

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, January 17, 2019 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

Agenda Items	Action	Responsible	Time
Call to Order		J. Roberts	
Standing Items			
1. Approval of agenda		J. Roberts	
2. Approval of December 20 minutes	Motion	J. Roberts	
3. Approval of January 8 minutes	Motion	J. Roberts	
4. Public comment		J. Roberts	
5. Correspondence		J. Roberts	
FY2017-18 Audit Presentation		Pauly, Rogers and Co., P.C.	20 min
Staff Reports			
1. Library director's report	Report	K. Lasky	5 min
2. Financial report	Report	Lasky/Hay	5 min
3. E-Rate Report	Report	T. Stover	5 min
4. Budget officer's report	Report	K. Lasky	10 min
Action Items			
1. Policies, second reading: Operations and Personnel	Resolution	K. Lasky	5 min
2. Policies, second reading: Children's Internet Protection			
3. Approval of Ready to Read Grant	Resolution	K. Lasky	5 min
4. Review of Audited Financial Report	Motion		
5. Approval of contract with Sheepscot Creative	Motion	K. Lasky	5 min
6. Review of Budget Committee applications	Motion	K. Lasky	5 min
7. Policies, first reading: Operations and Volunteer	Discussion	K. Lasky	10 min
Board Member Reports			
1. Library Foundation liaison report	Report	J. Roberts	5 min
2. Facilities Oversight Task Force report	Report	Williams/Roberts	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		J. Roberts	
Adjourn		J. Roberts	

Date and Time	Upcoming Meetings and Events
January 19, 2-3pm	Customer Service Workshop for volunteers
January 31, 5:30-7:30pm	JCLD board workshop: Hacker presentation. Grants Pass branch
February 2, 9, 16 and March 2	Revisiting the Founding Era Youth and Adult Programs
February 21, 5:15-7pm	JCLD regular board meeting, Grants Pass branch

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, December 20, 2018 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Laurel Samson

Members absent: Judy Williams

Staff present: Library Director Kate Lasky, Business Manager Kedron Hay, Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer

Guests: Bill Kohn

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 November 15 meeting minutes. There were no changes to the November 15 minutes, *Motion:* Mr. Ellison moved that the minutes to the November 15, 2018 board meeting be approved. Ms. Roberts seconded. The motion passed unanimously.

Approval of November 29 special meeting minutes. There were no changes to the November 29 special meeting minutes.

Motion: Ms. Roberts moved that the minutes to the November 29, 2018 special board meeting be approved. Mr. Ellison seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed two new annexation petitions.

Motion: Mr. Harelson moved that the board endorse the annexation petitions for Lawrence Miller and Kelpie Wilson. Mr. Ellison 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 December 20, 2018. The following are highlights:

- The final presentation of the Facilities Master Plan is scheduled for Thursday, January 31 at 5:30 pm at the Grants Pass branch.
- 1,129 respondents completed the patron satisfaction survey
- Starting budget process in January including strategic planning on January 13
- Two employees requested ergonomic standing desks.

Motion: Ms. Roberts moved to approve purchase of ergonomic standing desks for two employees. Mr. Harelson seconded. The motion passed unanimously.

- The Great Book Grab event in January will allow the community to take home discarded library books to keep.

- The weeding project is a function of having a better budget.

Financial report. Ms. Lasky and Ms. Hay reviewed the November Financial Statement memo dated December 20, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through November 2018, the Profit & Loss statement for grants through November 2018, and the Balance Sheet as of November 30, 2018.

Strategic plan/work plan. Library Legislative Day is on February 12, 2019. Mr. Harelson volunteered to attend on behalf of the board.

Budget officer report. Referencing the “FY20 Budget Development Process and Tentative Committee Calendar” memo, Ms. Lasky reported that two of the Budget Committee whose seats have expired are open and she reviewed the tentative meeting calendar.

Mr. Harelson asked if the budget officer has to be appointed on an annual basis.

Action: Ms. Lasky will find out.

Ms. Stover asked if the board would like a paid ad to be placed in the newspaper for the two open positions. The board discussed and decided that a press release would be sufficient.

ACTION ITEMS

Policies, second reading: Operations and Personnel. Referencing her “Policy Readings and Revisions” memo dated November 15, 2018, Ms. Lasky summarized the content of the following two new or revised policies for the board’s second reading.

- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Operations Policy 3-6-2, Library Card Registration
- Personnel Policy 4-3-2, Health Insurance Benefits

Motion: Mr. Ellison moved to approve resolution 2018-022 to adopt policies 3-3-2, 3-6-2, and 4-3-2. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Authorization of Memorandum of Understanding with Sunny Wolf Charter School.

Motion: Ms. Roberts moved to approve resolution 2018-023 to adopt an Amendment to the Memorandum of Understanding between Josephine Community Library District and Sunny Wolf Charter School. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Expenditure of Grants Offered.

Motion: Mr. Ellison moved to approve resolution 2018-024 to spend grant funds received. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Approval of contract with Sheepsco Creative. Referencing the Independent Contractor Agreement, Ms. Lasky requested to contract with Sheepsco Creative under a retainership.

Ms. Roberts asked if this is the proper type of contract for their services since the library often needs Sheepsco’s services on a project-by-project basis. Ms. Lasky responded that she believes it is the right type of contact since their services will also include ongoing brand implementation, staff

training in graphic design, as well as offset current graphic design costs since the library can use Sheepscot's designer.

Ms. Roberts asked if language about intellectual property could be added.

Mr. Ellison requested that the language of the contract be revised.

Action: Ms. Lasky will contact Sheepscot Creative to make edits to the contract.

Mr. Harelson asked if it would be appropriate to request a monthly report of the progress of the work being done by Sheepscot.

Action: Ms. Lasky will provide a monthly report on the work with Sheepscot for the board.

Approval of contract with Coraggio Group. Referencing the Independent Contractor Agreement, Ms. Lasky requested to contract with Coraggio Group for board strategic planning in January.

Mr. Ellison noted that "the client" needs to be changed to say "the contractor" in the contract.

Mr. Ellison noted that under section 12.5 Governing Law it should specify that "any litigation related to this contract should be filed and maintained in the Civic Court of the state of Oregon for Josephine County provided however that if the action must be filed in Federal Court it shall be filed and maintained in the US District Court for the District of Oregon, Medford Division."

Mr. Harelson requested a contract addendum to all library contracts to define terms supported by the library district attorney.

Action: Ms. Lasky will develop this boiler plate and utilize it in future contract negotiations.

Action: Ms. Lasky will contact Coraggio Group to make edits to the contract.

Motion: Mr. Ellison moved to authorize Ms. Lasky to sign the contract between Josephine Community Library District and Coraggio Group as long as the above-mentioned edits are made to the contract and the board president approves. Ms. Roberts seconded the motion. The motion passed unanimously.

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

- Operations 3-1-4, Safe Children
 - The filter can be removed by a staff member if requested by a patron
- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Operations Policy 3-4-9, Facilities Preventative Maintenance
- Operations Policy 3-6-6, Fines and Fees
- Personnel Policy 4-2-8, Discipline
 - Change to respond in writing
- Personnel Policy 4-7, Intellectual Property

The second reading of these policies will take place at the December board meeting.

Approval of a consent agenda criteria. Referencing the “Consent Agenda Proposal” memo, Ms. Samson explained that discussion can be postponed to the next board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Roberts reported that Ms. Stover was hired as an interim director for the Library Foundation.

Ms. Roberts reported more than \$183,000 was raised by the Library Foundation over the last year.

Facilities Oversight Task Force. Ms. Roberts presented new building and renovation recommendations for branch libraries in Grants Pass, Illinois Valley, and Williams by the architectural firm Hacker.

On January 31, 2019 Hacker will present to the final Facilities Master Plan Phase 2 to the public.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, January 17.

ADJOURNMENT

The meeting adjourned at 7:08 pm.

CALL TO ORDER. President Laurel Samson called the meeting back to order at 7:35 pm.

Library Director Performance Review.

Motion: Ms. Roberts moved to approve resolution 2018-019 to offer the Library Director a credit to pay for continuing education. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

ADJOURNMENT

The meeting adjourned at 7:38 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

**Josephine Community Library District
Proposal Opening Minutes
Tuesday, January 8, 2019, 9-9:30 am
Ben Bones Room, Grants Pass Branch Library**

Staff present: Library Director Kate Lasky, Communications Specialist Teresa Stover, Business Manager Kedron Kay, Cataloging Manager Robert Kohl

CALL TO ORDER. The proposal opening started at 9:00 am as facilitated by Ms. Lasky.

OPENING OF PROPOSALS FOR INTERNET ACCESS. In accordance with ORS 279B.060 Competitive Sealed Proposals and Josephine Community Library District Policy 2-8 Contracting, Ms. Lasky, as the contracting delegate assigned by the JCLD Board of Directors, opened and recorded competitive proposals submitted in response to the JCLD Request for Proposals #2018-03 for the Internet Infrastructure Project – Internet Access. The emailed proposals opened were from Cytranet of Mobile, Alabama; Douglas Fast Net of Roseburg, Oregon; and Hunter Communications of Central Point, Oregon. It was noted that these proposals are for an E-rate Category 1 project.

OPENING OF PROPOSALS FOR INTERNET ACCESS. Ms. Lasky also opened and recorded competitive proposals submitted in response to the JCLD Request for Proposals #2018-04 for the Internet Infrastructure Project – Internal Connections. The emailed proposals opened were from Cerdant, Inc. of Dublin, Ohio; Douglas Fast Net of Roseburg, Oregon; Infobond, Inc. of Fremont, California; and Technology Integration Group of Eugene, Oregon. It was noted that these proposals are for an E-rate Category 2 project.

ADJOURNMENT

The proposal opening meeting adjourned at 9:25 am.

Respectfully submitted,



Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District

TO: **Josephine Community Library District**
FROM: **Kate Lasky, Library Director**
DATE: **January 17, 2019**
SUBJECT: **Library Director's Report**

Action

- The digital phone system at the Grants Pass branch is outdated and no longer serviceable. The staff has maintained it by self-serving when changes to the system are needed (calling on a former communications specialist to assist). However, with the recent power outages, the system has been stressed beyond repair such that the emergency alert feature is no longer active. Library directors plans to replace the phone system immediately at a cost of \$3,500 and an ongoing increase in monthly service of \$70 per month. This has been represented in the financial forecast in the telecommunications account. This additional cost is offset by savings in other accounts and will not affect the bottom line of the general fund budget. The library director request board motion of approval to update the phone system.

Updates

- Reminder: Final presentation of the Facilities Master Plan by Hacker architects and Penny Hummel Consulting scheduled for Thursday, January 31 at 5:30pm in the main area of the Grants Pass branch. The meeting will be structured as a library district board workshop.
- Library Legislative Day scheduled for February 12. Board Member John Harelson plans to attend on behalf of the district board.

Successes

- In 2018, staff and volunteers in the cataloging department processed 29 percent more new items than the three-year average.
- Public support for The Great Book Grab has been overwhelmingly positive. The event has been picked up by local media, including social media. This event has had the greatest response of any single library event for the past 10 year.

Challenges

- The delay of the financial audit has been challenging. Requirements for filing with the Secretary of the State are governed by ORS 297. According to our auditors Pauly, Rogers and Co., P.C., there is no real firm penalty, and usually it's for reports that are months to years late, not a week or two. Though, the state issues a written warning and then if it does come to anything, state funds might be withheld until the report is filed. Copies of the audit will be sent to board members as soon as they are available.

Imperative #1 Enhance program quality and customer service

- Finalized schedule and budget for the grant-funded Library Technology Replacement Project, which will go toward replacing 46 patron computers with new and durable hardware, Windows 10 operating system, and up-to-date software at all four branches by June 30. This project is

funded by the Oregon Community Foundation, Four Way Community Foundation, and Josephine County Library Foundation.

- Received the 2019 Ready to Read grant for \$11,016 for the JCLD early literacy program and Summer Reading Program.

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

- Volunteer retention for Q2 was 88.5 percent. Twelve volunteers who had been counted in previous runoff during 2018 are once again active, demonstrating that the library is a place where volunteers are happy to return when possible.
- Grants Pass staff is scheduling regular ongoing visits to rural branches to provide support and improve internal communications system-wide.
- Williams branch manager applied for and was awarded the Digital Inclusion Fellowship with Nonprofit Technology Enterprise Network. The program works to create technology access and opportunity for all citizens. Official announcement will be made January 28.
- The youth services librarian is now ordering for the children's collection per her position description, having received training from the former cataloging manager from October through December.
- Three employees will attend the American Library Association Mid-Winter Conference in Seattle in late January. Two employees will attend the SDAO conference in mid-February in Sunriver.

Imperative #3 Enhance the facilities across the library systems

- Processed proposals from vendors in response to the JCLD FCC E-rate application and request for proposals (RFP) for the Internet Infrastructure Project to install high-speed (broadband) Internet lines at the Wolf Creek and Illinois Valley branches and to update the network at all branches. See FCC E-rate Memo for details.
- Currently, managing lack of shelf space at all four branches is the highest priority for all department heads. New items continue to be added at a greater rate than old items are removed. Department heads are working to find the correct balance of work flow. Hosting the Great Book Grab quarterly will free up shelf space over the course of 2019 and help alleviate immediate concerns. It is anticipated that related goals from Phase 1 of the Facilities Master Plan will be achieved by December.
- The Hacker architectural team presented final design concepts and cost estimates for a new Williams building and remodeled Illinois Valley library to the Facilities Oversight Task Force. The team also started developing design concepts for a new Grants Pass library. The Facilities Master Plan will be presented as part of a joint JCLD/JCLF board meeting open to the public on January 31.
- Planning a renovation project to update the Grants Pass teen library to better serve youth in the community. The Teen Advisory Board is helping with this project. The district will seek grant funds for financial support.
- Planning a renovation project to update the Grants Pass volunteer lounge to better support the library's volunteer work force. The district will seek grant funds for the project and will use the Grants Pass maintenance fund as applicable.

Imperative #4 Develop efficient operating systems and structures.

- Developed budget forecast for mid-year financial report, which is now added to the monthly financial statement.
- Formed the Safety Committee and held first meeting to establish priorities.
- Department heads beginning to project departmental budgets for FY19–20 budget development.
- Volunteer recognition procedures were codified. All volunteers for the district who completed a volunteer application and background check will be included in annual recognition. Partnering organizations, such as the foundation and Friends of the Library, will be acknowledged as a group.
- Analysis of 451 library cards issued/renewed in December indicates 246 (55%) resided within the library district and 205 (45%) lived outside of district. 61 out-of-district patrons paid for annual library cards, while 144 others appreciated alternative options. Chart below reflects monthly averages from April to November.

Alternative cards	Oct		Nov		Dec		*Monthly average
Adult scholarship	10	6%	17	9%	17	9%	12
Junior scholarship	22	13%	11	6%	12	6%	27
District annexation	17	10%	6	3%	6	3%	7
Property in district	7	4%	10	6%	7	6%	5
Internet only	4	2%	10	6%	6	6%	9
Volunteer	15	9%	2	1%	4	1%	7
Other (student, educator)	4	2%	2	1%	4	1%	4
Paid monthly card	95	55%	122	67%	94	67%	83
Total	174		180		144		93

*monthly average represents April through December

Imperative #5 Build awareness and expand partnerships

- Presented to DHS staff and tabled at IV Artisan Fair and Holiday Bazaar.
- Finalized partnership agreement with Williams Community Preschool. The preschool’s first visit was January 9.
- Working with Williams Friends of the Library on change of leadership for the group – helping to recruit new volunteers.
- Refined program details and developed communications for The Great Book Grab and the “We the People: Revisiting the Founding Era” program.
- Partnership manager participated in the Chamber of Commerce mock interviews in partnership with Rogue Community College.
- **Josephine County Library Foundation (Development Grant Project)**
The foundation’s end-of-year fundraising drive raised \$47,374 to support library card scholarships for children outside of the library district, projects that improve library buildings and

facilities, and modernizing the library's technology offerings. Sponsors for the drive were Cauble, Cauble and Selvig, Edward Jones, and Hart Insurance. Please be sure to thank these sponsors. The foundation board of directors achieved 100-percent-board-giving for 2018. This will make the foundation more competitive in grant applications. For 2018, board members donated a total of \$61,310, including a \$10,000 gift in spring and a \$40,000 contribution which will be used as a match for the capital campaign.

Working with the foundation's interim executive director, the district is creating a partnership agreement between the library district and the foundation. In this agreement, the district will agree to continue to advise and provide consultation in fundraising, support internal and external communications, and provide volunteer recruitment and training. The district will provide recruitment and training of volunteers to ensure library volunteers aren't being over asked.

- **Oregon Poetry Association & Applegate Poets**
Completed the successful four-part series of poetry workshops in 2018. Scheduling another series of quarterly workshops for 2019.
- **Blue Zones Project of Grants Pass**
Completed series of cooking demonstrations in 2018. All three programs were well attended. Scheduling more programs with Blue Zones for 2019.

TO: Josephine Community Library District Board of Directors
FROM: Library Director Kate Lasky and Business Manager Kedron Hay
DATE: January 17, 2019
SUBJECT: December 2018 Financial Statement

Financial planning

- Pauly, Rogers and Co. has submitted the completed audited financial statement for FY18.
- Technology Project is set to begin in January with the purchase of computers for the William's branch. This project is fully funded according to the budget plan.

Accounting

- The net income for the general fund on the P&L of \$812,947 does not equal the Balance Sheet net income of \$759,715. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. \$812,947 less \$53,232 (net income of grants only) equals \$759,715.
- The IV branch sewer cleanout was repaired and \$3,177 of unrestricted funds were transferred from the savings/maintenance account.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$174,935 for current year tax levy and \$787 of last year's tax levy income in December 2018; year to date tax revenue is \$1,187,816.
- Non-resident card fees exceeded budgeted revenue \$24.267 year to date.

Expenses

- Collection development expenses appear under budget. This is due to purchases made against grant funds. The collection development annual budget is \$175,000 for all purchases, general or grant funded. The budget was determined based on cataloguing and volunteer available work hours. Total collection development dollars spent is \$103,061.

Special Contracts

- Special contracts include \$2,881 for the patron survey. The contracted amount with Coraggio Group is \$4,500.
- Technical writing services includes Stover Writing Services facilitating the Category 1 RFP for the Internet Infrastructure Project and the Category 2 RFP for Internal Connections.

Grants

- Wages offset by grants in December \$4,038 through the Library Foundation Development Grant.
- Total of grant expenses for the month of December is \$9,955.
- Total revenue received from grants in FY 2018-19 (calculating for cash carryover) is \$78,498. To date, JCLD has spent \$74,803 of grant funds. This represents 10 grants.

For the two largest grants, the JCLF Development Grant has \$6,250 remaining and the JCLI Transition grant has \$0 remaining.

Statement of Financial Position: (balance sheet)

- The district assets include \$94,016 in the district checking account. The Grants Pass Maintenance Fund totals \$13,277 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 \$1,443,494. Cash Drawers at the four branches total \$390, and \$11,775 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$1,562,952 including \$7,015 in restricted grant funds and restricted maintenance reserve fund not to be included in district cash available for general fund use.

Budget Forecast: (P&L Budget v Actual)

- Developed budget forecast for mid-year financial report, which is now added to the monthly financial statement. Projected a revenue increase of \$57,583 and expense decreased of \$106,424.

Account	Assumption
Fines and Fees	Based on monthly average, line item increased revenue \$8,400
Non-Resident Card Fees	Based on monthly average, line item increased revenue \$18,000
Interest Income	Based on monthly average, line item increased revenue \$10,800
Personal Services	Based on remaining 13 weeks of payroll, decreased expense \$119,671
Building Improvements	Increased line item expense \$3,500 for cabling for new phone system
Facilities and Equipment	Based on monthly average, increased janitorial supply expense \$1,700, portable toilet \$350. Purchased two new desks for an increase of \$2,000
Patron Services	Increased line item expense \$1,000
Events at Library	Increased line item expense \$500
Administrative Support	Based on monthly averages increased line item expense \$7,760
Telecommunications	Increased line item expense \$70 per month for new phone service

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
December 2018

	Actual Dec-18	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Jul 18 - Jun 19 Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$174,935	\$1,187,816	\$1,353,750	(\$165,934)	\$1,353,750
4005 - Prior Year Taxes	\$787	\$19,397	\$20,150	(\$753)	\$20,150
4100 - Fines and Fees	\$1,575	\$10,882	\$9,000	\$1,882	\$17,400
4102 - Non-Resident Card Fees	\$2,894	\$34,767	\$10,500	\$24,267	\$28,500
4200 - Interest Income	\$3,991	\$10,885	\$7,000	\$3,885	\$17,800
4300 - Other Revenues	\$458	\$20,158	\$0	\$20,158	\$20,158
4310 - Donations	\$16	\$113	\$0	\$113	\$225
4050 - Grant Revenue	\$0	\$0	\$0	\$0	\$0
4501 - Transfer from GF/Special Revenue	\$0	\$0	\$5,000	(\$5,000)	\$5,000
4999 - Beginning Cash	\$0	\$0	\$21,458	(\$21,458)	\$21,458
Total Income	\$184,655	\$1,284,018	\$1,426,858	(\$142,840)	\$1,484,441
Expense					
5000 - Personal Services	\$44,712	\$298,712	\$779,341	(\$480,629)	\$659,670
5200 - Collection Development	\$8,360	\$69,429	\$175,000	(\$105,571)	\$175,000
5300 - Library Catalog (Polaris)	\$0	\$26,012	\$27,995	(\$1,983)	\$26,012
5400 - Building Improvements	\$0	\$776	\$4,000	(\$3,224)	\$7,500
5500 - Facilities & Equipment	\$1,315	\$7,055	\$13,500	(\$6,445)	\$17,550
5600 - Computer Maintenance	\$1,063	\$3,469	\$22,382	(\$18,913)	\$22,382
5700 - Insurance	\$1,007	\$1,007	\$10,000	(\$8,993)	\$8,000
5800 - Travel & Training	\$671	\$2,741	\$17,100	(\$14,359)	\$17,100
6630 - Election	\$0	\$0	\$0	\$0	\$0
6640 - Auditor	\$0	\$6,400	\$18,000	(\$11,600)	\$18,000
6650 - Patron Services and Supplies	\$527	\$2,805	\$3,652	(\$847)	\$4,652
6660 - Volunteer Support	\$179	\$513	\$2,900	(\$2,387)	\$2,900
6670 - Events at Library	\$92	\$1,104	\$3,200	(\$2,096)	\$3,700
6680 - Communication & Outreach	\$705	\$4,405	\$13,000	(\$8,595)	\$13,000
6690 - Special Contracts	\$9,520	\$40,828	\$92,000	(\$51,172)	\$92,000
6699 - Legal Administration	\$221	\$221	\$2,000	(\$1,779)	\$2,000
6700 - Administrative Support	\$1,331	\$10,836	\$11,500	(\$664)	\$19,260
6800 - Telecommunications	\$498	\$4,490	\$11,500	(\$7,010)	\$11,920
6850 - Utilities	\$2,028	\$14,268	\$33,900	(\$19,632)	\$33,900
8000 - Transfers & Contingency				\$0	\$0
9000 - In-Kind Gift Revenue				\$0	\$0
Total Expense	\$72,228	\$495,071	\$1,240,970	(\$745,899)	\$1,134,546
Net Ordinary Income	\$112,427	\$788,947	\$185,888	\$603,059	\$349,895
Net Income	\$112,427	\$788,947	\$185,888	\$603,059	\$349,895

Josephine Community Library District
Enhanced Library Services
December 2018

	Revenue Collected FY18	Revenue Year to Date FY19	Annual Budget	Total Revenue	Expenditure Spent FY18	Expenditure Year to Date FY19	Total Expenditure	Remaining Fund Balance
Grant Revenue								
Dorothy Thompson Fund	0	2,155	25,000	2,155	(1,049)	(21,532)	(22,581)	(20,426)
Friends of the Library	6,600	4,543	20,100	11,143	(4,500)	(6,643)	(11,143)	0
Gilder Lehrman - Founding ERA	0	1,000	1,500	1,000	0	0	0	1,000
JCLF Development Grant	40,000	3,000	77,677	43,000	(12,226)	(24,524)	(36,750)	6,250
JCLI Grant	122,000	0	26,194	122,000	(109,562)	(12,960)	(122,522)	(522)
Kay Jean Turner Fund	0	818	2,000	818	0	(1,994)	(1,994)	(1,176)
Kiwanis	2,500	0	0	2,500	(290)	72	(218)	2,282
LSTA	0	2,811	3,000	2,811	0	(2,811)	(2,811)	0
Ready to Read Program	11,085	0	21,519	11,085	(7,078)	(4,007)	(11,085)	(0)
Ready to Read Program 2019	0	11,016	11,016	11,016		0		
SDAO Security Grant	1,212	0	0	1,212	(1,212)	0	(1,212)	0
Solid Waste Agency	5,055	0	5,000	5,055	(428)	(404)	(832)	4,223
OCF-2018 Tech Proj Grant	0	24,000	48,000	24,000	0	0	0	24,000
Total	188,452	49,342	241,006	237,794	(136,345)	(74,803)	(211,148)	15,630

**Josephine Community Library District
P&L Special Funds (all transactions)**

As of December 31, 2018

	<u>Maintenance Fund (Special Funds)</u>	<u>Restricted</u>	<u>Unrestricted</u>
		5,000.00	16,466.63
Income		GP Hot water heater -630.07	WM A/C -4,383.00
4310 - Donations	<u>21,466.63</u>	<u>4,369.93</u>	<u>IV Sever -3,177.00</u>
Total Income	<u>21,466.63</u>		<u>8,906.63</u>
Restricted Maintenance Dollars			
01/01/18 JoCo Lease Restriction	5,000.00		
****Total Restricted	<u>5,000.00</u>		
Total Unrestricted	<u>16,466.63</u>		

Maintenance Fund	21,466.63
Interest	
Expense	
5500 - Facilities & Equipment	
5402 Branch Building Improvements	3,177.00
5501 - Bld Repairs & Maintenance	4,383.00
5505 - Equipment Improvement & Maint.	630.07
Total Expense	<u>8,190.07</u>
Maintenance Fund Total Balance	<u>13,276.56</u>

**** 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 December 31, 2018

Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	94,015.97
1010 · People's Bank-Savings	13,276.56
1100 · General Pool 6000	1,443,494.15
1150 · Cash Drawers	390.00

Total Checking/Savings 1,551,176.68

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	11,775.10
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Total Other Current Assets 11,775.10

Total Current Assets 1,562,951.78

Fixed Assets

1610 · Furniture and Equipment	303,130.91
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Total Fixed Assets 303,130.91

TOTAL ASSETS 1,866,082.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	1,259.25

Total 2100 · Payroll Liabilities 1,259.25

2400 · Deferred Revenues(audit)	5,596.59
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Total Other Current Liabilities 6,855.84

Total Current Liabilities 6,855.84

Total Liabilities 6,855.84

Equity

3900 · Fund Balance 'Unassigned' (Gen)	796,381.11
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3920 · Capital Asset Investments	303,130.91
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Net Income	759,714.83
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Total Equity 1,859,226.85

TOTAL LIABILITIES & EQUITY 1,866,082.69

TO: Josephine Community Library District Board of Directors
FROM: Teresa Stover, Communications Specialist
DATE: January 15, 2019
SUBJECT: Internet Infrastructure Project and FCC E-rate funding

Introduction

The Internet Infrastructure Project seeks to upgrade the Internet setup at all four library branches by installing high-speed (broadband) Internet at the Illinois Valley and Wolf Creek branches and configuring a wide area network across all four branches. This project would be funded 80-90 percent by the FCC E-rate program. This project aligns with the library's strategic plan to support technology access and would take place after July 2019.

JCLD submitted its FCC E-rate application and distributed the associated requests for proposals (RFPs) for the project in November.

Proposal evaluation and vendor selection

Proposals were received for the E-rate Category 1 (high-speed Internet access) and E-rate Category 2 (internal network components and connections) aspects of the project. See the attached minutes from the January 8, 2019 Proposal Opening for the list of vendors who submitted proposals.

The E-rate team (library director, business manager, communications specialist, IT vendor, EdTech Strategies, and Sunny Wolf Charter School) has sent followup questions and conducted interviews with the proposing vendors. The team is now evaluating the proposals quantitatively and qualitatively. Team members will meet on January 22 to discuss their evaluations. The vendors with the highest scores will be selected for contract award. Contract negotiation and review will take place, and the resulting contract(s) will be reviewed by the district's legal counsel. The JCLD board will review the final vendor contract(s) at its February 21 board meeting.

Resources

E-rate consultant Aleck Johnson of EdTech Strategies, LLC has been invaluable and well worth the fee, as he has saved staff countless hours through the process so far.

When the project starts, Josh Hatch, the district's network vendor through ITs Managed, will be the effort's technical project manager. District staff will handle administrative project management.

Two grant opportunities are being explored to help pay for the 10-20 percent of the project which is not funded by the E-rate program.

Timeline

The following is a summary of milestones in the E-rate procurement process. Italicized milestones are completed.

1. *Submit two E-rate FCC Form 470 Description of Services Requested including the one RFP. Also advertise the RFP through local channels per Oregon Public Contracting Law. November 27, 2018.*
2. *Receive proposals from vendors. January 7, 2019.*
3. *Conduct the proposal opening meeting. January 8, 2019.*
4. Select the vendor(s) based on established criteria. January 23, 2019.
5. Complete legal review of the vendor contract(s). February 8, 2019.
6. Submit final vendor contract(s) to JCLD board review. February 21, 2019.
7. Send Notice of Intent to Award to all proposers. February 22, 2019.
8. Award the contract(s). February 28, 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.
11. Start project. July to October 2019.
12. Receive and pay invoices according to the 80 to 90 percent discount. The vendor invoices JCLD monthly for JCLD's 10 to 20 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.
13. Complete project. June 2020.

Background

E-rate is another name for the Universal Service Schools and Libraries Program administered by the Federal Communications Commission (FCC). The E-rate program helps 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 an 80 to 90 percent discount/reimbursement. For more information, visit www.usac.org.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 17, 2019
SUBJECT: FY20 Budget Committee Recruitment and Budget Development

Budget Committee Recruitment

JCLD has commenced the budget committee recruitment. Public notice was posted, a press release published, and notice was included in the volunteer newsletter. The application submissions window closed on January 10 and three were received. Applications were then reviewed and scored by the Board of Directors per the application criteria tool. Final scores will be revealed at the January 17 meeting and the board will make its selection.

The week of March 25, 2019 is the anticipated first meeting of the budget committee. It is expected that the budget process will take place through April 2019 and a committee approved budget presented at the May 16, 2019 meeting and the budget adoption by the board of directors at the June 20, 2019 meeting.

Budget Development

Consideration needs to be given to some budget development issues as the process begins this month. Library director requests direction from the Board of Directors.

1. First, the average collection for out of district library cards is \$4,800 per month (80 new patrons). This is approximately five times greater than was anticipated when developing the FY18-19 budget; therefore, the library director recommends that fines and fees, including out of district card fees, be used to offset costs for library card scholarships as these funds are not taxpayer dollars.

Note the Board of Directors affirmed the following financial standard for fines and fees at its August 17, 2017 board meeting per the "Library card fee schedule memo":

"The ... [library card] fee schedule balances accessibility, fairness to the taxpayer, simplicity for staff, equity, and the understanding that the fees would not be [considered] a significant revenue source."

It is believed that this will be sustainable funding for the scholarship program. Income from fines is more than double the average monthly library card scholarship cost (40 cards per month at \$60 each). Monitoring would be minimal but would ensure that taxpayer dollars are not used for scholarships. This would be solely an accounting procedure, unrelated to fundraising and communications.

Should circumstances change, a grant would be requested to fund the scholarship program. Funds raised by the Library Foundation to cover costs for scholarships could be used for deferred maintenance and capital improvement projects as well.

2. Secondly, in developing the personnel services portion of the budget, the library director recommends 2.5 percent COLA and/or 2.5 percent potential merit increase for employees be included the FY20 budget for payroll.

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **January 15, 2019**
SUBJECT: **Second Reading of Operations and Personnel Policy Revisions**

The board had its first reading of the following policies at the December 20 board meeting. The board requested no changes for these policies, which are now presented for second reading and adoption. Changes are highlighted in the policy text attached.

- **Operations Policy 3-1-4, Safe Children** (revised)
The board adopted this policy on 1/25/2018. The revision updates section D, Junior Internet Use, to detail how JCLD uses Internet filters on library computers to comply with the Children's Internet Protection Act (CIPA). JCLD must certify its CIPA compliance to be approved for E-rate reimbursement for the Internet Infrastructure Project.
- **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 updates section B, Minor Children, to specify that all the library's computers (not just those in the children's areas) are filtered in compliance with CIPA. Also updated is section D, Unmoderated Internet, to specify the types of images that are blocked, and to specify that adults using the library computers for lawful purposes may request that staff bypass filters.
- **Operations Policy 3-4-9, Facilities Preventive Maintenance** (new)
This new policy states that JCLD adheres to a defined and scheduled preventive maintenance program for all buildings. This policy is recommended by JCLD insurance carrier Special Districts Insurance Services (SDIS) in its 2018 SDIS Best Practices Program to be eligible for a 2 percent credit on property insurance.
- **Operations Policy 3-6-6, Fines and Fees** (revised)
The board adopted this policy on 3/15/2018. The revision deletes the statement that lost or damaged items may be replaced with like materials with staff approval. Requiring reimbursement rather than accepting a replacement gives staff the option of replacing or purchasing a different item in accordance with current collection policy.
- **Personnel Policy 4-2-8, Discipline** (revised)
The board adopted this policy on 11/15/2018. The revision clarifies the board's role in the grievance process.
- **Personnel Policy 4-7, Intellectual Property** (new)
This policy asserts JCLD ownership of any works created by JCLD staff or contractor on JCLD time or with JCLD resources. The policy also specifies that intellectual property rights of JCLD suppliers and others will be respected. The addition of this policy was recommended as part of the FY18 audit.

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

Strategic Initiative: Per 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.

3. Operations Policies

Table of Contents

Number	Title	Adopted/Revised
3-1	Patrons	
3-1-1	Privacy and Confidentiality of Library Records	9/27/2018
3-1-2	Patron Responsibilities and Rules of Conduct	1/25/2018
3-1-3	Library Programs	1/25/2018
<i>3-1-4</i>	<i>Safe Children</i>	1/25/2018
3-1-5	Public Records	10/18/2018
3-2	Collection	
3-2-1	Collection Development	10/18/2018
3-2-2	Donated and Gifted Materials	1/25/2018
3-2-3	Patron Input	10/18/2018
3-3	Technology	
3-3-1	Public Access Computers	1/25/2018
<i>3-3-2</i>	<i>Use of the Internet and Other Digital Reference Tools</i>	1/25/2018
3-3-3	Social Software Policy	1/25/2018
3-4	Facilities	
3-4-1	Use of Library Buildings by Other Organizations	1/25/2018
3-4-2	Meeting Space	1/25/2018
3-4-3	Displays and Exhibits	1/25/2018
3-4-4	Bulletin Boards	1/25/2018
3-4-5	Distribution of Free Materials	1/25/2018
3-4-6	Petitions	1/25/2018
3-4-7	Lost and Found	1/25/2018
3-4-8	Disasters and Emergency Preparedness	10/18/2018
<i>3-4-9</i>	<i>Facilities Preventive Maintenance</i>	<i>new</i>
3-5	Volunteers	
3-6	Circulation	
3-6-1	Library Card Eligibility	5/18/2018
3-6-2	Library Card Registration	9/27/2018
3-6-3	Library Card Scholarships	3/15/2018
3-6-4	Loan Periods and Renewals	3/15/2018
3-6-5	Hold Requests	3/15/2018
<i>3-6-6</i>	<i>Fines and Fees</i>	<i>3/15/2018</i>
3-6-7	Implementation and Appeal Rights	3/15/2018
3-7	Appendix A. ALA Policies	
3-7-1	ALA Library Bill of Rights	1/25/2018
3-7-2	ALA Freedom to Read	1/25/2018
3-7-3	ALA Freedom to View	1/25/2018
3-7-4	ALA Free Access for Minors	1/25/2018
3-7-5	ALA Confidentiality of Library Records	1/25/2018

3-7-6	ALA Code of Ethics	1/25/2018
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Policy 3-1-4. Safe Children

Adopted 1/25/2018

Revised x/xx/xxxx

Josephine Community Library District (JCLD) welcomes children of all ages. Serving children is a vital part of the library mission. JCLD strongly encourages families and children to make full and frequent use of the library. JCLD asks patrons to help keep the library a safe and pleasant place for children by adhering to the following policies.

A. Public Nature of the Library

Parents should be aware that the library is a public building open to all individuals. It is not the library staff's or volunteers' function or purpose to provide supervision or to care for children while the parent or the designated responsible person are outside the library. Library staff have multiple duties, and in order to serve all citizens, they cannot monitor the behavior or whereabouts of each child visiting the library. Staff and volunteers will not monitor children leaving the library. Staff and volunteers do not take over parental responsibility for children who visit the library.

Parents/caregivers are responsible for the child's behavior at all times while in the library building, or on the library grounds.

B. Levels of Supervision Required

Children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver 14 years old or older at all times and in all areas of the library and on library grounds. Children age 5 and younger must always be in close proximity and within sight of the person responsible for their safety. Children of any age with mental, physical, or emotional disabilities which affect behavior or decision-making skills or make supervision necessary must be accompanied by a parent or capable caregiver at all times.

C. Unattended Children

Library staff and administration are not responsible for unsupervised or unaccompanied children. If library staff is aware of an unattended child, they will try to contact a parent or legal guardian. If unable to locate parent or guardian, staff will contact appropriate authorities. During special library programs for children, parents or guardians must remain on the premises (in the main library where the parent/guardian is accessible to the child) until the program has ended, in case an emergency should arise.

D. Junior Internet Use

Parents should accompany their children while they are using the Internet computer. Children 10 years of age and under are not allowed to use the Internet computer without adult supervision. Parents using an Internet computer should not leave their children unattended in the Children's Department area.

In compliance with the Children's Internet Protection Act (CIPA), JCLD has installed filters on all library computers to block access to images that are obscene, depict child pornography, or are deemed harmful to minors. These filters:

- Protect minors from inappropriate matter on the Internet.
- Protect the safety and security of minors when they're using email, social media, chat rooms, and other forms of direct electronic communications.
- Prevent unauthorized access, including "hacking" and other unlawful activities, by minors online.
- Prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Restricts minors' access to materials harmful to them.

E. Library Hours and Emergency

Parents/responsible persons are expected to be aware of the opening and closing times of the library, bearing in mind that these can and do change. If the child is left at the library after closing time, an attempt will be made to contact the parent. If the parent cannot be reached, the child will be considered abandoned and the police will be called after 30 minutes.

If the library closes as the result of an emergency and the parent cannot be reached, the police will be called as soon as possible. Staff can require that unattended children go with them during emergency procedures, such as seeking shelter from severe weather or evacuation of the building. Unless there is an emergency, staff members or volunteers will not take a child out of the building or transport children to another location.

Policy 3-3-2. Use of the Internet and Other Digital Reference Tools

Adopted 1/25/2018

Revised x/xx/xxxx

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 library's public Internet computers ~~in the Children's Department~~ are filtered in compliance with the Children's Internet Protection Act (CIPA). 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.

In compliance with the Children's Internet Protection Act (CIPA), JCLD has installed filters on all library computers to block access to images that are obscene, depict child

pornography, or are deemed harmful to minors. Adult patrons conducting legitimate research or other lawful purposes on the library's public access computers may request that staff bypass filters to access information that would otherwise be filtered.

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 filter or 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 3-4-9. Facilities Preventive Maintenance

Adopted xx/xx/xxxx

Josephine Community Library District (JCLD) adheres to a defined preventive maintenance program of library buildings. This program includes checklists of critical areas to be inspected along with a daily, monthly, and quarterly schedule of specific inspections. Additional inspections are required during inclement weather.

Daily visual inspections are conducted by all employees. The visual inspections are simply taking notice of anything that appears to be out of compliance and reporting it.

Monthly inspections are the responsibility of the library director or designee. This comprehensive inspection follows an established checklist and documented. Recommendations are forwarded to the library director.

Quarterly inspections are the responsibility of the JCLD Safety Committee per OROSHA Rule 437-001-0765(7). Completed quarterly inspections will be compared to monthly inspections. Recommendations are made to the library director.

Inclement weather inspections are the responsibility of the library director or designee. When a storm is forecasted, a preventive inspection will be done to ensure the facilities are prepared for the storm. After the storm has passed, another inspection will be conducted to identify any damage incurred and repairs needed. Recommendations for repairs are made to the library director.

JCLD will provide inspection training for staff as necessary. JCLD will conduct annual refresher training for staff that includes existing inspections as well as any new conditions to be aware of. JCLD will also conduct refresher training if a property claim is filed.

For details about the building preventive maintenance program, including the checklists and schedules, see the library director.

3-6-6. Fines and Fees

Adopted 3/15/2018

Revised x/xx/xxxx

Borrowing privileges will be suspended if a patron has \$10 or more in outstanding fines or fees. Privileges will be restored when outstanding charges are brought below this amount.

~~Lost or damaged items may be replaced with like material of equal or higher quality with staff approval. Refunds will be available if a lost item is located and returned within 30 days.~~

Late Fees: Items not returned by the due date incur the following fees:

Adult materials	25 cents per day
Children's materials	10 cents per day

Item Replacement Fees: Replacement fees for lost or irreparably damaged materials are based on the purchase price reflected within the library catalog system minus a 20 percent allowance for library volume discount. Ancillary fees are as follows:

Audio book case	\$7 per item
Music CD case	\$2 per item
DVD case (holds 1-2 discs)	\$3 per item
DVD case (holds 3 or more discs)	\$7 per item
Processing fee for lost materials	\$5 per item

4. Personnel Policies for All Employees

Table of Contents

Number	Title	Adopted/Revised
4-1	Overview and Purpose of Personnel Policies	
4-1-1	Equal Employment Opportunity	10/19/2017
4-1-2	Personnel Administration Generally	10/19/2017
4-2	Appointment, Qualifications, and Separation	
4-2-1	Employee Status	10/19/2017
4-2-2	Exempt Employees	10/19/2017
4-2-3	Volunteers	10/19/2017
4-2-4	Eligibility of Employment	10/19/2017
4-2-5	Driving Record	10/19/2017
4-2-6	Performance Evaluations	7/19/2018
4-2-7	District Expectations of Employees	7/19/2018
4-2-8	<i>Discipline</i>	<i>11/15/2018</i>
4-3	Payroll, Scheduling, and Overtime Practices	
4-3-1	Work Week, Working Hours, and Overtime	10/19/2017
4-3-2	Health Insurance and Retirement Benefits	9/27/2018
4-4	Employee Travel Authorization and Reimbursement	
4-4-1	Travel Reimbursement Approval	1/25/2018
4-4-2	Travel Reimbursement Guidelines	4/26/2018
4-5	Time Off	
4-5-1	Vacation	1/25/2018
4-5-2	Holidays	11/15/2018
4-5-3	Sick Leave	10/19/2017
4-5-4	Leaves	4/26/2018
4-5-5	Donating Personal Time Off	5/17/2018
4-6	Safety and Accidents	9/27/2018
4-6-1	Workplace Safety	9/27/2018
4-6-2	Accident Response	9/27/2018
4-6-3	Reporting Suspected Child or Elder Abuse	9/27/2018
4-7	<i>Intellectual Property</i>	<i>new</i>

4-8	Non-Discrimination, Harassment, and Bullying	
4-8-1	Non-Discrimination	3/15/2018
4-8-2	Harassment	3/15/2018
4-8-3	Bullying	3/15/2018
4-9	Whistleblower Reporting and Protection	11/15/2018

Policy 4-2-8. Discipline

Adopted 11/15/2018

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

Disciplinary Action

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

1. **Verbal counseling or warning.** For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.
2. **Written counseling or warning.** The employee may be given a written warning. A copy will be placed in the employee's personnel file, and the employee will be given a copy. The written warning should be signed and dated by the employee. Employees who disagree with the facts in the warning may submit a written response. The warning and the employee response will be placed in the employee's personnel file.
3. **Performance improvement plan.** The employee may be put on a performance improvement plan, which helps clarify performance deficiencies and goals or plans for improvement on the job. The plan includes a response from the employee. A copy signed by the employee and supervisor will be placed in the employee's personnel file, and the employee will be given a copy.
4. **Suspension.** If a second offense of any kind occurs after the first written warning, the employee may be suspended from work without pay for up to 30 days. The length of suspension will depend upon the seriousness of the offense. Before suspending an employee without pay, the supervisor will meet with and allow the employee the opportunity to respond.
5. **Suspension pending dismissal.** If a third offense of any kind occurs after the first written warning, the employee may be suspended without pay pending dismissal.

6. **Dismissal.** An employee may be dismissed if the employee violates district policy, commits serious misconduct, or fails to improve the level of performance. However, this statement does not limit the district's right to end the employment with or without cause at any time.

Supervisors are not required to go through the entire six steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and library director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first four steps of this procedure when the supervisor feels it is necessary.

Grievance Process

It is the policy of Josephine Community Library District that all employees be afforded due process when any disciplinary action greater than a verbal or written warning has been imposed. This process allows employees to have their grievance heard or to appeal a decision for disciplinary action. The following 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 ~~shall respond in writing within 45 days after the date of the presentation of the grievance under no obligation to grant a hearing and may determine not to hear the matter. Should t~~he board ~~elect to proceed, it~~ may solicit additional information as it deems appropriate, and it may exercise a full range of discretionary actions, from upholding the disciplinary action to modifying the action in any manner as determined by the board. ~~The board shall respond in writing within 45~~

~~days after the date of the presentation of the grievance.~~ The decision of the board shall be final and binding.

If the grievance procedures established in this section are not initiated by the employee within the specified time limits, the grievance shall be considered not to have existed.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Policy 4-7. Intellectual Property

Adopted xx/xx/xxxx

Josephine Community Library District (JCLD) asserts the district's proprietary rights to its intellectual property. It also respects the intellectual property rights of others.

Work Product Ownership, Copyrights, and Patents

The JCLD Board of Directors recognizes the importance of encouraging its staff to engage in professional writing, research, and other creative endeavors. All physical and electronic publications, instructional materials, documentation, reports, programs, data, property, or other work products will be the exclusive property of JCLD if that work product:

- Is conceived, created, developed, or made entirely or in any part during employment for JCLD or on JCLD time; or
- Uses any equipment, supplies, facilities, assets, materials, information, or resources of JCLD or any party under contract with JCLD; or
- Results from any work performed by the employee or any JCLD employee for, or on behalf of, JCLD.

JCLD will apply for copyrights and patents when deemed appropriate by the library director. Employees are expected to cooperate with JCLD's efforts.

In the event that an employee produces items partly on his or her own time and partly on JCLD time, JCLD reserves the right to claim full ownership. The employee, however, may petition JCLD for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the library director.

Intellectual Property Rights of Suppliers

JCLD respects the intellectual property rights of its suppliers, partners, patrons, and others, including original equipment manufacturers, software developers, and other independent service organizations. No JCLD employee, independent contractor, volunteer, or agent should steal or misuse the intellectual property rights owned or maintained by another.

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

In the Matter of Adopting Policies for Josephine Community Library District)))))	Resolution No. 2019-001
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WHEREAS, the Board of Directors has reviewed new and revised operations and personnel policies written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

- Operations Policy 3-1-4, Safe Children
- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Operations Policy 3-4-9, Facilities Preventive Maintenance
- Operations Policy 3-6-6, Fines and Fees
- Personnel Policy 4-2-8, Discipline
- Personnel Policy 4-7, Intellectual Property

DONE AND DATED this 17th day of January, 2019.

Jennifer Roberts, Board Member

Judy Williams, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)
Expenditure of Grants Offered to) Resolution No. 2019-002
Josephine Community Library District)

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

WHEREAS, since the date of budget adoption, JCLD has received an \$11,016 grant from the State Library of Oregon for the Ready to Read grant in support of the Early Literacy Program and the Summer Reading Program:

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$11,016 grant from the State Library of Oregon is authorized for expenditures starting in fiscal year 2018-19 and continuing through the end of calendar year 2019 for the specific purpose of supporting the Early Literacy and Summer Reading programs.

DONE AND DATED this 17st day of January, 2019.

Jennifer Roberts, Board Member

Judy Williams, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

INDEPENDENT CONTRACTOR AGREEMENT

Contract Number: 20190217

This Independent Contractor Agreement ("Agreement") is by and between Josephine Community Library District ("JCLD") and Sheepscot Creative ("Contractor"), effective _____, 2019.

AGREEMENT

In consideration of the mutual promises stated in this Agreement, JCLD and Contractor agree as follows:

1. Engagement of Services

1.1 Contractor is hereby engaged by JCLD as an independent contractor to provide communications services as set forth in the attached **Exhibit A** (collectively the "Services").

1.2 Contractor will provide its own equipment, supplies, and materials as needed at its own expense. Contractor will perform the Services in a timely manner in accordance with the timeframes in **Exhibit A**.

1.3 Contractor will perform the Services with that degree of skill and judgment normally exercised by recognized professional firms performing services of the same or substantially similar nature and in compliance with all applicable laws, regulations, codes and standards.

2. Term and Termination

2.1 This Agreement shall be effective from _____, 2019 until June 30, 2019, or until terminated in accordance with this **Section 2**. Either party may terminate this Agreement for any reason upon thirty (30) days' advance written notice to the other. On receiving notice of termination, Contractor shall consult with JCLD on how to efficiently wind-up work on the Services which it is then providing to JCLD and shall not proceed with any further work (other than limited wind-up activities) after such notice without specific written authorization from JCLD. Notice of termination shall not affect Contractor's right to be otherwise paid for Services rendered prior to termination.

2.2 Amendments to this Agreement must be made in writing and signed by Contractor and JCLD.

3. Compensation, Expense Reimbursement, and Invoicing

3.1 JCLD shall pay Contractor fees for Services in accordance with the payment schedule as set forth in **Exhibit A**.

3.2 Contractor will submit to JCLD, on or shortly thereafter the first business day of each month, a proper itemized invoice for Services (as described in **Exhibit A**) performed during the previous month. JCLD will pay the amount billed within thirty (30) business days after receipt provided that prior approval for expenses was granted to Contractor as required under this Agreement.

3.3 Only reasonable and pre-approved travel expenses (transportation and lodging) shall be reimbursed by JCLD. Mileage will be paid according to the JCLD travel reimbursement policy. Contractor must submit receipts for other travel and production expenses.

3.4 Should the contractor fail to perform the identified scope of work or meet the established performance and quality standards, payment may be reduced or withheld; the contractor may be required to perform, at the contractor's expense, additional work necessary to perform the identified scope of work or meet the standards; and/or the contract may be terminated and JCLD may seek damages and other relief available under the terms of the contract or applicable law.

4. Relationship of the Parties

4.1 Contractor is an independent contractor, and this Agreement is not intended to form a partnership or joint venture between the parties. Contractor and any person or entity performing services on Contractor's behalf, including but not limited to Contractor's employees, agents, affiliates, subsidiaries, and subcontractors (collectively "Contractor's Personnel") are and will be either independent contractors of Contractor or Contractor's employees, and are not employees or agents of JCLD. Neither Contractor nor any of Contractor's Personnel are entitled to participate in any benefit program provided by JCLD to its employees. Contractor is solely responsible for payment of compensation to Contractor's Personnel and will withhold and pay to appropriate authorities all taxes, contributions, and assessments imposed or required under all laws with respect to payments made to Contractor's Personnel.

4.2 During the term of this Agreement, Contractor will maintain any business registration or license required by law for Contractor to perform the Services specified in this Agreement as an independent contractor. At any time, upon request by JCLD, Contractor will submit to JCLD proof acceptable to JCLD of such registration or license.

4.3 Contractor certifies that (a) it is free from discretion and control in connection with the performance of the Services; and (b) Contractor is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in providing the Services.

4.4 Contractor agrees to indemnify and hold harmless Josephine Community Library District from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Josephine Community Library District that result from the acts or omissions of Contractor, Contractor's employees, if any, and Contractor's agents. Josephine Community Library District agrees to indemnify and hold harmless Contractor from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Contractor that result from the acts or omissions of Josephine Community Library District, Josephine Community Library District's employees, if any, and Josephine Community Library District's agents.

5. Rights to Intellectual Property

Contractor hereby assigns to JCLD all of Contractor's right, title, and interest in and to the Work Product, including without limitation the right to copyright the same in the United States of America and throughout the world. Without limitation, JCLD shall have the right to publish, reproduce, make derivative works of, distribute and display the Work Product.

6. Insurance

6.1 Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon JCLD's request, Contractor will submit to JCLD proof acceptable to JCLD of such insurance. Contractor will further notify JCLD immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that JCLD will not provide insurance coverage for Contractor.

6.2 Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of JCLD, provide to JCLD proof acceptable to the JCLD of such insurance. Contractor will further notify JCLD immediately of any substantial modification or cancellation of such insurance.

6.3 Contractor will provide JCLD with a Certificate of Insurance for the contracted period, listing JCLD as the certificate holder.

7. Notices

Notices required by this Agreement will be deemed effective (i) if delivered personally, on receipt, (ii) if mailed, three days after being mailed by U.S. certified mail, return receipt requested, or (iii) if emailed, on confirmation of both successful transmission and receipt. Notice will be given to the persons at the contact information listed below or to such other persons or contact information as may be designated by a party by notice pursuant to this provision.

If to JCLD:

JCLD
200 NW C Street
Grants Pass, Oregon 97526
Attn: Kate Lasky
P: (541) 476.0571
E: klasky@josephinelibrary.org

If to Contractor:

Sheepscot Creative
1819 SE 32nd Place
Portland, Oregon 97214
Attn: Dave Weich
P: (503) 310.3745
E: dave@sheepscotcreative.com

8. Termination for Cause

If either party breaches any provision of this agreement and if such breach is not cured within thirty (30) days after receiving written notice from the other party specifying such breach in reasonable detail, the non-breaching party shall have the right to terminate this agreement by giving written notice thereof to the party in breach, which termination shall go into effect immediately on receipt.

9. Survival

Upon termination or expiration of the term of this Agreement, the rights and obligations of the parties under this Agreement will end, and neither party will have any claim, including claim for termination damages, against the other; provided however, that the following obligations will survive termination of this Agreement: **Section 5** and any other provisions which by their nature extend beyond the term of this Agreement.

10. Choice of Law or Governing Law

This agreement shall be governed by and construed in accordance with the internal laws of the State of Oregon U.S.A., without reference to any conflicts of law provisions.

11. Choice of Venue

Each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, the federal court sitting in the State of Oregon, U.S.A., or the state court of Oregon in Josephine County in any legal proceeding arising out of or relating to this contract. Each party agrees that all claims and matters may be heard and determined in any such court and each party waives any right to object to such filing on venue, forum non-convenient, or similar grounds.

12. Attorney's Fees

The non-prevailing party in any dispute under this agreement shall pay all costs and expenses, including expert witness fees and attorneys' fees, incurred by the prevailing party in resolving such dispute.

13. Force Majeure

Neither party shall be held responsible for any delay or failure in performance of any part of this agreement to the extent such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other party in writing within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right, without any liability to the other party, to terminate this agreement.

14. Indemnity

Each party shall indemnify, defend, and hold the other party harmless from and against any and all claims, actions, suits, demands, assessments, or judgments asserted, and any and all losses, liabilities, damages, costs, and expenses (including, without limitation, attorneys fees, accounting fees, and investigation costs to the extent permitted by law) alleged or incurred arising out of or relating to any operations, acts, or omissions of the indemnifying party or any of its employees, agents, and invitees in the exercise of the indemnifying party's rights or the performance or observance of the indemnifying party's obligations under this agreement. Prompt notice must be

given of any claim, and the party who is providing the indemnification will have control of any defense or settlement.

15. Successors and Assigns

This agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, legal or personal representatives, successors, and assigns.

16. Survival

All provisions that logically ought to survive termination of this agreement shall survive.

17. Other Agreements of Contractor

Contractor represents and warrants that this Agreement does not violate any agreement with any other person or entity.

18. Authority

Each of the individuals signing this Agreement represents and warrants that he or she has been properly authorized by the party for whom the individual is signing this Agreement to enter into this Agreement.

JCLD:
Josephine Community Library District

CONTRACTOR:
Sheepscot Creative, LLC

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Statement of Work

Services

Sheepscot Creative ("Contractor") will provide communications consulting and production services to Josephine Community Library District ("JCLD").

Contractor will maintain a calendar of quarterly goals and objectives. Project workflow and development will be managed jointly by Contractor and JCLD via

biweekly phone calls and thorough, responsive email correspondence. Contractor will issue monthly progress and status reports to facilitate feedback and the ongoing optimization of its work.

Work will typically be performed at the offices of Contractor, but may take place at other locations, including JCLD's facilities, as required.

Available deliverables include:

- Strategic communication plans (short- and long-term)
- Copywriting
- Graphic design
- Video production
- Photography
- Communication coaching and mentorship
- Web and digital strategy
- Organizational audits and market research
- Brand development

Compensation

\$2,100/month (approximately 19 hours minus expenses)

Contractor will bill JCLD on or shortly thereafter the first business day of each month at a blended hourly rate of \$110 plus reimbursable expenses. Reimbursable expenses include: airfare, ground transportation and lodging; printing and material production costs; and other costs as approved in advance by JCLD. Contractor will provide receipts for reimbursable expenses.

Each month, Contractor will document the number the hours of service delivered and reimbursable expenses incurred. Any unused hours and funds in a given month will roll over to the month following, credited cumulatively to JCLD's service account. At the completion of each quarter, or upon request by either party, Contractor and JCLD may review the volume and quality of work performed against the monthly retainer.

Contractor will deliver additional hours of service, as requested by JCLD, at the same blended hourly rate of \$110.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 15, 2019
SUBJECT: First Reading of Operations and Personnel Policies

The following policies are presented for the board's first reading this month. Changes are highlighted in the policy text attached.

- Operations Policy 3-2-2, **Donated and Gifted Materials** (revised)
The board adopted this policy on 1/25/2018. The statement "JCLD accepts donations of books and other materials in good condition" is proposed to change to "...books *and DVDs published or released within the last two years in new condition.*" This change reflects the district's collection development plan.
- Volunteer Policy 5-1, **Value and Purpose** (revised)
The board adopted this policy on 1/25/2018. In the last sentence "...provides for appropriate volunteer recognition and appreciation befitting the benefit volunteers provide...", it's proposed that the word "befitting" be changed to "acknowledging".

Resources: Oregon Revised Statutes
Special Districts Association of Oregon (SDAO)
Library policies from Hood River, Baker County, and Deschutes library systems

Strategic Initiative: Per 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.

3. Operations Policies

Table of Contents

Number	Title	Adopted/Revised
3-1	Patrons	
3-1-1	Privacy and Confidentiality of Library Records	9/27/2018
3-1-2	Patron Responsibilities and Rules of Conduct	1/25/2018
3-1-3	Library Programs	1/25/2018
3-1-4	Safe Children	1/25/2018
3-1-5	Public Records	10/18/2018
3-2	Collection	
3-2-1	Collection Development	10/18/2018
<i>3-2-2</i>	<i>Donated and Gifted Materials</i>	<i>1/25/2018</i>
3-2-3	Patron Input	10/18/2018
3-3	Technology	
3-3-1	Public Access Computers	1/25/2018
3-3-2	Use of the Internet and Other Digital Reference Tools	12/20/2018
3-3-3	Social Software Policy	1/25/2018
3-4	Facilities	
3-4-1	Use of Library Buildings by Other Organizations	1/25/2018
3-4-2	Meeting Space	1/25/2018
3-4-3	Displays and Exhibits	1/25/2018
3-4-4	Bulletin Boards	1/25/2018
3-4-5	Distribution of Free Materials	1/25/2018
3-4-6	Petitions	1/25/2018
3-4-7	Lost and Found	1/25/2018
3-4-8	Disasters and Emergency Preparedness	10/18/2018
3-5	Volunteers	
3-6	Circulation	
3-6-1	Library Card Eligibility	5/18/2018
3-6-2	Library Card Registration	12/20/2018
3-6-3	Library Card Scholarships	3/15/2018
3-6-4	Loan Periods and Renewals	3/15/2018
3-6-5	Hold Requests	3/15/2018
3-6-6	Fines and Fees	3/15/2018
3-6-7	Implementation and Appeal Rights	3/15/2018
3-7	Appendix A. ALA Policies	
3-7-1	ALA Library Bill of Rights	1/25/2018
3-7-2	ALA Freedom to Read	1/25/2018
3-7-3	ALA Freedom to View	1/25/2018

3-7-4	ALA Free Access for Minors	1/25/2018
3-7-5	ALA Confidentiality of Library Records	1/25/2018
3-7-6	ALA Code of Ethics	1/25/2018

Policy 3-2-2. Donated and Gifted Materials

Adopted 1/25/2018

Books and Materials

JCLD accepts donations of books and ~~other materials~~ DVDs published or released within the last two years in ~~good~~ new condition which meet collection development criteria. The library's acceptance of a donated item does not constitute an agreement to add it to the collection; the library reserves the right to dispose of all donations as it sees fit.

Cash Donations

Monetary donations may be made to the Josephine County Library Foundation, the local Friends of the Library, or to JCLD. Donations to the foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.

Donations of Art

JCLD has only a limited ability to store or display art, and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the library district generally does not accept donations of artwork.



My library works for me.

Josephine Community Library District

200 NW C Street, Grants Pass, Oregon 97526

(541) 476-0571

info@josephinelibrary.org

www.josephinelibrary.org

Volunteer Policies

Table of Contents

Number	Title	Adopted/Revised
<i>5-1</i>	<i>Value and Purpose</i>	<i>1/25/2018</i>
5-2	Equal Employment Opportunity	1/25/2018
5-3	Volunteer Selection	1/25/2018
5-4	Volunteer Positions and Time Commitment	1/25/2018
5-5	Attendance and Recording Hours	1/25/2018
5-6	Training	1/25/2018
5-7	Volunteer Standards of Conduct and Termination	1/25/2018
5-8	Dress Code	1/25/2018
5-9	Cell Phones, Computers, and Electronic Devices	1/25/2018
5-10	Conflicts	1/25/2018
5-11	Patron Confidentiality	1/25/2018
5-12	Giving and Receiving Patron Gifts	1/25/2018
5-13	Resignation	1/25/2018
5-14	General Safety Responsibilities	1/25/2018
5-15	Workers' Compensation Coverage	1/25/2018

Policy 5-1. Value and Purpose

Adopted 1/25/2018

Josephine Community Library District (JCLD) values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons at all four branches. Without the volunteers' outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A volunteer in the library system is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of JCLD may not volunteer to do work they would otherwise be paid to accomplish.

The volunteer manager directs, develops, and administers the JCLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The volunteer manager also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation ~~befitting-acknowledging~~ the benefit volunteers provide to the libraries and the communities they serve.

TO: Josephine Community Library District Board of Directors and
Josephine County Library Foundation
FROM: Facilities Oversight Task Force:
Jennifer Roberts, Judy Williams, Sue Cohen, Steve Swearingen, and Kate Lasky
DATE: January 11, 2019
SUBJECT: Facilities Master Plan Phase 2 update

Recent activity

New Williams library and remodeled Illinois Valley library. The Hacker architectural team completed design concepts on a new Williams building and remodeled Illinois Valley library. They presented preliminary cost estimates at a December 14 videoconference. The task force has questions about the potential cost of operations and maintenance for the two buildings.

New Grants Pass building. Having received authorization from the foundation board to pursue exploratory discussions with property owners, the two foundation task force members met with one of the property owners. Soon afterwards, the property owner submitted a proposal for a guaranteed right of purchase. He was informed that the foundation is not ready to commit funds at this time, and the task force agreed that it's in the best interest of all parties to refrain from discussing specific properties at this time. Several properties are being assessed as a possible building site for a new Grants Pass library, no decision has been made, and no funds to purchase property are yet in hand.

On December 4, the foundation approved \$12,600 for Hacker to develop drawings for a new Grants Pass library, which is out of scope in the original agreement. At a December 14 videoconference, Hacker presented initial design thoughts, including two building layout schemes. Based on feedback from the task force, on January 10 Hacker presented refined design ideas including an exterior view and preliminary floor plan.

The City of Grants Pass provided information about its Urban Renewal Area and River District plan.

Final Facilities Master Plan presentation. At 5:30 pm on Thursday, January 31, a special district board meeting will be called for the Facilities Master Plan presentation, which will be led by the task force, with Hacker and Penny Hummel Associates. The foundation board, library staff, volunteers, other community stakeholders, and the general public will be invited to this meeting, which will be held in the main reading room in the Grants Pass branch. This meeting will mark the completion of Phase 2 Pre-design/Preliminary Concepts.

Facilities Master Plan Phase 2 schedule

The following lists project milestones and deliverables. Items in italics are completed.

Dates	Milestones
Sep 10	<i>Site visit with project kickoff and buildings tour.</i>
Sep 18	<i>Site visit for engineering assessment of IV and WC.</i>
Oct 9	<i>Site visit with task force to tour potential GP building sites and present initial recommendations and design ideas on new IV and WM buildings.</i>
Oct 17	<i>Videoconference with task force for detailed assessments of IV and WC.</i>
Oct 30	<i>Videoconference with task force to present preliminary design concepts on IV and WM as well as the GP building site analysis.</i>
Nov 20	<i>Videoconference on final designs and concept images for IV and WM.</i>
Dec 14	<i>Videoconference with task force to present preliminary cost estimates for IV and WM and initial design ideas for GP.</i>
Jan 10	<i>Videoconference with the task force to present refined design concepts for GP, including preliminary exterior views and plan diagrams; also discussed final cost estimates for Illinois Valley and Williams.</i>
Jan 14-18	Email correspondence on final concept design for GP.
Jan 22-25	Videoconference with task force to present initial cost estimates for Grants Pass. Prepare for final presentation of Facilities Master Plan.
Jan 28-30	Email correspondence on any updates to the Grants Pass cost estimate.
Jan 31	Hacker to meet with task force, boards, and other stakeholders to present the final Facilities Master Plan.

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 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.