

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, March 21, 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		L. Samson	
Standing Items			
1. Approval of agenda	Motion	L. Samson	10 min
2. Approval of February 21 minutes			
3. Approval of March 6 minutes	Motion		
4. Public comment			
5. Correspondence			
6. Annexation petition review: Theodore and Jimmie Demetriades, Iris Chinook	Motion		
FY2017-18 Audit Presentation	Motion	Pauly, Rogers and Co., P.C.	20 min
Board Recruitment	Discussion	Roberts/ Samson	5 min
Staff Reports			
1. Library director's report	Report	K. Lasky	5 min
2. Financial report	Report	Lasky/Hay	5 min
3. Budget planning report	Report	K. Lasky	5 min
Action Items			
1. Policies, second reading: Operations	Resolution	K. Lasky	5 min
2. Policies, first reading: Personnel	Discussion	K. Lasky	5 min
3. MOU with Josephine County Library Foundation	Discussion	J. Williams	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
3. Consent calendar	Discussion	L. Samson	10 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		L. Samson	
Adjourn		L. Samson	

Upcoming Meetings and Events

Date	Upcoming Meetings and Events
Apr 1 (subject to approval)	JCLD budget committee meeting 5:15pm in GP
Apr 7	The Great Book Grab 12-3pm in GP, weather permitting
Apr 10	Hosting Chamber of Commerce Greeters 7:45-9am in GP
Apr 18	JCLD regular board meeting 5:15pm in GP
Apr 30	Dia de los Niños (TBD) in GP

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, February 21, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams

Members absent: Laurel Samson

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

Guests: Issei Suzuki

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

STANDING ITEMS

Approval of agenda. Ms. Lasky noted that the audit presentation is no longer part of the agenda.

Approval of January 13 meeting minutes. There were no changes to the January 13 meeting minutes,

Motion: Mr. Harelson moved that the minutes to the January 13, 2019 board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Approval of January 17 meeting minutes. Ms. Roberts requested clarification under the “correspondence” section to clarify that Ms. Lasky presented Ms. Samson’s correspondence in the January 17 meeting minutes,

Motion: Mr. Harelson moved that the minutes to the January 17, 2019 board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Approval of January 31 meeting minutes. There were no changes to the January 31 meeting minutes,

Motion: Ms. Williams moved that the minutes to the December 20, 2019 board meeting be approved. Mr. Harelson seconded. The motion passed unanimously.

Approval of February 7 meeting minutes. There were no changes to the February 7 meeting minutes,

Motion: Ms. Williams moved that the minutes to the December 20, 2019 board meeting be approved. Mr. Harelson seconded. The motion passed unanimously.

Mr. Harelson requested that the library district board consider noticing subcommittee meetings going forward.

Public comment. No public comment was offered.

Correspondence. Ms. Lasky shared that Sheepscot Creative will be visiting the library on March 20 & 21 and has requested a communications-related workshop with the board of directors.

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

Motion: Mr. Ellison moved that the board endorse the annexation petitions for Roberta Weeks, Deborah Lukas, Josephine Perkins, Kevin Helmer, Charlene Shelton, David Maize, Carol Young, Betsey Norton, Ann Padgett, Dennis Dreher, Marcy Tilton, Amy Montgomery, and Kathy Krauss. Ms. Williams seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

Strategic Plan Presentation. Mr. Kosmala presented the “Annotated 2019 Strategic Plan Updates” documents summarizing the library district’s strategic plan through 2020.

Imperative 4 Initiative: Mr. Harelson requested changing the language from “Develop a recruitment and retention plan...” to “Develop and execute a recruitment and retention plan... .”

Imperative 5 initiative: The board discussed the importance of diversity and asked, “What does the district define as diverse?” in the action plan.

Action: Ms. Lasky will bring the definition of diversity, equity, and inclusion to the next board meeting.

Motion: Ms. Williams moved that the changes to the strategic plan be accepted with an amendment to Imperative 4. Mr. Ellison seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

Board Recruitment. Ms. Roberts explained that she and Ms. Williams have terms that are expiring at the end of this fiscal year and the board of directors will need to think about recruitment. The board discussed future board requirements.

Mr. Harelson noted that future board members should know that there is a governance process to being on a library district board.

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated February 21, 2019. The following are highlights:

- The first budget committee meeting will be held the first week of April and the second before May 15 so that Ms. Samson is able to attend.

Financial report. Ms. Hay reviewed the January Financial Statement memo dated February 21, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through January 2109, the Profit & Loss statement for grants through January 2019, and the Balance Sheet as of January 2019, 2018.

E-rate report. Referencing the “Internet Infrastructure Project and FCC E-rate funding” memo, Ms. Stover reported that the proposals have been evaluated for both RFPs and vendors were invited to provide contracts. The contracts are now under attorney review. A special board meeting to review contracts has been requested for March 6 at 5:15 pm. Ms. Stover will provide an executive summary of both contracts beforehand.

Budget planning report. Referencing the “FY20 Budget Committee Recruitment and Budget Development” memo, Ms. Lasky presented an expression of increase in wages in the “Three Year Personnel Services Projection” spreadsheet.

Mr. Harelson requested a five-year projection for a maximum five-percent increase to ensure fiscal responsibility.

Action: Ms. Hay will provide a new projection for the next board meeting.

ACTION ITEMS

Policies, second reading: Operations and Volunteer. Referencing her “Second Reading of Operations and Volunteer Policy Revisions” memo dated February 19, 2019, Ms. Lasky summarized the content of the following new or revised policies for the board’s second reading.

- Operations 3-2-2 Donated and Gifted Materials
- Volunteer Policy 5-1, Value and Purpose

Motion: Ms. Williams moved to approve resolution 2019-004 to adopt policies 3-2-2, and 5-1. Mr. Ellison seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Expenditure of Grants Offered.

Motion: Mr. Harelson moved to approve resolution 2019-003 to authorize expenditures of the Josephine County Cultural Coalition grant for history and poetry programs. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Resolution to Appoint Budget Officer.

Motion: Ms. Williams moved to approve resolution 2019-005 to allow the designation of the Budget Officer for Josephine Community Library District. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Policies, first reading: Operations. The board had its first reading and discussion of the following policy:

- Operations 3-6-4, Loan Periods and Renewals

The second reading of this policy will take place at the March board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stover shared the following highlights:

- The library foundation developed a communications plan to work closely with the library district.
- Sheepscoot will work directly with a team from the district and JCLF to develop branding.
- Plans for the spring fundraising drive are underway.
- The feasibility study is being designed.
- \$8,360 from the Borders Trust was requested and approved by the library district for updates to the Teen Room at the Grants Pass branch.

Facilities Oversight Task Force. Ms. Williams asked whether the board needs to endorse the Facilities Master Plan.

Motion: Ms. Williams moved to endorse the Facilities Master Plan in its current draft recognizing that changes may be made. Mr. Harelson seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

Comments from board members. Mr. Harelson shared that he attended Legislative Day in Salem with Ms. Lasky on behalf of the library district.

Date and agenda items for next meeting. Ms. Roberts announced that the next regular meeting will be at 5:15 pm on Thursday, March 21.

ADJOURNMENT

The meeting adjourned at 7:28 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Board Special Meeting Minutes
Wednesday, March 6, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Judy Williams, Beecher Ellison

Members absent: Laurel Samson

Staff present: Library Director Kate Lasky

Contractors present: Communications Specialist Teresa Stover, Attorney Mark Bartholomew

Guests: Sue Cohen, Bill Kohn

CALL TO ORDER. Vice President Jennifer called the meeting to order at 5:17pm

REVIEW OF CONTRACTS

Review of contracts for the Internet Infrastructure Project. Ms. Stover reviewed the E-rate project, the process of filing for E-rate, and the vendor contracts for approval.

Mr. Bartholomew reviewed the process of approval and the two specific contracts with Hunter Communications and Technology Integration Group. Mr. Bartholomew reported that all changes his firm, Hornecker Cowling, requested had been made by the two vendors.

Mr. Ellison asked about choice of legal jurisdiction, governing law, and venue in the Hunter contract.

Mr. Bartholomew pointed out the contract doesn't provide for specific governing law, though it's an Oregon contract, such that without explicitly citing a different law, the contract would be under Oregon law.

STANDING ITEMS

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

Public comment. No public comment was offered.

ACTION ITEMS

Approval of resolution to approve Hunter Communications contract.

Motion: Mr. Ellison moved to adopt Resolution 2019-006 with the addition of a standard venue clause. Ms. Williams seconded. The motion passed unanimously.

Approval of resolution to approve Technology Integration Group contract.

Motion: Mr. Ellison moved to adopt Resolution 2019-007. Ms. Williams seconded. The motion passed unanimously.

Board recruitment. Ms. Roberts opened conversation about board recruitment, stating the deadline to file for the next election is March 21. The short deadline restricts the board's ability to thoughtfully discuss board make up and responsibilities.

Mr. Harelson said that if no one files the board would appoint a member.

Mr. Ellison said the board would need to amend the bylaws to be able to appoint.

Action: Mr. Ellison will review the bylaws and recommend a change.

Ms. Williams said that board members are available to discuss board responsibilities to anyone interested.

ANNOUNCEMENTS

Comments from board members. No comments were offered.

Date and agenda items for next meeting. Ms. Roberts announced that the next regular meeting will be at 5:15 pm on Thursday, March 21. Topics include the Memorandum of Understanding with Josephine County Library Foundation.

ADJOURNMENT

The meeting adjourned at 6:03 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Kate Lasky". The signature is written in a cursive, flowing style.

Board Secretary Kate Lasky
Josephine Community Library District

Annexation Petitions

March 21, 2019

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the March 21 board meeting for review and action.

	Property Owner	Address
1	Demetriades, Jimmie	281 Village Ln Grants Pass, OR 97527
2	Chinook, Iris	154 Patton Bar Rd Cave Junction, OR 97523

TO: Josephine Community Library District
FROM: Kate Lasky, library director
DATE: March 21, 2019
SUBJECT: Library director's report

Per board request, the following information about the meaning of diversity in the library's strategic plan is taken from the board memo dated November 10, 2018. The full memo is available upon request.

"The Josephine Community Library's strategic plan counts "equity and inclusion" among its guiding values. The Oregon Library Association includes "Diversity and Community Engagement," as a category in its newly developed Public Library Standards. So, what exactly do these terms—diversity, equity, and inclusion—mean, and why are they important concepts to focus on when making decisions about the future of our library system? This memo gives an overview of the relevance of these questions to JCLD's decision-makers and gives a snapshot of diversity in our community.

"What do diversity, equity, and inclusion (DEI) mean?"

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

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

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

Approval request

Branch manager job description is updated to reflect current practices. See attached job description with edits for review and approval.

General Updates

- In-library volunteer recognition banners have been updated with 2018 data at all four branches.
- Request approved by the Josephine County Library Foundation for \$8,360 for the Teen Room Refresh project from the Borders Trust.
- The first budget committee meeting is tentatively scheduled for Monday, April 1 at 5:15pm. The budget committee will appoint the chair at this meeting and set the date and time of its next meeting. It is expected that the committee-approved budget will be presented at the May 16,

2019 board meeting and the budget adoption by the board of directors at the June 20, 2019 meeting.

- The Josephine County Library Foundation is gearing up for its spring fundraising drive mid-April to the end of May. Current sponsors for the drive include AllCare Health, Republic Services, and Welch Investment Group. In this drive, the foundation is asking existing donors to contribute toward 2019 library services and programs.
- Library director, interim executive director of the Josephine County Library Foundation and a foundation board member were interviewed by the Sneak Preview on March 15. We discussed the history of the foundation and district and the Facilities Master Plan. Expect to see an article with concept drawings in the April issue.

Stories

- **In Grants Pass**, held the youth and adult events that made up the “We the People: Revisiting the Founding Era” program funded by ALA/Gilder Lehrman Institute and Josephine County Cultural Coalition. The adult discussion “Making a More Perfect Union” focusing on current issues and the U.S. Constitution, was the most successful and well-attended.
- **In Illinois Valley**, a Spanish speaking patron came into the IV branch to print citizenship application process from his phone email. The branch manager was able to assist in opening his email on an OPAC, following links to his instruction pages and printing them in both Spanish and English. He was relieved to have the information he and his wife needed to make his USCIS appointment.
- **In Williams**, the Williams Community Preschool partnership has resulted in new library card registrations every week. While one parent was filling out the application, he explained that his son had been asking about getting his own card, “non-stop since the class started coming to the library.” While the father was getting him registered, the boy went and picked out several books and was so excited to check them out with his own card.
- **In Wolf Creek**, one Friday afternoon, a woman and her 6-year-old daughter came to visit the library and food bank. After checking out a book, and while her mother was watching her and waiting to enter the food bank, the girl got out a hot-pink scooter and sailed around the school-and-library parking lot, obviously enjoying herself immensely. The library is not only about the fun of reading, but also provides other unexpected pleasures.

Successes

- The Williams branch manager attended the Digital Inclusion Fellowship orientation week in Portland. The cohort received training in program planning and management, equity and inclusion in program planning, strategic marketing to offline communities, and principles and practices of digital inclusion. As part of the fellowship, JCLD staff has been included in an organizational membership with NTEN, which provides an online community and learning resources related to the use of technology for non-profits and libraries. The branch manager began planning for a year-long digital inclusion project that will start by better equipping library volunteers to help with patrons’ computer questions.
- The library director was given Library Journal’s Mover & Shaker award for community building. Her colleagues from around the state nominated her for this competitive honor.

Challenges

- Time constraints continue to be a challenge. Multiple infrastructure projects, partnership commitments, strategic planning, and budget development require continuous shifting of priorities. All are important.

Imperative #1 Enhance program quality and customer service

- The JCLD Technology Project per the FY2018–19 budget is underway. Williams and Illinois Valley branch computers for patrons, staff, and volunteers have been replaced. Wolf Creek and Grants Pass will be completed in March. The Josephine County Library Foundation and the Four Way Community Foundation have granted funds to pay for the patron computers to be updated. Staff and volunteer computers will be paid for by the library district. Patrons have responded positively to having new computers in the branch.
- Patrons who use the computers in Grants Pass have been needing more complex assistance than usual, requiring much of the adult services and volunteer manager's time. Training opportunities for volunteers are being identified so that we are better equipped to handle some of the more complicated patron requests for digital information services.
- Members of the teen advisory board (TAB) brainstormed possible programs for teens including an artist a month program that would include an art lesson. The next step will be to narrow down the ideas to a manageable few and complete a program/event proposal form.

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

- Public services director attended training provided by Max's Mission, a non-profit organization that provides naloxone kits and opioid overdose information. Grants Pass staff has viewed a video training to ensure that all know how to recognize overdose symptoms and administer this harmless antidote. Training and naloxone kits have been requested for all branches.
- Concierge Home and Business Watch conducted an active shooter training for staff at the Grants Pass branch.
- Josephine County Emergency Services conducted an emergency response and preparedness training for the Safety Committee. The training will be offered to volunteers and patrons in April.
- Business manager attended Oregon budget law training in Medford.
- Maintenance coordinator continues to attend OSHA trainings in Roseburg.
- Volunteer manager attended community resource orientation for Josephine County service providers and received info on various resources in Grants Pass to add to the JCLD community resource list.
- Youth services librarian attend a presentation by Raise Up Oregon. The statewide early learning systems plan for 2019-2023 was presented at the February Southern Oregon Early Learning Services meeting.

Imperative #3 Enhance the facilities across the library systems

- The E-rate team, including legal counsel, reviewed the contracts of the two vendors selected to implement the Internet Infrastructure Project to install high-speed Internet lines at the Wolf Creek and Illinois Valley branches and to update the network at all branches. The district board reviewed and approved the contracts. Per Oregon Contracting Law, issued the Notice of Intent to Award Contracts to Hunter Communications and Technology Integration Group. Contracts will be

executed after March 15 and will then be submitted to the FCC E-rate system for funding approval. Detailed the project timeline and budget. Explored funding sources for project expenses not covered by the E-rate discounts. The project is scheduled to start after July 2019 and finish by June 2020.

- Posted to the library website the final Facilities Master Plan report, which includes design concepts and cost estimates for new Grants Pass and Williams buildings and an expanded Illinois Valley library.
- SOS Alarm Co. assessed placement of surveillance cameras in Wolf Creek, Illinois Valley, and Grant Pass. Bid is in process. JCLD seeking grants from Josephine County and Four Way Community Foundation to pay for the cameras and installation at part of the Internal Safety and Security Project.

Imperative #4 Develop efficient operating systems and structures.

- Lost/damaged items circulation policy was recently revised to require payment instead of replacement of these items. All branches report that, after explaining the reason for this change, patrons are very understanding and appreciate the 20% library discount when paying for these items.
- Forms and processes for patron purchase requests have been revised to improve tracking and circulation analysis of these items.
- Business manager and maintenance coordinator developing capital budget for branches.
- Analysis of 626 library cards issued/renewed in February indicates 368 (58%) resided within the library district and 260 (42%) lived outside of district. 59 out-of-district patrons paid for annual library cards, while 201 others appreciated alternative options. Chart below reflects monthly averages along with current month recap.

Alternative cards	Q1		Q2		February	
Adult scholarship	15	5%	13	4%	12	5%
Junior scholarship	37	13%	15	5%	28	11%
District annexation	6	2%	10	3%	7	3%
Property in district	5	2%	8	3%	5	2%
Internet only	12	4%	7	2%	12	5%
Volunteer	12	4%	7	2%	3	1%
Other (student, educator)	28	10%	3	1%	2	2%
Paid monthly card	90	31%	104	36%	132	51%

Imperative #5 Build awareness and expand partnerships

- The Communications team has been working with Sheepscot Creative to build messaging and marketing materials for the teen and Spanish outreach. The library is planning to host a new teen Instagram account with the Teen Advisory Board and retire the Teen Newsletter for lack of engagement (per Sheepscot’s advice).

- A Facebook event created at the end of February for the second Great Book Grab in Grants Pass has gone viral with more than 1,000 community members marked as “going” or “interested.” Several great comments and questions arose allowing for library staff and volunteers to build a greater awareness of library services.
- **Josephine County Library Foundation (Development Grant Project)**
Submitted the final report, including fundraising and donor development recommendations, to the Josephine County Library Foundation for its \$40,000 grant for the Library Development Program. Continued to provide training and support on fundraising procedures to library foundation staff and volunteers.
The foundation is working on the feasibility study for a future capital campaign to raise funds for these building projects.
Worked with Josephine County Library Foundation to draft a district-foundation Memorandum of Understanding which details roles and responsibilities of both organizations on fundraising, communications, volunteer engagement, grant processes, and administrative infrastructure. Partnership manager and library director continue working with the foundation’s interim executive director to provide consultation and fundraising advice for the foundation’s annual spring drive campaign that will launch April 15 and run until May 31, 2019.
The library district’s communication’s team is working with the foundation and Sheepscot Creative as the foundation is focusing on rebranding. This will help both organizations align their messaging in preparation for the launch of a capital campaign at the end of this year.
- **Grants Pass Friends of the Library**
Partnership manager, public services director, and collection development librarian met with Grants Pass Friends of the Library bookstore manager and board president to discuss processes and procedures for donated items. The collection is letting go of its dependency on donations, allowing FOL to determine how they will handle them independent of the library.
- **Oregon Books & Games**
Oregon Books & Games has recently offered to share its “community spotlight” air time on KAJO/KLDR with the library to promote library services, programs, and events. This is radio air time that Oregon Books & Games has purchased once a month for the library to use.

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Branch Manager

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:

The Branch Manager plans, organizes, and directs the operation of a rural library branch (Illinois Valley, Williams, or Wolf Creek) and related library outreach efforts to provide a comprehensive program of library services. The Branch Manager coordinates with the Public Services Director on policies and procedures, oversees services and programs, ensures excellent customer service, and participates in branch library public relations activities and events in their community. Working with the Library Director, Public Services Director, and designated staff, the Branch Manager helps maintain a team-oriented culture that attracts, inspires, retains, and motivates quality volunteers and secures the trust and confidence of the Library Director and the Board of Directors.

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ESSENTIAL FUNCTIONS

Management

- Supervise and prioritize the daily operations of the branch library during scheduled hours, including opening and closing of the branch.
- Recruit, train, supervise, and retain library volunteers.
- Consistently promote library services and programs to patrons and the local community.
- Act as liaison for the local Friends of the Library.
- Plan and present programs on a variety of subjects of community interest.
- Respond to and resolve difficult inquiries and complaints from library patrons and any emergencies impacting branch operations.
- Attend library meetings and professional development training opportunities.
- Prepare required statistical and management reports.
- Prepare the annual branch budget.

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Operations

- Ensure compliance with all policies and procedures and consult with the Public Services Director on possible policy improvements.
- Plan and implement children's class visits, programs, storytimes, and displays.
- Plan, organize, and manage the Summer Reading Program for children, teens, and adults.
- Provide Reference Desk services by assisting patrons with both in-library and digital resources, with an emphasis on database instruction.
- Plan and implement adult programs focusing on community needs, digital inclusion, and computer skills workshops.
- Collect, monitor, and accurately report financial transactions including fines, fees, and printing charges.
- Provide direct support for volunteers performing circulation, shelving, and reference desk services.
- Make decisions on weeding of cataloged items
- Create and/or assist with the creation of bulletin boards and displays of materials.
- Promptly report facilities issues to ensure safety and ongoing maintenance of building and grounds.
- Troubleshoot minor computer hardware and software problems, and promptly report IT issues that require further assistance.

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NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of

the Library Director and Public Services Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY

Position oversees volunteers.

CONTACTS/COMMUNICATION

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

QUALIFICATIONS

The ideal candidate for this job has management experience, is highly motivated, well-organized, an energetic self-starter who can work efficiently with attention to detail and with minimal supervision. Library experience is preferred. Key qualifications are:

- Bachelor's degree in a related field with two years of professional experience in management; OR associate's degree and five years of professional experience in management; OR any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.
- Strong interpersonal skills and ability to work with a variety of personalities.
- Ability to work effectively and diplomatically under pressure.
- A positive, results-oriented, problem-solving attitude.
- Excellent verbal, written, and keyboarding skills, and effective time-management skills.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Proficiency with Microsoft Windows, Microsoft Office (Word, Excel, Outlook), Internet essentials and database research.
- Must take initiative and have the willingness to juggle and prioritize a variety of important tasks.

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PHYSICAL DEMAND:

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

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

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

FLSA STATUS: Non-exempt status.

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

TO: **Josephine Community Library District Board of Directors**
FROM: **Business Manager Kedron Hay**
DATE: **March 21, 2019**
SUBJECT: **February 2019 Financial Statement**

Financial planning

- Technology project continues to progress. The Illinois Valley branch is now complete, and the Wolf Creek branch is scheduled. Total amount of grant funds expensed so far equals \$23,560. Total amount of general fund committed or expensed to date equals \$10,080.
- The FY20 budget is in development and will be presented to the budget committee at the first budget committee meeting is tentatively scheduled for Monday, April 1 at 5:15pm.

Accounting

- The net income for the general fund on the P&L of \$630,309 does not equal the Balance Sheet net income of \$577,636. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. \$630,309 less (\$52,673) (net income of grants only) equals \$577,636.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$10,264 for current year tax levy and \$1,262 of last year's tax levy income in February 2019; this year to date tax revenue is \$1,239,803.
- Non-resident card fees exceeded budgeted revenue \$32,947 year to date.

Expenses

- Collection development expenses appear under budget year to date. 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 \$136,797 year to date.

Special Contracts

- Special contracts include \$5,000 to EdTech Strategies, LLC as consultant for the E-rate project; and \$3,264 to Coraggio Group for the strategic planning session and joint board meeting in February.
- Technical writing services includes Stover Writing Services supporting grant writing, E-rate technical writing, and website development.

Grants

- Total of grant expenses for the month of January is \$12,516.
- Total revenue received from grants in FY 2018-19 (calculating for cash carryover) is \$105,498. To date, JCLD has spent \$101,005 of grant funds representative of 11 grants.

Statement of Financial Position: (balance sheet)

- The district assets include \$52,605 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 \$1,304,694. 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 \$1,382,741 including \$7,821 in restricted grant funds and restricted maintenance reserve fund not to be included in district cash available for general fund use.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
February 2019

	Actual February-19	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Jan 19 - Jun 19 Forecast
Ordinary Income/Expense					
Income					
4000 · Current Year Tax Levy	\$ 10,264	\$ 1,239,803	\$ 1,353,750	\$ (113,947)	\$ 1,353,750
4005 · Prior Year Taxes	\$ 1,262	\$ 21,821	\$ 20,150	\$ 1,671	\$ 20,150
4100 · Fines and Fees	\$ 1,686	\$ 14,635	\$ 9,000	\$ 5,635	\$ 17,400
4102 · Non-Resident Card Fees	\$ 3,655	\$ 43,447	\$ 10,500	\$ 32,947	\$ 28,500
4200 · Interest Income	\$ 3,160	\$ 17,685	\$ 7,000	\$ 10,685	\$ 17,800
4300 · Other Revenues	\$ 74	\$ 20,232	\$ -	\$ 20,232	\$ 20,158
4310 · Donations	\$ 18	\$ 131	\$ -	\$ 131	\$ 225
4050 · Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
4501 · Transfer from GF/Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
4999 · Beginning Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 20,119	\$ 1,357,753	\$ 1,400,400	\$ (42,647)	\$ 1,457,983
Expense					
5000 · Personal Services	\$ 54,500	\$ 429,821	\$ 779,341	\$ (349,520)	\$ 659,670
5200 · Collection Development	\$ 9,339	\$ 92,986	\$ 175,000	\$ (82,014)	\$ 175,000
5300 · Library Catalog (Polaris)	\$ -	\$ 26,012	\$ 27,995	\$ (1,983)	\$ 26,012
5400 · Building Improvements	\$ 347	\$ 1,123	\$ 4,000	\$ (2,877)	\$ 7,500
5500 · Facilities & Equipment	\$ 2,234	\$ 10,945	\$ 13,500	\$ (2,555)	\$ 17,550
5600 · Computer Maintenance	\$ 4,564	\$ 10,208	\$ 22,382	\$ (12,174)	\$ 22,382
5700 · Insurance	\$ -	\$ 8,109	\$ 10,000	\$ (1,891)	\$ 8,000
5800 · Travel & Training	\$ 5,488	\$ 9,233	\$ 17,100	\$ (7,867)	\$ 17,100
6630 · Election	\$ -	\$ -	\$ -	\$ -	\$ -
6640 · Auditor	\$ 600	\$ 18,700	\$ 18,000	\$ 700	\$ 18,000
6650 · Patron Services and Supplies	\$ 140	\$ 3,468	\$ 3,652	\$ (184)	\$ 4,652
6660 · Volunteer Support	\$ 174	\$ 812	\$ 2,900	\$ (2,088)	\$ 2,900
6670 · Events at Library	\$ 218	\$ 1,416	\$ 3,200	\$ (1,784)	\$ 3,700
6680 · Communication & Outreach	\$ 68	\$ 4,939	\$ 13,000	\$ (8,061)	\$ 13,000
6690 · Special Contracts	\$ 11,830	\$ 67,373	\$ 92,000	\$ (24,627)	\$ 92,000
6699 · Legal Administration	\$ -	\$ 323	\$ 2,000	\$ (1,677)	\$ 2,000
6700 · Administrative Support	\$ 1,386	\$ 13,783	\$ 11,500	\$ 2,283	\$ 19,260
6800 · Telecommunications	\$ 755	\$ 6,261	\$ 11,500	\$ (5,239)	\$ 11,920
6850 · Utilities	\$ 3,695	\$ 21,930	\$ 33,900	\$ (11,970)	\$ 33,900
8000 · Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
9000 · In-Kind Gift Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 95,339	\$ 727,444	\$ 1,240,970	\$ (513,526)	\$ 1,134,546
Net Ordinary Income	\$ (75,220)	\$ 630,309	\$ 159,430	\$ 470,879	\$ 323,437
Net Income	\$ (75,220)	\$ 630,309	\$ 159,430	\$ 470,879	\$ 323,437

**Josephine Community Library District
Enhanced Library Services
February 2019**

	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)	(23,918)	(24,967)	(22,812)
Friends of the Library	6,600	5,543	20,100	12,143	(4,500)	(7,805)	(12,305)	(162)
Gilder Lehrman - Founding ERA	0	1,000	1,500	1,000	0	(38)	(38)	963
JCLF Development Grant	40,000	3,000	77,677	43,000	(12,226)	(30,792)	(43,018)	(18)
JCLJ Grant	122,000	0	26,194	122,000	(109,562)	(12,438)	(122,000)	0
Key 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	(430)	(430)	(430)	10,586
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	(16,442)	(16,442)	7,558
JCCC-History/Poetry-2019	0	1,500	0	1,500	0	0	0	1,500
Kiwanis-Hearts Mission-2019	0	500	0	500	0	0	0	500
Total	188,452	52,342	241,006	240,794	(136,345)	(101,005)	(237,350)	3,443

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

As of February 28, 2019

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>
			5,000.00		16,458.08
Income		GP Hot water heater	-630.07	WM A/C	-4,383.00
4310 - Donations	<u>21,458.08</u>			IV Sever	-3,771.00
Total Income	<u>21,458.08</u>		<u>4,369.93</u>	GP Gutter	-238.50
					<u>8,065.58</u>
Restricted Maintenance Dollars					
01/01/18 JoCo Lease Restriction	5,000.00				
*****Total Restricted	<u>5,000.00</u>				
Total Unrestricted	<u>16,458.08</u>				
Maintenance Fund	21,458.08				
Interest					
Expense					
5500 - Facilities & Equipment					
5402 Branch Building Improvements	4,009.50				
5501 - Bld Repairs & Maintenance	4,383.00				
5505 - Equipment Improvement & Maint.	630.07				
Total Expense	<u>9,022.57</u>				
Maintenance Fund Total Balance	<u>12,435.51</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 February 28, 2019

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

1000 - People's Bank of Commerce	52,605
1010 - People's Bank-Savings	13,277
1100 - General Pool 6000	1,304,694
1150 - Cash Drawers	390

Total Checking/Savings 1,370,966

Other Current Assets

1310 - JoCo Reserve for Disputed Tax	11,775
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Total Other Current Assets 11,775

Total Current Assets 1,382,741

Fixed Assets

1610 - Furniture and Equipment	303,131
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Total Fixed Assets 303,131

TOTAL ASSETS 1,685,872

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2020 - People's Bank Visa Cards	
2020.7 - Peoples Bank Visa - 1610	47
Total 2020 - People's Bank Visa Cards	<u>47</u>

Total Credit Cards 47

Other Current Liabilities

2100 - Payroll Liabilities	
2130 - Health Insurance Withholdings	-824
2135 - HSA withholdings	250
2145 - Garnishment	-0
2150 - Retirement SIMPLE	3,654

Total 2100 - Payroll Liabilities 3,080

2400 - Deferred Revenues(audit)	5,597
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Total Other Current Liabilities 8,677

Total Current Liabilities 8,724

Total Liabilities 8,724

Equity

3900 - Fund Balance 'Unassigned' (Gen)	796,381
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3920 - Capital Asset Investments	303,131
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Net Income	577,636
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Total Equity 1,677,149

TOTAL LIABILITIES & EQUITY 1,685,872

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 21, 2019
SUBJECT: Second Reading of Operations Policy Revisions

The board had its first reading of the following policy at the February 21 board meeting. The board requested no changes for this policy, which is now presented for second reading and adoption. For the rationale behind the revised policy, see the policy memo in the February 21 board packet. Changes are highlighted in the policy text attached.

- Operations Policy 3-6-4, **Loan Periods and Renewals** (revised)

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

Strategic Initiative: Strategic Initiative: Per the JCLD strategic plan, the library will develop efficient operating systems and structures which included adopting polices in governance, finance, personnel, operations, and volunteer management.

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	1/17/2019
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
3-3-2	Use of the Internet and Other Digital Reference Tools	1/17/2019
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
3-4-9	Facilities Preventive Maintenance	1/17/2019
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	<i>Loan Periods and Renewals</i>	<i>3/15/2018</i>
3-6-5	Hold Requests	3/15/2018
3-6-6	Fines and Fees	1/17/2019
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 3-6-4. Loan Periods and Renewals

Adopted 3/15/2018

The loan period for all circulating materials, except DVDs and Library of Things items, is 21 days; the loan period for DVDs and Library of Things items is 10 days. VHS videocassettes, is 28 days; the loan period for DVDs and videocassettes is 10 days.

Reference materials and current issues of selected weekly periodicals do not circulate.

Patrons with full-service library cards may check out unlimited print materials and a maximum of three DVDs concurrently. Patrons with limited cards may check out a total of two items.

~~Patrons may renew materials one time online or by contacting the library in person or by phone, on or before the due date. An item will not be renewed if another person is waiting for it. Items may be renewed more than once by bringing the item to the library.~~

Eligible items are automatically renewed one time. Ineligible items include:

- Library2Go materials
- Overdue items
- Items with holds from other users
- User accounts with fines/fees accrued to \$10 or more and/or any other blocks

Items may be renewed more than once by bringing the item to the library.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 21, 2019
SUBJECT: First Reading of Personnel Policy

The following policy is presented for the board's first reading this month.

- Personnel Policy 4-4-3, **Education, Training and Conference Compensation** (new)

This policy outlines guidelines identifying the conditions and circumstances for which an employee is compensated for travel and hours worked for education, training, conferences and other such lectures and meetings ("Training"). Specifically defining the difference between required and voluntary Training, work time and how travel time is paid for Training.

Resources: Bureau of Labor and Industries (BOLI), Oregon Revised Statutes
ORS 839-20-0044 and ORAS 839-20-0045
Special Districts Association of Oregon (SDAO)
City of Grants Pass

Strategic Initiative: Per the JCLD strategic plan, the library will develop efficient operating systems and structures which included adopting polices in governance, finance, personnel, operations, and volunteer management.

Policy 4-4-3. Education, Training and Conference Compensation

Adopted XX/XX/XXXX

The following guidelines identify the conditions and circumstances for which an employee is compensated for travel and hours worked for education, training, conferences and other such lectures and meetings (“Training”).

Training Time OAR 839-020-0044

Federal and state rules define work time as both time worked and time of required attendance. Employees are paid regular hourly wages when required by JCLD to attend Training. When an employee’s attendance results in compensable hours in excess of regular hours as defined in Policy 4-3-1 the employee will be paid at the overtime rate. Supervisor may adjust work time with in the pay period to avoid overtime wages.

Required Training

Training is considered required or involuntary when the employee understands or is led to believe that present working conditions or the continuance of the employee’s employment would be adversely affected by non-attendance.

Training is directly related to an employee’s job if it is designed to make the employee handle the employee’s job more effectively as distinguished from training the employee for another job or teaching ta new additional skill in the same job.

Voluntary Training

Training is considered voluntary and is not considered work time if the following four criteria are met.

1. Attendance is outside of the employee’s regular working hours;
2. Attendance is voluntary;
3. The course, lecture or meeting is not directly related to the employee’s job; **and**
4. The employee does not perform any productive work during such attendance.

Independent training is time spent by the employee on the employee’s own initiative attending an independent school, college, or independent trade school after work hours.

There are special situations where the time spent in attending lectures, training sessions and course of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of its employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by

an employee at such courses outside of working hours would not be hours worked even if they are directly related to the job or paid for by the employer. OAR 839-020-0044(5)

Time spent in required training outside regular working hours at specialized or follow up training which is required for certification of employees by any law or ordinance does not constitute compensable hours of work. The time spent in training as provided in this section is not compensable, even if all or part of the cost of training is borne by the employer. OAR

Travel Time OAR 839-020-0045

Travel time is considered work time and will be compensable as follows.

Time spent by an employee in travel as part of the employee's principal activity is counted as hours worked. Where an employee is required to report to a location other than a JCLD branch to start the work day, work time shall include the employee's travel from the designated location to the work site.

Example: An employee who regularly starts the day at the Grants Pass branch is required to attend a meeting at the Williams branch, work time will include the employee's travel from the designated location (Williams) back to the work site (Grants Pass).

Example: If an employee who normally ends work at their work site at 5pm is required to attend Training at a different site and finishes at 8pm and then is required to return to the work site arriving at 9pm, the employee will be compensated for the time up to 9pm. However, if the employee goes home instead of returning to the work site, the travel time after 8pm is considered normal work to home travel and is not compensable.

An employee who regularly works at a specific branch is required to work at another site outside of a 30-mile radius of the employee's specific branch, and not required to stay overnight, is paid travel time.

Example: An employee is required to attend a full day meeting in Roseburg. If the employee leaves for Roseburg from home, the employee's work time begins when he/she leaves from home to travel to Roseburg and ends when he/she arrives home following the meeting, excluding lunch periods.

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's work day. The employee is substituting travel for other duties. The time is not only hours worked on regular working days of the normal work week, but also during the corresponding hours on non-working days. Time spent in travel away from home outside regular work hours as a passenger on an airplane, train, boat, bus or automobile is not considered work time.

If an employee is offered public transportation but requests permission to drive employee's own car instead, the employer may count as hours worked either the time spent driving the car or the time the employee would have had to count as hours worked during working hours if the employee had used public transportation.

Example: An employee working Monday-Friday 8am-5pm is attending required Training in Seattle. JCLD offers to fly the employee to Seattle at 1pm arriving at 4pm with transportation to hotel by 5pm. The employee is paid all travel time as it occurred during regular working hours.

Example: An employee works Monday-Friday 8am-5pm is attending required Training in Portland. JCLD offers to fly the employee to Portland but the employee requests to drive own vehicle. The employee leaves work at 3pm for Portland and arrives at the hotel at 7pm. JCLD need only pay the employee through 5pm. Hours driving after 5pm are not considered work time as the hours are outside the employee's regularly scheduled hours and the employee refused public transportation.

When an employee is required to travel as a passenger on an airplane, train, boat, bus or automobile, hours outside the employee's regular work hours are not considered work time unless the employee is performing work while a passenger

Memorandum of Understanding (MOU) between Josephine Community Library District and Josephine County Library Foundation

This is a Memorandum of Understanding (hereinafter “MOU”) between Josephine Community Library District (hereinafter “JCLD”) and the Josephine County Library Foundation (hereinafter “JCLF”).

1. Purpose and Scope

The purpose of this MOU is to establish a mutual understanding between the parties concerning their respective roles and responsibilities in the areas of fundraising, communications, volunteers, and administrative infrastructure in benefit to public library services in Josephine County.

WHEREAS, JCLD is a special district municipal corporation organized under the laws of the State of Oregon, formed after voter approval in May 2017 to provide stable tax funding to conduct library operations and with the mission of enriching the community through access to quality library services across Josephine County; and

WHEREAS, JCLF is a private, nonprofit organization founded in 1987 under the laws of the State of Oregon, historically having provided a means of receiving and managing capital bequests and other legacy gifts and provided a means of supplementary capital funding to support public libraries in Josephine County in whatever form said libraries have existed, said private additional funding being customary for public libraries in the United States; and

WHEREAS, according to the 2017 Memorandum of Understanding between JCLF and the nonprofit organization Josephine Community Libraries, Inc. (JCLI), JCLF committed to integrate fundraising operations and steward funds previously belonging to JCLI and to accept board applications from previous JCLI board members; to become proactive in fundraising projects as it and JCLD deem appropriate; and to value the efforts of staff, volunteers, donors, and culture that support and enable delivery of library services; and

WHEREAS, according to its strategic plan adopted in 2018, JCLF seeks to ensure the long-term sustainability of libraries in Josephine County by cultivating relationships, facilitating legacy planning, managing financial assets on behalf of donors, and providing financial support for specific programmatic and facility needs and goals of the library system; and

WHEREAS, according to its strategic plan adopted in 2018, JCLF committed to the imperatives of investing in new and improved facilities, increasing community awareness, deepening donor engagement, and strengthening organizational excellence; and

WHEREAS, while the missions of JCLD and JCLF are aligned with libraries in Josephine County and both parties collaborate in fundraising efforts for library support, the JCLD focus is library operations and the JCLF focus is donor development and fundraising;

NOW THEREFORE, both parties mutually agree to the roles and responsibilities outlined in this MOU.

2. Joint Responsibilities under this MOU

JCLD and JCLF mutually agree to:

- Support high-quality library services to the community.
- Preserve and deepen the engagement and trust with members of the community to benefit future generations.
- Operate and make decisions in such a way that honors the library’s existing culture including staff, volunteers, and donors to support and enable delivery of services.
- Provide representatives to work in partnership on key activities described in this MOU.
- Develop policies and procedures for shared and coordinated communications.

- Provide all necessary orientation and training to JCLF volunteer recruits, ensuring preservation of the library's volunteer culture.
- Exchange mutually dependent budget line item information each spring during budget development.

3. JCLD Responsibilities under this MOU

JCLD agrees to:

- Participate in the development and implementation of a JCLF branding project and communications strategy to inform donors and the public about activities, goals, and impact of fundraising, by June 30, 2019.
- Maintain a media distribution list for press releases and share it with JCLF upon request. This list is confidential and shall not be shared with outside entities.
- Upon request from JCLF and approval by JCLD, promote JCLF fundraising messages in the JCLD newsletter, social media platform, and in-library fliers and bulletin boards.
- Provide JCLF with donor development and fundraising consultation, for the benefit of helping in the smooth transition of the development operation, spending an average of 2–5 hours per week through December 31, 2019.
- Support responsiveness to donors by assisting with day-to-day donor questions and/or referring to JCLF staff.
- Respond to JCLF volunteer requests and recruit, run background checks, and manage volunteers who meet the identified requirements.
- Provide administrative infrastructure for \$1 per year lease as part of JCLF's co-location in the Grants Pass branch library; such infrastructure to include meeting space, occasional computer workstation space, a four-drawer locking file cabinet, a drive on the library server, at least two email addresses with the josephinelibrary.org domain, and reasonable use of the copy machine and printers. The property and files in the JCLF file cabinet, server, and email addresses will be considered the confidential property of JCLF and not subject to public records requests to JCLD.

4. JCLF Responsibilities under this MOU

JCLF agrees to:

- Share its confidential donor records with JCLD so that JCLD staff can support donor culture and respond quickly to incidental questions from donors who visit or call the library during open hours, understanding that JCLF is co-located in the Grants Pass branch and that JCLF does not currently have full-time staff to offer the responsiveness necessary for donor cultivation.
- Publish an annual report on funds raised and spent in order to build trust with the community and to share with library volunteers and patrons.
- Identify volunteer requirements and submit them to the JCLD Volunteer Manager in order to coordinate library volunteers' time between the two different organizations. Identify volunteer requirements and submit them to the JCLD Volunteer Manager in order to coordinate volunteer hours worked.
- Develop criteria and procedures for disbursement of funds from the Margaret R. Bennett Library Fund, George R. Borders Trust, and Kaye Jean Turner Library Trust Fund to JCLD by June 30, 2019.
- Develop criteria, procedures, and form for non-trust-fund requests from JCLD, including building improvement projects, programs, and other special library projects, by June 30, 2019
- Submit, on JCLD's request and upon JCLF's approval, grant proposals on JCLD's behalf to funding organizations that do not grant to library district municipal corporations, such proposals and reports to be prepared by JCLD for JCLF's approval.

5. It is mutually understood and agreed by and between the parties that:

- This MOU is at-will and may be modified by mutual consent of authorized representatives from JCLD and JCLF.
- This MOU shall become effective upon signature by the authorized officials from JCLD and JCLF and will remain in effect until modified or terminated by any one of the parties by mutual consent or until one or more of the parties cease to exist.

Laurel Samson, JCLD Board President date

Sue Cohen, JCLF Board President date

TO: Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force:
Sue Cohen, Steve Swearingen, Teresa Stover,
Jennifer Roberts, Judy Williams, and Kate Lasky
DATE: March 21, 2019
SUBJECT: Facilities update

Recent activity

Facilities Master Plan endorsement. The Facilities Master Plan is a compilation of Penny Hummel's library program report, and Hacker's engineering assessments of the Illinois Valley, Williams, and Wolf Creek buildings as well as concept drawings and cost analyses for IV renovations and new Williams and Grants Pass construction. The task force has reviewed the Facilities Master Plan carefully and provided feedback to Hacker, which has incorporated the changes and completed the final report. This report is posted on the library website at www.josephinelibrary.org.

At its February 21 meeting, the JCLD board endorsed the Facilities Master Plan. The plan is being presented to the JCLF board at its March 19 meeting for its endorsement and planning for funding.

Discussion of Grants Pass properties. Although various properties have been considered, the foundation is not yet in a position to purchase property. This said, the FOTF discussed the possibility of doing an option to purchase. Pros and cons of doing an option to purchase were discussed with attorney Ben Freudenberg in an initial consultation.

Regular building maintenance and ongoing building improvements. The task force discussed whether it should take on review of building maintenance and improvement projects proposed by JCLD for funding by JCLF.

The task force agrees that a certain amount of the annual JCLF budget could be dedicated to building maintenance. Additional approval would not be necessary for the use of this maintenance support fund, as long as the use follows the criteria and process established by JCLF.

The task force also agrees that funding requests for building improvement projects should come from JCLD to FOTF for review, following the documented criteria and process. The FOTF would in turn make recommendations to the JCLF board for approval. Such projects become a part of the JCLF story of accomplishments and therefore builds value with donors.

Facilities Master Plan Phase 2 schedule

The following table lists project milestones and deliverables. Completed items are in italics.

Dates	Milestones
<i>Sep 10</i>	<i>Site visit with project kickoff and buildings tour.</i>
<i>Sep 18</i>	<i>Site visit for engineering assessment of IV and WC.</i>
<i>Oct 9</i>	<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>
<i>Oct 17</i>	<i>Videoconference with task force for detailed assessments of IV and WC.</i>
<i>Oct 30</i>	<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	<i>Email correspondence on final concept design for GP.</i>
Jan 24	<i>Videoconference with task force to present initial cost estimates for Grants Pass. Prepare for final presentation of Facilities Master Plan.</i>
Jan 28-30	<i>Email correspondence on any updates to the Grants Pass cost estimate.</i>
Jan 31	<i>Hacker and Hummel met with task force, boards, and other stakeholders to present the final Facilities Master Plan.</i>
Feb 21	<i>The task force reviewed the Facilities Master Plan and requested refinements, which were made. The JCLD board endorsed the plan on February 21. The final plan is posted to the website.</i>
Mar 19	The Facilities Master Plan is presented to the JCLF board for its endorsement and funding.

Design and construction phases

The following is the overview of the design and construction phases. Completed phases are in italics.

- **Phase 1. Library program planning.** *Completed by Penny Hummel Consulting in June 2018. This phase included library stakeholder and community input regarding what's needed in the libraries and resulted in detailed library program specifications.*
- **Phase 2. Pre-design/preliminary concepts.** *Completed by Hacker architects in February 2019. This phase produced the Facilities Master Plan including preliminary concept designs/drawings for a new Williams building and an Illinois Valley renovation/expansion, preliminary conceptual design for a new Grants Pass building, recommendations for Wolf Creek improvements, and project cost estimates.*
- **Feasibility Study.** The feasibility study effort is now under way by JCLF and JCLD. This study will help determine fundraising capacity for this project. This effort runs from February to June 2019.
- **Capital Campaign.** Based on results from the feasibility study, 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.