding (hereinafter “MOU”) are Josephine Community Library District (hereinafter “JCLD”) and Sunny Wolf Charter School (hereinafter “SWCS”). JCLD is a duly-constituted political subdivision of the State of Oregon operating a public library system. SWCS is a duly-constituted political subdivision of the State of Oregon operating a public school.

The purpose of this MOU is to establish a mutual understanding between the parties concerning their respective roles and responsibilities in the establishment of a Consortium to apply for Universal Service Program for Schools and Libraries (hereinafter “E-rate”) discounts or reimbursement through the Universal Service Administration Company (hereinafter “USAC”) for the term commencing with USAC funding year 2019 (July 1, 2019 to June 30, 2020). This MOU will be in effect as of the date of signing by both parties and lasting until such time as the parties agree otherwise.

WHEREAS USAC is a non-profit corporation that administers certain programs for the Federal Communications Commission of benefit to the parties to this MOU; and

WHEREAS E-rate is a program administered by USAC to help ensure that schools and libraries can obtain high-speed Internet access and other telecommunications at an affordable cost; and

WHEREAS both parties are eligible and qualify for E-rate discounts or reimbursements and both parties need to obtain high-speed digital transmission and Internet access services, which are eligible for E-rate discounts or reimbursements; and

WHEREAS JCLD operates a library branch (hereinafter “library”) in proximity to SWCS’s facility (hereinafter “school”) in Wolf Creek, Oregon, and the parties are engaged in an operating partnership, and the parties recognize that significant efficiencies and economies of scale may be possible through the formation of a Consortium to contract for the initial installation of the necessary infrastructure, and for such ancillary activities to which the parties to the Consortium may agree.

Now therefore the parties find that:
(a) JCLD and SWCS shall form a Consortium to conduct a procurement eligible for E-rate discounts or reimbursement through USAC to install high speed digital transmission and Internet services at JCLD’s locations and the school; and
(b) Said Consortium shall author a Request for Proposal for the E-rate project as required by Oregon Public Contracting Law seeking to purchase high speed digital transmission and Internet access services to the library and the school; and
(c) Said Consortium shall review bids and proposals for E-rate using an agreed-upon evaluation tool and to award a contract or contracts accordingly; and
(d) Upon completion of the agreed bid evaluation and review, the parties to the Consortium shall contract separately for the requested services, except for such activities the parties may agree is suitable for joint contracting.

Background
SWCS was formed in 2009 in response to the closure of the Wolf Creek Public School in 2008 due to Three Rivers School District funding issues. When the school reopened as the Sunny Wolf Charter School in 2010, the school’s library was no longer in use and library materials and services were not available for students. Josephine Community Libraries, Inc. and Josephine County Library Foundation formed a partnership with SWCS in 2011 to provide library services for SWCS.

In May 2017 voters approved a measure to form a special library district, now called Josephine Community Library District (JCLD). By January 2018, JCLD took over operations of the public library system from Josephine Community Libraries, Inc. to serve Wolf Creek residents. At that time, JCLD committed to continuing the partnership with SWCS to provide library services to its students.

All SWCS students attend library classes once a week with JCLD staff and volunteers providing library science and research guidance. The SWCS students have performed higher than state averages in reading and language arts since 2011. SWCS director and teachers attribute their students reading success to access to quality library services through the Wolf Creek branch of JCLD.

Obligations of the Partners
JCLD and SWCS acknowledge that no contractual relationship is created between them by this MOU.

Resources
EdTech Strategies, E-rate consulting services
Technical writer, RFP writing services
Oregon State E-rate consultant / Oregon Department of Education
State Library of Oregon

Joint Responsibilities Under This MOU
JCLD and SWCS will agree to:
(a) Develop and file the USAC E-rate application forms in partnership as a Consortium; and
(b) Develop and distribute a Request for Proposals according to Oregon Public Contracting Law; and
(c) Develop a proposal and bid evaluation tool; and
(d) Review proposals and bids; and
(e) Agree on next steps for vendor selection.

JCLD Responsibilities Under This MOU
JCLD will agree to:
(a) Provide E-rate consulting and RFP writing services; and
(b) Appoint EdTech Strategies as USAC consultant; and
(c) Manage filing deadlines; and  
(d) Be the main contact on the RFP and for the Consortium generally for outside parties; and  
(e) Establish an email address for the Consortium as a distribution list; and  
(f) Manage the E-rate productivity center for the Consortium as required by IT standard practices for partnering agencies; and

**SWCS Responsibilities Under This MOU**  
SWCS will agree to:  
(a) Agree to have EdTech Strategies serve as the consultant for the Consortium; and  
(b) Contribute TWO THOUSAND DOLLARS ($2,000.00) for consulting and writing expenses.

**It is mutually understood and agreed by and between the parties that:**  
This MOU is at-will and may be modified in writing by mutual consent of authorized representatives from JCLD and SWCS.

This MOU shall become effective upon signature by the authorized officials of both parties. The MOU will expire upon completion of all duties between the parties owed to one another under this MOU. It may be terminated by either party upon 30 days’ notice, but such termination will not extinguish any financial obligation of one party to the other under this MOU.

**Liability**  
No liability will arise or be assumed between the parties as a result of this MOU, except as specifically provided herein.

____________________________________________________  
Kate Lasky, JCLD Library Director  date

____________________________________________________  
Penelope DiGennaro, SWCS Director  date
Background to the SWCS/JCLD MOU

Purpose and Effect
The purpose of this document, “Background to the SWCS/JCLD MOU,” is to provide a general explanation of the purpose and intent of, and commentary to, the accompanying Memorandum of Understanding (MOU), and not to supplant or modify said MOU. In the event of an inconsistency between this and the MOU, the terms of the MOU are intended to control.

Background
E-rate is another name for the Universal Service Schools and Libraries Program administered by the Federal Communications Commission (FCC). Established in 1998, the E-rate program goal is to help ensure that schools and libraries can obtain high-speed Internet access and other telecommunications at affordable rates. E-rate reimburses schools and libraries for its Internet and other telecommunications hardware and software expenditures.

The level of reimbursement is based on the number of local students eligible for free and reduced lunches through the USDA National School Lunch Program. Based on this formula, SWCS has qualified for 90 percent reimbursement.

For more information about E-rate and the Universal Service Administrative Company (USAC), visit www.usac.org.

JCLD/SWCS telecommunications infrastructure project and E-rate timeline
Aligning with the goals of the E-rate program, the JCLD/SWCS E-rate project would install high-speed transmission and Internet services for the JCLD locations and the SWCS.

The estimated cost for the project is $150,000 to $200,000 for the Wolf Creek locations.

Preliminary specifications and cost estimates were obtained from the previous SWCS E-rate application for funding year 2018–19 and the bids received. More detailed specifications for the project will emerge as a result of the request for proposals.

Timing for this E-rate project would be July 2019 through June 2020. To achieve this, JCLD and SWCS Consortium would submit its E-rate request for services in November 2018 and would receive bids from qualified vendors after waiting at least 28 days.

The JCLD and SWCS Consortium is planning to submit the begin the RFP process in November 2018. It is anticipated that services will begin during the 2019 E-rate funding year, which runs from July 1, 2019 through June 30, 2020.

The following is a summary of the E-rate process for application, approval, and reimbursement:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 19, 2018</td>
<td>Submit E-rate Form 470 Description of Services Requested, with RFP attached; Publish RFP per Oregon Public Contracting Law for the Library Telecommunications Infrastructure Project</td>
</tr>
<tr>
<td>Monday, December 31, 2018</td>
<td>Emailed proposals due at 5 pm PT to Library Director Kate Lasky at <a href="mailto:jobs@josephinelibrary.org">jobs@josephinelibrary.org</a>. Early proposals received in advance of the deadline are appreciated.</td>
</tr>
<tr>
<td>Wednesday, January 16, 2019</td>
<td>Vendor(s) selected</td>
</tr>
<tr>
<td>Friday, February 22, 2019</td>
<td>Contract awarded</td>
</tr>
<tr>
<td>On or after Monday, February 25, 2019</td>
<td>Submit E-rate FCC Form 471 Description of Services Ordered (before the estimated March 2019 deadline)</td>
</tr>
<tr>
<td>May to September 2019</td>
<td>Receive Funding Commitment Decision Letter from USAC</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting the
Memorandum of Understanding Between Josephine Community Library
District and Sunny Wolf Charter School )

Resolution No. 2018-020

WHEREAS, Josephine Community Library District (JCLD) staff has determined the
need to upgrade the Internet infrastructure at all four branches; and

WHEREAS, the Federal Communications Commission (FCC) E-rate program helps
schools and libraries obtain high-speed Internet access and other
telecommunications at an affordable cost; and

WHEREAS, the JCLD Wolf Creek branch library and Sunny Wolf Charter School
(SWCS) have similar Internet infrastructure needs, their buildings are adjacent to one
another, and they both qualify for the same level of E-rate reimbursement; and

WHEREAS, JCLD finds it advantageous to enter in to a consortium with SWCS to
publish a request for proposals, evaluate bidders, and select a service provider; and

WHEREAS, the JCLD Board of Directors has reviewed the Memorandum of
Understanding between JCLD and SWCS; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby
resolves

The Memorandum of Understanding, a copy of which is attached to this resolution and
incorporated herein, is authorized for execution.

Library Director Kate Lasky is authorized to sign the Memorandum of Understanding,
a copy of which is attached to this resolution and incorporated herein.

DONE AND DATED this 15th day of November 2018

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

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

____________________________
Laurel Samson, Board Member
Request for Proposals
for the JCLD/SWCS
Internet Infrastructure Project

JCLD RFP #2018-03

Date Released: November 19, 2018
Proposal Due Date: December 31, 2018, 5 pm

Josephine Community Library District
Library Director Kate Lasky
200 NW C Street
Grants Pass, OR 97526
jobs@josephinelibrary.org
541-476-0571
Request for Proposals for the Internet Infrastructure Project

Josephine Community Internet Consortium (herein “JCIC” or “Consortium”), on behalf of Josephine Community Library District (herein “JCLD,” “Library,” or “District”) and Sunny Wolf Charter School (herein “SWCS” or “School”) invites qualified service providers to submit proposals to provide high speed wide area network (WAN) and/or Internet access connections at all four library branches and the Sunny Wolf Charter School between July 2019 and June 2020.

This request for proposal adheres to the formal, competitive sealed proposal process governed by Oregon Public Contracting Law as defined in Oregon Revised Statute (ORS) 279A.065 and 279B.060 and by JCLD Finance Policy 2-8, Contracts.

Proposals must be submitted on or before 5:00 pm on December 31, 2018.

Proposal schedule
The following are key dates for this proposal process and the final deliverables.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 19, 2018</td>
<td>Publication of the FCC Form 470 and RFP #2018-03 for the Internet Infrastructure Project</td>
</tr>
<tr>
<td>Monday, November 26, 2018</td>
<td>Questions deadline for emailed questions about proposals sent to Library Director Kate Lasky at <a href="mailto:jobs@josephinelibrary.org">jobs@josephinelibrary.org</a>; please do not mail or call with questions about proposals</td>
</tr>
<tr>
<td>Friday, November 30, 2018</td>
<td>Question responses posted to the EPC portal and RFP web page</td>
</tr>
<tr>
<td>Monday, December 31, 2018</td>
<td>Emailed proposals due at 5 pm PT to Library Director Kate Lasky at <a href="mailto:jobs@josephinelibrary.org">jobs@josephinelibrary.org</a>. Early proposals received in advance of the deadline are appreciated.</td>
</tr>
<tr>
<td>Wednesday, January 2, 2019</td>
<td>Proposal opening at 9 am in the JCLD Ben Bones conference room</td>
</tr>
<tr>
<td>Friday, January 4, 2019</td>
<td>Bidder interviews completed</td>
</tr>
<tr>
<td>Friday, January 11, 2019</td>
<td>Proposal review and evaluation complete</td>
</tr>
<tr>
<td>Wednesday, January 16, 2019</td>
<td>Vendor(s) selected</td>
</tr>
<tr>
<td>Friday, February 22, 2019</td>
<td>Send Notice of Intent to Award to all bidders</td>
</tr>
<tr>
<td>Thursday, February 28, 2019</td>
<td>Contract awarded</td>
</tr>
</tbody>
</table>
Project goal
The goal of the Internet Infrastructure Project is to:

- Install high-speed wide area networking connections connecting the libraries of the JCLD and provide high-speed Internet access to Sunny Wolf Charter School
  OR
- Install high-speed Internet access separately at each of the four library branches (allowing the libraries to form a virtual wide area network via a virtual private network) and to provide high-speed Internet access to Sunny Wolf Charter School.

Definitions
The following definitions apply to this RFP:

Applicant The entity that will file E-rate forms. The Josephine Community Internet Consortium, the Josephine Community Library District, and/or the Sunny Wolf Charter School may be the applicant, depending on the contract and application.

Bid The response of a service provider to this RFP. These responses may also be referred to as “bid responses,” “RFP responses,” “responses,” and “proposals.”

Bid process The term for the entire process, extending from the release of the RFP to the selection of and contracting with the awarded service provider.

Billed entity The entity that will pay the bills associated with this contract. The Josephine Community Internet Consortium, the Josephine Community Library District, and/or the Sunny Wolf Charter School may be the billed entity, depending on the contract and application.

E-rate or E-rate program means the “Schools and Libraries Universal Service Support Mechanism,” which is the funding support program established under the Telecommunications Act of 1996 to provide discounts on eligible services to eligible schools and libraries.

FCC Federal Communications Commission.

FCCRN FCC Registration Number.

FRN Funding Request Number.

Internet access or Internet access service Category 1-eligible Internet access service, as defined by the FCC, for the purposes of receiving discounts under the E-rate program.

Josephine Community Internet Consortium The entity requesting bids in this RFP. It may be identified in this document by name, as “JCIC” or “the Consortium.”

Lit fiber or leased lit fiber Category 1-eligible leased lit fiber digital transmission services, as defined by the FCC for the purposes of receiving discounts under the E-rate program.

Proposed contract The contract that would result from the successful selection of a winning vendor and subsequent negotiations. The proposed contract may also be identified as the “contract” or “final contract.” These terms will be used interchangeably.

RFP Request for Proposals, which is the designation for this document and the associated attachments (including but not limited to the cost proposal worksheets, any Q&A documents, and any amendments). All components of the RFP are available via the FCC Form 470 filed by the Applicant covering these services.
Service provider  The entity responding to this RFP. Service providers may be identified as “service providers,” “providers,” “respondents,” “contractors,” or “vendors.” These terms are used interchangeably.

SLD  The Schools and Libraries Division of the Universal Service Administrative Company.

SPIN  Service Provider Identification Number.

Subcontractor  A person or entity performing or proposed to perform a portion of the service provider’s contract.

USAC or Administrator  The Universal Service Administrative Company, which oversees the E-rate program.

Background

The Josephine Community Internet Consortium (JCIC) is a partnership of the Josephine Community Library District and Sunny Wolf Charter School. Both JCLD and SWCS are E-rate eligible entities who are in need of high-speed Internet connectivity to their various locations, and the two organizations have come together as JCIC for the purpose of procuring these services. The Wolf Creek branch of JCLD is directly adjacent to the SWCS. Both organizations are eligible and qualify for E-rate discounts or reimbursements, and both need to obtain high-speed Internet access services.

As members of JCIC, both JCLD and SWCS are joint parties to this RFP. The members of the consortium will review and score the proposals together, but will award contracts separately. Therefore, the outcome of this procurement should be two separate contracts with the winning vendor: one with JCLD and one with SWCS.

About Josephine Community Library District

Josephine Community Library District serves library patrons in Josephine County, Oregon, with four branches. These branches are located in Grants Pass, Cave Junction/Illinois Valley, Williams, and Wolf Creek. The Grants Pass location is the main branch of the library.

Josephine Community Library District was officially formed in June 2017, the result of a ballot measure which voters approved in May 2017. After a six-month startup period, on January 1, 2018 the library district assumed full operations and governance of the library system.

The library district is governed by an elected five-member board of directors. As a special library district, JCLD is a municipal corporation and therefore adheres to State of Oregon public contracting and public meeting laws.

Library buildings and Internet status

The following table summarizes the four buildings included in the Josephine Community Library District, along with the current number of Internet-connected computers and Internet speed.
Library building  Built  Square feet  Current number of Internet computers  Current Internet Speed

<table>
<thead>
<tr>
<th>Library building</th>
<th>Built</th>
<th>Square feet</th>
<th>Current number of Internet computers</th>
<th>Current Internet Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Pass main library branch</td>
<td>1959</td>
<td>15,470</td>
<td>25 patrons 29 staff/vol</td>
<td><strong>insert current Internet speed</strong></td>
</tr>
<tr>
<td>200 NW C Street Grants Pass, OR 97526</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illinois Valley branch library</td>
<td>1959</td>
<td>4,264</td>
<td>10 patrons 4 staff/vol</td>
<td><strong>insert current Internet speed</strong></td>
</tr>
<tr>
<td>209 West Palmer Cave Junction, OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williams branch library</td>
<td>1977</td>
<td>864</td>
<td>5 patrons 2 staff/vol</td>
<td><strong>insert current Internet speed</strong></td>
</tr>
<tr>
<td>20695 Williams Hwy Williams, OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wolf Creek branch library</td>
<td>2002</td>
<td>2,594</td>
<td>8 patrons 2 staff/vol</td>
<td><strong>insert current Internet speed</strong></td>
</tr>
<tr>
<td>102 Ruth Avenue Wolf Creek, OR 97497</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**About Sunny Wolf Charter School**

Sunny Wolf Charter School (SWCS) is a public school located in Wolf Creek, Oregon. SWCS believes it takes the involvement of parents, teachers, and community in a working relationship in order to reach a high level of student achievement and learning.

**School building and Internet status**

SWCS has a single location. The following table summarizes the location, age of the building, enrollment, number of computers, and current connectivity level of SWCS.

<table>
<thead>
<tr>
<th>School building</th>
<th>Built</th>
<th>Current Enrollment</th>
<th>Current number of Internet computers</th>
<th>Current Internet Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny Wolf Charter School</td>
<td>&lt;insert date&gt;</td>
<td>108</td>
<td>159 devices including computers, laptops, and tablets, but not including phones</td>
<td><strong>insert current Internet speed</strong></td>
</tr>
<tr>
<td>100 Ruth Avenue Wolf Creek, OR 97497</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**About the FCC E-rate Program**

Created as part of the Telecommunications Act of 1996, the Universal Service Program for Schools and Libraries (more commonly known as the “E-rate”) provides discounts on eligible telecommunications, Internet access, and internal connections services to eligible entities. The
program is administered by the Universal Service Administrative Company (USAC), which also oversees the other Universal Service programs for the FCC.

The level of discount is based on the number of local students eligible for free and reduced lunches through the USDA National School Lunch Program. Based on this formula, JCLD and Sunny Wolf Charter School have each qualified for a 90 percent discount.

This RFP is part of the E-rate request for services process and is also aligned with Oregon Public Contracting Law. In order to respond to this RFP, vendors must be registered with the E-rate program and eligible to receive payments from the E-rate program.

For more information about E-rate and the Universal Service Administrative Company (USAC), visit www.usac.org/sl.

**Strategic direction and facilities master plan**

In late 2017, the district board developed and adopted its three-year strategic direction which includes an imperative about enhancing program quality and customer service and enhancing the facilities across the library system.

As part of the 18-month work plan to implement the imperatives of the strategic direction, the district identified the need to develop a Facilities Master Plan. A library planning consultant and library information technology consultant assessed the library system and gathered community feedback. Their recommendations included the need to improve the Illinois Valley and Wolf Creek libraries' Internet bandwidth and reliability. In addition, upgrades to Internet connectivity and network infrastructure are needed at the Grants Pass and Williams branches of the Library.

**Scope of work**

The consortium is seeking bids on wide area network and Internet access services for its member entities. The consortium envisions that bids will propose services in one of two models which are outlined below. Both arrangements are sought for the time period(s) outlined below under "Contract period."

Under either model, the service provider will be expected to provide a managed, end-to-end service. The handoff at each location must be <**insert information about appropriate hand off - e.g. SFP, cat-6 ethernet cable, etc.>**

In addition to the transport outlined in the models below, the consortium members require the provider to include the following as part of the services bid:

1. Technical support services, available 24 hours a day, 365 days a year
2. Proactive notification and troubleshooting in the event of a network outage
3. Bandwidth utilization reporting (preferably available via a real-time or near real-time web interface)
4. A minimum of five routable IP addresses per location
Model A proposals should provide a wide area network configuration connecting the Wolf Creek, Illinois Valley, and Williams branch libraries to the Grants Pass main library at a variety of different speeds (specified below). Model A proposals should also include Internet access and connectivity to the Grants Pass location at the speeds indicated below. In addition, Model A proposals should include Internet access and connectivity to Sunny Wolf Charter School at the speeds specified below.

<table>
<thead>
<tr>
<th>Model A Network Connections Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connection Origins</strong></td>
</tr>
<tr>
<td>Illinois Valley branch library</td>
</tr>
<tr>
<td>Williams branch library</td>
</tr>
<tr>
<td>Wolf Creek branch library</td>
</tr>
<tr>
<td>Grants Pass main library branch</td>
</tr>
<tr>
<td>Sunny Wolf Charter School</td>
</tr>
</tbody>
</table>

In addition to Model A, the consortium is seeking bids for Model B (either in lieu of or in addition to bids for Model A). Under Model B, the consortium is seeking dedicated Internet connections to each of the four JCLD locations as well as SWCS. The JCLD locations must be able to use these connections to form a virtual private network (VPN) for intra-JCLD traffic. Proposals and pricing under Model B should be structured such that the consortium members may choose to purchase a subset of services (that is, services only to certain locations) rather than being required to purchase services to all locations. The speeds required and locations are outlined below:

<table>
<thead>
<tr>
<th>Model B Network Connections Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connection Origins</strong></td>
</tr>
<tr>
<td>Grants Pass main library branch</td>
</tr>
<tr>
<td>Illinois Valley branch library</td>
</tr>
<tr>
<td>Williams branch library</td>
</tr>
<tr>
<td>Wolf Creek branch library</td>
</tr>
</tbody>
</table>
Vendors are encouraged to submit proposals for both network models. The consortium anticipates it will only purchase services under one of the two models. Bids at varying speeds are sought in order to allow the consortium members to upgrade services during the term of the agreement.

**RFP requirements**

For their proposals to receive consideration, proposing service providers must adhere to the following RFP requirements.

**Communications**

Service providers are prohibited from having contact with the consortium or the consortium’s members regarding any RFP-related issues outside of the processes outlined below. Any contact or questions outside of these requirements, including but not limited to any contact with other staff or board members of consortium members, may be cause for rejecting that service provider’s bid(s).

Questions regarding the RFP can be submitted via email to jobs@josephinelibrary.org with the subject line “RFP 2018-03 Questions.” Questions must be submitted by the time listed in the Proposal Schedule above. Questions received after the deadline above will not be considered.

It is incumbent upon the service provider to point out any possible discrepancies, omissions, or ambiguities in the RFP using the procedure outlined above to submit questions. This includes alerting the consortium that the services requested are non-standard. By failing to do so, the service provider waives the right to claim any provision of the RFP is ambiguous.

Responses to questions will be posted as an addendum to the RFP website (<**insert URL> ) and to the EPC portal under the Form 470 associated with this procurement. The consortium intends to have all responses posted by the time listed in the Proposal Schedule above. It is incumbent upon service providers to review these locations for addenda and to comply with the information provided in the addenda, if any. In the event of a conflict with the RFP, the addenda shall govern.

Should the consortium or its members have questions regarding the service provider’s bid, the consortium or its representatives may reach out to the service provider during the vendor selection process for clarification. Similarly, the consortium or its representatives may contact the service provider during the vendor selection process to negotiate terms or conditions.

**Contract term**

The selected vendor(s) will be expected to begin providing services on July 1, 2019. The term of the initial agreement will be 36 months (terminating on June 30, 2022), with the option of five one-year renewals at or below the pricing provided in the initial contract (as negotiated by the consortium members and the awarded service provider).
Contract negotiations and award

The consortium and its members reserve the right to determine which proposal(s), in their judgement, best meet the needs of the consortium’s members. Contract awards are subject to review and approval by governing authorities of JCLD and SWCS.

The consortium and its members also reserve the right to award a contract for any or all parts of this RFP to one or more service providers, and to negotiate terms and conditions to meet requirements consistent with this RFP, the right to utilize any and all ideas submitted in the RFP process, and the right to purchase the most cost effective proposal(s) and not necessarily the lowest price proposal(s) in accordance with E-rate rules where the price of E-rate eligible goods and services is the factor given the most points in the evaluation process among all the factors considered in the evaluation. The consortium members will open negotiations with the service provider with the highest scoring proposal first; should negotiations fail, the consortium members will then open negotiations with the second highest scoring proposal, and so forth until either an agreement is reached with a service provider or the consortium members decide to abandon the bids.

Additional proposal rights and requirements

The consortium and its members reserve the right to:

- Cancel this procurement or reject any or all proposals in accordance with ORS 279B.100.
- Reject any or all proposals not in compliance with all public proposal procedures.
- Reject any proposals not meeting the specifications set forth herein.
- Waive any or all irregularities or informalities in proposals submitted.
- Waive any or all requirements of the RFP.
- Award any or all parts of any proposal.
- Make the final selection by exercise of its own discretion for the best interest of the consortium and its members.

Proposal submission requirements

To receive consideration, proposals must be submitted as follows:

1. Proposals must include a completed copy of Appendix A of the RFP, the Cover Page.
2. Proposals must include a completed copy of Appendix B of the RFP, the SPIN Information Certification.
3. Proposals must include a completed copy of Appendix C of the RFP, the FCCRN Information Certification.
4. Proposals must include a completed copy of Appendix D of the RFP, the Red Light Status Certification.
5. Proposals must include a completed copy of Appendix E of the RFP, the Debarment Status Certification.
6. Proposals must include a completed copy of Appendix F of the RFP, the Free Services Listing.
7. Proposals must include a completed copy of Appendix G of the RFP, the Duplication of Services Certification.
8. Proposals must include a completed copy of the Cost Proposal Worksheet(s) for the Model(s) proposed.

9. Proposals must include a narrative that speaks to the qualifications in the Scope of Work section and Proposal Content and Evaluation Criteria section outlined in this RFP. This narrative should also describe the services proposed, the provider’s implementation plan, information about the provider’s previous experience with the E-rate program, a description of the provider’s approach to customer service (including contacts, hours of availability, and the process for escalation of concerns), references, and any exceptions to the terms and conditions included in the RFP.

10. A representative of the company submitting the proposal should be available by phone on January 3 or 4, 2019, as scheduled to answer questions from district staff. Include this representative’s contact information and a direct-dial phone number for scheduling.

11. Proposals must be received by email by JCLD by 5 pm on Monday, December 31, 2018. Proposal receipt will be acknowledged by email. Early proposals received in advance of the deadline are appreciated.

12. Proposals must be a single PDF file with electronic signatures as applicable, no larger than 6MB, and sent to Library Director Kate Lasky at jobs@josephinelibrary.org. Mailed, hand-delivered, or faxed proposals will not be accepted. Late proposals will not be accepted.

13. All proposing vendors will receive an email Notice of Intent to Award by February 22, 2019.

Note that the cost of preparing the proposal is the sole responsibility of the responding bidder and will not be chargeable in any manner to the consortium or its members. Any material submitted by a proposer shall become the property of consortium and its members.

Proposing vendors must comply with all provisions of Oregon Revised Statutes, as well as JCLD and SWCS policy.

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**Proposal content and evaluation criteria**

The consortium shall evaluate all qualifying proposals that meet the Proposal Submission Requirements, outlined above, to determine which proposal best meets the needs of the consortium members. Proposals that do not meet the proposal submission requirements will not be evaluated. The vendor may bid on some or all of the items in the Scope of Work. Proposals should include a narrative that addresses the following information, as the consortium shall make its selection according to these criteria:

1. **Cost of E-rate eligible goods and services: 30 points.**
   - Provide (via the included cost proposal worksheet(s)) the not-to-exceed fee estimates for E-rate eligible costs associated with implementing the project (or elements of the project). The not-to-exceed fee estimates must be inclusive of all fees including taxes and fees, travel expenses, telephone, and other anticipated expenses. Costs not included in the cost proposal worksheet — whether E-rate eligible or ineligible — will not be paid by the consortium or its members.
   - Describe separately the E-rate eligible costs associated with any special request or broadening of the scope. Indicate how such a request would be handled and
the rates.

2. **Cost of E-rate ineligible goods and services: 5 points.**
   - Provide (via the included cost proposal worksheet(s)) the not-to-exceed fee estimates for the E-rate ineligible costs associated with implementing the project (or elements of the project). The not-to-exceed fee estimates must be inclusive of all fees including taxes and fees, travel expenses, telephone, and other anticipated expenses. Costs not included in the cost proposal worksheet will not be paid by the Consortium or its members.
   - Describe separately the E-rate ineligible costs associated with any special request or broadening of the scope. Indicate how such a request would be handled and the rates.

3. **Experience of the vendor and prior experience with installing, configuring, and deploying high-speed Internet and wide area network infrastructure: 20 points.**
   - Identify the vendor’s principal(s) and provide a professional biography of less than 500 words for each, specifying relevant experience within the past five years.
   - Describe the vendor’s relevant project examples within the past five years.
   - List three references with contact information. References may be asked about work schedule adherence, quality of work, flexibility, and responsiveness to client inquiries.
   - Describe the vendor’s experience with the E-rate program over the last three years. If the vendor has been audited, red-lighted, has had funding placed on hold, or otherwise found in violation of E-rate program rules, disclose the details of the incident(s) and explain them. Describe the vendor’s safeguards for ensuring compliance with E-rate program requirements.

4. **Vendor’s approach to the project: 20 points**
   - Describe the Model(s) and elements of the Scope of Work that the vendor is bidding on. Vendors bidding on one or both Models in full are likely to earn more points in this category than those bidding on a partial scope of one Model.
   - Describe the vendor’s approach to implementing the project (or elements of the project) outlined in the Scope of Work.
   - Identify and describe any known or anticipated issues with implementing the project, the vendor’s approach to resolving those problems, and any special assistance that will be requested from the library district.
   - Indicate any possible disruptions of existing Internet service, disruptions to general library or educational services, or the need for consortium member staff to assist in the project.

5. **Project timeline: 20 points.**
   - Submit a work plan with a timeline of the deliverables outlined in the Scope of Work, with a realistic service start date for each location included in the bid. The desired service start date is July 1, 2019, and vendors committing to that date may receive more points in this category than those who cannot meet that deadline.

6. **Exceptions to RFP Terms and Conditions: 5 points.**
   List all exceptions to the contract terms and conditions and E-rate requirements included herein, as well as any additional contract terms and conditions proposed by the service provider. Such terms of conditions must be set forth with specificity. Service
providers may not make reference to extraneous documents or attempt to incorporate documents by reference.

7. **Additional information**
   Provide any other information that might assist the district in making its selection.

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**E-rate requirements**

It is the intention of the consortium members to apply for discounts under the E-rate program for some or all of the services sought in this RFP. Therefore all service providers responding to this RFP must participate in the E-rate program and must comply with all applicable FCC rules.

E-Rate rules are accessible via the USAC Administrator’s website ([http://www.usac.org/sl](http://www.usac.org/sl)) and/or from the FCC website ([http://www.fcc.gov](http://www.fcc.gov)). Providers must be familiar and compliant with all applicable federal E-Rate program requirements, including but not limited to the timely completion of all required service provider forms:

- Form 498 (Service Provider Identification Number and General Contact Information Form)
- Form 499-A (annual and quarterly filings to the extent they are applicable)
- Form 473 (Annual Service Provider Certification)
- Form 474, Service Provider Invoice Form, which invoices SLD for the E-Rate discount amount
- Provision of discounted bills (net of the E-Rate discounts) to the district if requested

The service provider must agree that the parties’ contract and any subcontracts, amendments, extensions, or other modifications of the contract shall be executed in compliance with all E-rate program requirements (including, but not limited to, those cited herein). Should the service provider use subcontractors, the service provider is responsible for its subcontractors’ compliance with all statutory and regulatory requirements associated with the E-rate program and applicable federal, state, and local laws. In addition, the service provider must designate a single point of contact within the service provider’s organization to assist in the timely compliance with all E-rate program requirements.

**Document retention, production of records, and audits**

The service provider must, in compliance with E-rate program rules, retain all documentation associated with their bid and service provided pursuant to this contract for a minimum period of 10 years after the last date to receive service (or whatever retention period is required by the rules at that time). Any and all documents that demonstrate compliance with statutory or regulatory requirements associated with the E-rate program must be retained as well.

The service provider shall produce those records upon request from either a representative of an authorized state agency, the FCC, the USAC Administrator, their subcontractors, or the consortium members.

In the event of an audit or other review, the service provider must receive written consent from the relevant consortium member(s) prior to producing or submitting any documents that contain confidential information.
**Lowest Corresponding Price**

Pursuant to federal regulations, service providers shall not charge entities participating in the E-rate program a price above the lowest corresponding price for supported services, unless the FCC (with respect to interstate services) or the state commission (with respect to intrastate services) finds that the lowest corresponding price is not compensatory.

**Eligible Services**

It is the responsibility of the service provider to identify those services that are eligible and those that are ineligible in their response. Eligible and ineligible services (and related equipment) must also be explicitly identified in the RFP response. The Cost Proposal Worksheets included in this RFP contain a mechanism for separating eligible and ineligible costs. If a provider is unsure about eligibility, the provider should seek a response from the Schools and Libraries Division of USAC regarding the eligibility of the component of the service; if the provider is still unable to determine the eligibility, the service provider must call this to the consortium’s attention in the RFP response and allow the service provider and the consortium to jointly research the issue, if necessary. If any services are incorrectly identified as eligible in the bid response, the service provider must honor the discounted price generated in the Cost Proposal Worksheet for the item(s) which were incorrectly identified as eligible. The consortium members will not pay prices above those generated in the Cost Proposal Worksheet.

**FCCRN and “Red Light” Requirement**

Any provider submitting a response must have an FCC Registration Number (FCCRN) and should be in good standing with the FCC (that is, not in “Red Light” status). The FCCRN should be included in the bid proposal and certification of the vendor’s current “Red Light” status should be included in the bid response (see Appendix D – FCC Red Light Status). Providers may obtain a FCCRN and document their “Red Light” status via the FCC website: [http://www.fcc.gov](http://www.fcc.gov). The provider will have a continuing obligation to notify the consortium members of any change in “Red Light” status. Failure to maintain good standing with the FCC and to be classified as on “Red Light” status may constitute grounds for terminating the parties’ contract for cause. If a service provider that is currently on “Red Light” status wishes their bid to be considered, the provider must include with their bid response a written explanation of the circumstances that led to being placed on “Red Light” status, indicate what steps have been or are being taken to rectify the situation, and indicate how “Red Light” status would affect the service provider’s ability to provide discounts under the E-rate program. Such service providers may have their proposals rejected at the sole discretion of the consortium or its members.

**SPIN Requirement**

Providers must also have an up-to-date Service Provider Identification Number (SPIN), and must maintain eligibility to provide services under the E-rate program. The provision and use of multiple SPINs is discouraged. Providers that have multiple SPINs should select a single corporate entity with a single SPIN as the prime contractor submitting the proposal to this RFP. The provider should agree that all E-rate eligible service billing resulting from a contract awarded pursuant to this RFP will be provided under this single SPIN. The provider’s SPIN should be included in the bid proposal (see Appendix B, SPIN Information Certification).
Invoicing Requirement
In compliance with E-rate program rules, applicants have the right to require vendors to bill them using either discounted invoices (the Service Provider Invoice, or SPI method) or through a reimbursement process (the Billed Entity Applicant Reimbursement, or BEAR, method). The consortium members intend to require the discounted (SPI) billing method.

Service substitutions
The consortium and its members reserve the right to make service substitutions, as permitted under E-rate program rules, provided such substitutions are allowed by federal, state, and local law and procurement policies.

SPIN changes
The consortium and its members reserve the right to change service providers if there is a legitimate reason to do so (for example, breach of contract by the service provider or an inability on the part of the service provider to perform requested services) and the service provider agrees to cooperate in this process.

Contract terms and conditions
Josephine Community Internet Consortium and/or its members will select and award the project contract(s) to the best-qualified proposing vendor(s). The successful bidder and the individual members of the consortium will then mutually discuss and refine the scope of services for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contracts.

The final decision of the selection of the vendor(s) to carry out the project will be made by the library director.

The contract between the selected vendor(s) and the consortium or its members shall include the following terms and conditions:

- The term of the agreement will match the Contract Term, above.
- The contract will be with a specific principal, and the engagement may not be subcontracted to another party.
- The vendor’s principal(s) whose biographies have been considered during the selection process will provide supervision of project staff.
- Should the vendor fail to perform the identified scope of work or meet the established performance and quality standards, payment may be reduced or withheld; the vendor may be required to perform, at the vendor’s expense, additional work necessary to perform the identified scope of work or meet the standards; and/or the contract may be terminated and the consortium or its members may seek damages and other relief available under the terms of the contract or applicable law.
- The consortium member that is a signatory on any contract may cancel the contract with a 30-day written notice with no penalties.
- Materials submitted after a contract is signed shall be subject to the ownership provision of the executed contract.
Appendix A: Proposal Cover Page

Request for Proposal (RFP) JCLD/SWCS Internet Infrastructure Project

This cover page must be completed and included in the bid response.

Josephine Community Internet Consortium (on behalf of its members, the Josephine Community Library District and Sunny Wolf Charter School) is soliciting competitive sealed proposals from Service Providers to provide leased Internet access, lit fiber service, or equivalent services, complying with all terms and conditions described in this RFP. Proposals will be accepted no later than December 31, 2018 at 5:00 PM Pacific Daylight Savings Time. Proposals must be submitted in the manner and in the format set forth in the RFP. Bidders are expected to meet all bid requirements, so please review all documents and instructions closely.

By signing below, the Service Provider’s representative certifies on behalf of the Service Provider that:

- Signatory has the legal authority to bind the Service Provider responding to the RFP; to provide the services subject to the RFP, and to provide those services under the name of the holder of the Service Provider Information Number (“SPIN”) listed in Tab 2;
- Signatory has read and agrees to the Contract Terms and Conditions set forth in the RFP;
- Signatory has read and agrees to the requirements set forth in the RFP; and
- The prices in the Service Provider’s Proposal have been arrived at independently, and have not been divulged, discussed, or compared with the Proposals of other respondents. No attempt has been made or will be made to induce any other person or firm to submit or not submit a Proposal for the purpose of restricting competition.

___________________________________________________
Name of Person Signing on Behalf of Service Provider

___________________________________________________
Signature of Signatory

___________________________________________________
Signatory Email Address

___________________________________________________
Signatory Phone Number

___________________________________________________
Title of Signatory

___________________________________________________
Date
Submit this Appendix filled out under Tab 2 of Service Provider’s response.

1. Provide in the following space the SPIN Number that the Service Provider will be using to provide the services subject of this RFP: __________________________________________

2. Indicate the entity name associated with this SPIN number (if uncertain, this information can be found at http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp):
   ________________________________
   __________________________________________

3. Provide the documentation from the USAC website proving that the entity name associated with this SPIN number is consistent with your response in Number 2 above. Check “Yes” if the documentation is provided in this Tab:
   □ Yes □ No
   (If “No” is checked, the RFP response may at the Consortium or its members’ sole discretion be deemed non-responsive and ineligible for award.)

4. If the name of the Service Provider responding to this RFP does not precisely correspond to the name of the entity associated with the SPIN number provided in number 1 and documented in number 3 above, an explanation must be provided as to the relationship that exists between the Service Provider responding to this RFP and the entity associated with the SPIN number that allows the Service Provider responding to the RFP to provide the services under the SPIN number provided. Please attach and include it under Tab 2 of the Service Provider’s response, if applicable.

5. Check “Yes” to confirm that any contract resulting from this RFP will be in the name of the entity associated with the SPIN number, or the name of the entity associated with the SPIN number d/b/a name of Service Provider responding to the RFP.
   □ Yes □ No
   If “No” is checked, the RFP response may at the Consortium or its members’ sole discretion be deemed non-responsive and ineligible for award.
Appendix C – FCC Registration Number

Submit this Appendix filled out as part of the Service Provider’s response.

Service Provider’s FCC Registration Number is as follows: ________________________________

Check here to confirm Service Provider has provided its FCC Registration Number:

☐ Yes          ☐ No

If “No” is checked, the RFP response may at the sole discretion of the Consortium or its members be deemed non-responsive and ineligible for award.
Appendix D– FCC Red Light Status

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider confirms that it has not been placed on “red light” status either currently or at any time during the prior three E-rate funding years:

☐ Yes  ☐ No

If Service Provider has checked “No”, please provide relevant information regarding the circumstances that Service Provider was placed on “red light” status:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The Consortium and/or its members may, at their sole discretion, fail the Service Provider if it is deemed that underlying reasons for the “red light” status to be materially detrimental to the Consortium or its members’ E-rate funding request(s).
Appendix E – Debarment Status

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider certifies that neither the Service Provider or its principals; its subcontractors or their principals are or have been suspended or debarred from the E-rate program:

☐ Yes  ☐ No

If Service Provider checked “No”, the RFP response will be deemed non-responsive and ineligible for award.
Appendix F – Free Services

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider certifies that there are no free products or services offered in conjunction with this proposal:

☐ Yes ☐ No

If “No” is checked, please identify what the free products and services are in the provided space:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

The value of the free products or services listed above is as follows: $________________

Please check “Yes” or “No” to indicate that the value of the free products or services associated has been included in the Cost Proposal Worksheet:

☐ Yes ☐ No

The Service Provider may, at the sole discretion of the Consortium and/or its members, be failed if the Consortium and/or its members deem the value or nature of the free services being offered may be materially detrimental to the E-rate funding request(s) related to this RFP.
Appendix G – Duplication of Service

Submit this Appendix filled out as part of Service Provider’s response.

Certify “Yes” if Service Provider’s Proposal does not contain any duplication of service.

☐ Yes  ☐ No

If “No” is checked, the RFP response may in the Consortium and/or its members’ sole discretion be deemed non-responsive and ineligible for award.
Appendix I – Cost Proposal

Submit this Appendix filled out under Tab 10 of Service Provider’s response.

Check here to confirm Service Provider’s understanding that the Consortium and/or its members will not be responsible for any costs not expressly included in the Cost Proposal Worksheet:

☐ Yes ☐ No

If “No” is checked, the RFP response may at the Consortium and/or its members’ sole discretion be deemed non-responsive and ineligible for award.

Note that if “Yes” is checked, Service Provider shall be prohibited from charging the Consortium or its members any charges or fees, however labeled, not specifically set forth in the Cost Proposal Worksheet.
Introduction
The district maintains a pay plan covering all positions in the district, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration was given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy, and wage adjustments in the community, suggestions of the library director, and the district's financial condition.

Background
Policy 4-2-6 states “A performance evaluation shall be conducted annually prior to the anniversary of the date of hire for each employee of Josephine Community Library District (JCLD)... the library director shall prepare an annual evaluation of performance or cause the employee’s supervisor to complete such an evaluation using a standard performance evaluation form prescribed by the library director. Anniversary dates shall not be tied to compensation in any way.”

Resources:  
Lake County Library District  
Silver Fall Library District  
City of Grants Pass  
Special Districts Association of Oregon (SDAO)  
JCLD supervisory staff

Merit-based compensation plan (see attached evaluation form)
- The merit-based compensation plan is based on the same foundational components of the step-based system: wage ranges and job categories. However, the merit-based system does not guarantee an increase in pay on an employee’s annual anniversary date nor does it guarantee the amount of the increase. Both are earned by the employee annually.
- Merit pay is an approach to compensation that rewards higher performing employees with additional pay or incentive pay. Merit pay is a raise in pay based on a set of criteria set by the employer. This involves the library director and the managers agreeing on a merit criteria and the supervisor conducting a review-meeting with the employee to discuss the employee’s work performance. All employees are informed of the criteria for performance evaluation a year in advance so that they may prepare to meet the highest scores.
- The attached performance review form is used to determine merit-based wage increases. Library district supervisory staff developed 10 areas of performance criteria based on employee job descriptions. Employees will be scored in each area. Supervisors will make comments in all 10 areas and provide direct feedback. With employees who received less than the top increase, the supervisor will describe and discuss with the employees exactly how they will need to improve their performance in the SMART (specific, measurable, attainable, realistic, and time bound) goals on the back of the evaluation form.
- Scores will be averaged to determine the employee’s percent increase in wage. For example, an employee whose average score is 2.5, will receive a 2.5 percent increase in pay. However, all employees with an average score lower than 2.0 (such as 1.9) will be
automatically placed on a Performance Improvement Plan and monitored quarterly until a 2.0 is achieved. and they may earn a wage increase at the time of the positive performance review. Two consecutive scores on 1 in the same performance factor will automatically result in a Performance Review Plan.

- The library director will train managers and supervisors how to document performance, how to communicate a pay increase, and how to set clear expectations to create a fair merit-based pay system.

**Compensation plan recommendation**
**Merit-based compensation plan:** JCLD supervisory staff and the library director recommend that the library base all salary increases on the merit-based compensation plan, in which merit increases are not guaranteed or automatically granted. Supervisory staff feels that the merit-based compensation plan is fairer. “Many employees feel that compensation should be related to job performance. They find it intrinsically unfair that all employees—from top performers to those who do just enough to get by—should be treated alike when it comes time to grant pay raises.” (Library Journal, June 1987) The merit-based compensation plan reinforces the actions and the behaviors valued by the library district and increases the likelihood that employees will strive for the best merit increase year over year.
Employee Name: ________________________________ Date of Review: ________________

Current Position: ____________________________ Type of Review: (check one)  __ Annual  __ Merit  __ Progress

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<tr>
<th>Ratings</th>
<th>1 Poor</th>
<th>2 Good</th>
<th>3 Excellent</th>
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<tr>
<td>1. Demonstrates job knowledge (based on job description)</td>
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<td>Comments</td>
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<td>2. Provides high quality of work (based on job description)</td>
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<td>Comments</td>
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<td>3. Takes initiative (based on job description)</td>
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<td>Comments</td>
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<td>4. Communicates effectively and exhibits listening skills</td>
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<td>Comments</td>
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<td>5. Works efficiently, manages time well</td>
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<td>Comments</td>
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<td>6. Follows policies and procedures consistently</td>
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<td>Comments</td>
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<td>7. Collaborates well, maintains positive attitude, demonstrates flexibility</td>
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<td>Comments</td>
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<td>8. Exhibits reliability and dependability, completes tasks on time</td>
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<td>Comments</td>
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<td>9. Takes direction from management and/or supervisor</td>
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<td>Comments</td>
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<td>10. Takes personal responsibility for performance</td>
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<tr>
<td>Comments</td>
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Overall rating (average the rating numbers above)  

<more>
Scores are averaged to determine the employee’s overall performance score. A wage increase may be applied as a percent based on the employee’s overall score. All employee wage increases are subject to the annual JCLD budget. This system does not guarantee an increase in wages at the annual review.

If an employee’s score is less than 2.0, the employee will be placed on a Performance Improvement Plan and monitored quarterly by the supervisor until a 2.0 is achieved. At the time of the positive performance review, the employee may be eligible for a wage increase. Two consecutive scores of 1 in the same performance factor will automatically result in a Performance Improvement Plan.

Additional Comments

Verification of review
(By signing this form, you confirm that you have discussed this review in detail with your supervisor.)

______________________________________________________
Supervisor’s Signature  Date

______________________________________________________
Employee’s Signature  Date
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 15, 2018  
SUBJECT: Policy Readings and Revisions: Operations, and Personnel

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

- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools (revised)
  The board adopted this policy on 1/25/2018. The revision is to remove the requirement of a JCLD library card and clarify that users must sign up to use the internet computers.

- Operations Policy 3-6-2, Library Card Registration (revised)
  The board last revised this policy on 9/27/2018. The revision is to refine the automatic expiration of library cards; now stating, in accordance with the type of card issued.

- Personnel policy 4-3-2, Health Insurance Benefits (separated from retirement policy)
  The board last revised this policy on 09/27/2018. The revision is to align policy with insurance provider’s requirements. The policy now states that “…employees who work 30 hours or more.

- Personnel policy 4-3-3, Retirement Benefits (separated from health insurance policy)
  The revision is to align policy with the JCLD summary plan description for the Simple IRA. The policy now states that “…all employees who are reasonably expected to receive at least $5,000 in compensation for the calendar year” are eligible to participate after the 91st day of employment.
# 3. Operations Policies

## Table of Contents

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<tr>
<th>Number</th>
<th>Title</th>
<th>Adopted/Revised</th>
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Policy 3-3-2. Use of the Internet and Other Digital Reference Tools

Adopted 1/25/2018

Josephine Community Library District (JCLD) provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library’s service area. This policy ensures appropriate and effective use of this resource. Patrons may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

A. Access

Patrons must sign up to use the Internet computers with a JCLD library card. A guest computer is available for out-of-town visitors without a JCLD library card. Wireless access is available during operating hours. The Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied Internet use for a period of time, being asked to leave the library, or the removal by law enforcement authorities. For more information, see Policy 3-1-2, Patron Responsibilities and Rules of Conduct.

B. Minor Children

Parents of minor children must assume responsibility for their children’s use of the library’s Internet services. Parents should inform their children of Internet sites whose content they do not want them to view or use and may wish to supervise their children’s Internet sessions. The public Internet computers in the Children’s Department are filtered. See Policy 3-1-4, Safe Children.

C. Inappropriate Use

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

D. Unmoderated Internet

The Internet is a decentralized, unmoderated global network; Josephine Community Library District has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and the library is not responsible for the availability and accuracy of information found on the Internet.

E. No Virus-free Guarantee

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user’s personal computer from the use of data downloaded from the library’s Internet service.
F. No Privacy Guarantee
The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

G. Email
Users may use the Internet for the receipt and transmission of electronic mail (email) as long as they use a free email service which will establish and maintain an account for them; the library is unable to manage email accounts for any organizations or individuals.

H. Internet Sessions
A JCLD library card is required to use the Internet computers. Internet use is offered in 30-minute sessions on a first-come, first-served basis. Each user must sign up to use the Internet computers at the Information Desk. Each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user may have another session, but after having had the service for 30 minutes, the user must abandon use of the Internet if another patron requests use of the service.

The Research/Database computers offer users 60-minute sessions. Users must sign up at the Information Desk. Reservations for use of the Research/Database computers may be made in person or by phone up to a week in advance.

I. Wireless Access
The library has established wireless (wi-fi) access to the Internet for laptop users to enhance and expand access to this important tool in the library. Users of laptop computers and other portable devices with a wireless network connection can use the library’s wireless access to browse the Internet. Wireless users are expected to adhere to this Internet use policy. Violations will result in the loss of library and computer privileges.

The library does not monitor the use of the Internet by users’ own wireless devices. Parents need to be aware that wireless access is free and unrestricted.

J. Internet User Rules
1. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
2. Users will respect the rights and privacy of others by not accessing private files.
3. Users agree not to incur any costs for the library through their use of the Internet service.
4. Users shall not create and/or distribute computer viruses, spyware, Trojans, malware, or any other illegal utility over the Internet.
5. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
6. Users shall not damage or alter computer equipment, systems or software.
7. Absolutely no food or drink is allowed at the Internet computers.
8. Users shall not display, print or send any material that is obscene, libelous, threatening, or harassing.

9. JCLD is not responsible for any user’s misuse of copyright or other violation of local, state, or federal law or regulation; the user agrees, by use of JCLD’s equipment, to indemnify, defend, and hold JCLD, its officers, agents, employees, and volunteers harmless from any claim, action, or loss arising from use of JCLD’s equipment and services, including Internet access.

10. JCLD reserves the right to terminate an Internet session at any time for failure to comply with this policy.
Policy 3-6-2. Library Card Registration

Adopted 3/15/2018
Revised 9/27/2018

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 in accordance with the type of card issued. 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
Revised 9/27/2018

Josephine Community Library District (JCLD) provides group medical, vision, long-term disability, and life insurance for employees who work 30-32 hours a week or more. Coverage for eligible employees begins the first day of the month following the employee’s 60th day of employment.

Information regarding eligibility and specific benefits is available from the library director or business manager.
Josephine Community Library District (JCLD) provides the district also provides a tax-deferred retirement plan to all employees who are reasonably expected to receive at least $5,000 in compensation for the calendar year, 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 first payroll period after the 91st day of employment.

Information regarding eligibility and specific benefits is available from the library director or business manager.
TO: Josephine Community Library District Board of Directors  
FROM: Facilities Oversight Task Force: 
       Jennifer Roberts, Judy Williams, Sue Cohen, Steve Swearingen, and Kate Lasky  
DATE: November 13, 2018  
SUBJECT: Facilities Master Plan Phase 2 update

Recent activity
As a result of its September 18 visit to Illinois Valley and Wolf Creek, at an October 17 videoconference, the Hacker architectural engineering team presented in-depth assessments of structural, mechanical, electrical, plumbing, roofing, security, IT, and other building systems. Results and recommendations for building improvements will become part of the Library Facilities Master Plan due in January.

The Hacker architectural team presented refined design concepts on a new Williams building and remodeled Illinois Valley library to the task force. These concepts are being developed further based on feedback received from the task force and staff and will be presented at a November 20 videoconference.

After presenting its findings about the top three potential Grants Pass building sites to the boards of the library district and library foundation, the Facilities Oversight Task Force asked Hacker to do a site analysis for the favored property at 735 SE Sixth Street (River City Plaza between J and K streets). This site analysis and four initial concepts were presented to the task force at its October 30 videoconference. The task force asked Hacker to develop a proposal for additional work to develop initial design ideas and drawings based on a building at this site. This proposal has been received and is now under consideration.

Facilities Master Plan Phase 2 schedule
The following lists project milestones and deliverables. Items in italics are completed.

<table>
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<th>Target Date</th>
<th>Milestones</th>
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| Sep 10-14   | Site visit with project kickoff and buildings tour.  
            | Completed September 10. |
| Sep 17-21   | Site visit for engineering assessment of IV and WC.  
<pre><code>        | Completed September 18. |
</code></pre>
<p>| Oct 8-12    | Site visit with task force to tour potential GP building sites, present initial recommendations and design thoughts on new IV and WM buildings, and to introduce draft assessments on IV and WC. Completed October 9. |
| Oct 15-19   | Videoconference with task force to present detailed draft assessments on IV and WC. Completed October 17. |
| Oct 22-26   | Videoconference with task force to present preliminary design concepts on IV and WM as well as the GP building site analysis. Completed October 30. |</p>
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<td>Nov 19-21</td>
<td>Videoconference with task force to present final designs and concept images for IV and WM. Scheduled for November 20.</td>
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<tr>
<td>Nov 26-30</td>
<td>Videoconference with task force to present preliminary cost estimates. Possibly present initial design ideas for GP.</td>
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<tr>
<td>Dec 10-14</td>
<td>Videoconference with task force to present final cost estimates. Possibly present a refined concept for GP.</td>
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<tr>
<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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**Design and construction phases**

The following is the overview of the design and construction phases:

- **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.** 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.