

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, January 15, 2020 at 5:15 pm, Grants Pass branch
Agenda

Board members:

Position 1 Beecher Ellison	Position 2 Laurel Samson, Vice President	Position 3 Gina Marie Agosta	Position 4 Pat Fahey	Position 5 John Harelson, President
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Agenda Items	Action	Responsible	Time
Call to Order		J. Harelson	
Standing Items			
1. Approval of agenda	Motion	J. Harelson	5 min
2. Approval of consent agenda December 18 meeting minutes Resolution 2020-002: Policy 3-1-5 Resolution 2020-003: Carpenter Grant		J. Harelson	
3. Public comment		J. Harelson	
4. Correspondence		J. Harelson	
5. Training: What it means to be a trustee		K. Lasky	
			10 min
Staff Reports			
1. Library director's report	Report	K. Lasky	10 min
2. Budget Committee recruitment	Report	K. Lasky	5 min
3. Financial report	Report	K. Hay	5 min
Action Items			
1. Authorization of Contract for E-rate consultant	Motion	K. Lasky	5 min
2. First reading: Operations Policy 3-6-1, -2, -5	Discussion	K. Lasky	5 min
3. First reading: Personnel Policy 4-8-2	Discussion	K. Lasky	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		J. Harelson	
Adjourn		J. Harelson	

Date and Time	Upcoming Meetings and Events
January 18, 1pm	E-Book Workshop, Grants Pass branch
January 21, 5:30pm	Library foundation regular board meeting, Grants Pass branch
January 25, 10am	Approachable Art GPMA program, Grants Pass branch
January 25, 2pm	Customer Service Workshop, Grants Pass branch
January 28, 11am	Latino Interagency Network Coalition meeting, Grants Pass branch
February 1. 2:30pm	District and foundation strategic planning session, Grants Pass branch
February 7-9	SDAO Conference, Seaside
February 15, 10am	Chess Club, Grants Pass branch
February 19, 5:15pm	JCLD regular board meeting, Grants Pass branch

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, December 18, 2019 at 5:15 pm
Anne G. Basker Auditorium

Members present: John Harelson, Laurel Samson, Pat Fahey, Gina Marie Agosta, Beecher Ellison

Members absent: none

Staff present: Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Business Manager Kedron Hay, Partnership Manager Rebecca Stoltz, Public Service Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Liaison David Mannix

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:15 pm.

STANDING ITEMS

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

Approval of consent agenda. Below are items included in the consent agenda.

- **Approval of November 20 meeting minutes.** The board reviewed the last regular board meeting minutes. Mr. Harelson requested the time that the board of directors went into executive session be edited for accuracy as well as a clarification in public comment and the executive session motion.
- **Policies, second reading:**
 - Policy 4-4-3, Personnel
Action: Edits include the word “regularly” to “part time employees who work...” and to correct typos (“regularly work 20 hours per week”).
- **Solid Waste Agency grant**
- **Grants Pass sublease agreement**
- **Wolf Creek lease agreement**

Motion: Mr. Ellison moved to approve the consent agenda including the November 20 board meeting with suggested edits and resolutions 2019-031 Personnel Policy 4-4-3, 2019-033 Solid Waste Agency Grant, 2019-034 Grants Pass Sublease Agreement, and 2019-035 Wolf Creek Lease Agreement. Ms. Samson seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated December 18, 2019. The following are highlights:

- Library Foundation is planning to update strategic plan in January. Ms. Lasky is requesting a joint-board session between the library district board and the library foundation board. The board of directors has authorized Ms. Lasky to schedule the joint-board session and has authorized the library district to pay for it.

- The unexpected temporary closure of the Grants Pass branch has caused challenges for many members of staff.
- It is unlikely that the library district's annual audit will be submitted to the Secretary of State on time by contracted auditors Pauly Rogers & Co, although the library district submitted all necessary documentation on time.
- Ms. Lasky reminder board members that Communications Coordinator Brandace Rojo and Collection Development Librarian Ellie Avis were sponsored by the American Library Association to go to the international book fair in Guadalajara, Mexico at the beginning of December to purchase Spanish-language materials for the library system and network with other librarians.

Financial report. Ms. Hay reviewed the November Financial Statement memo dated December 18, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through November 2019, the Profit & Loss statement for grants through October 2019, and the Balance Sheet as of November 30, 2019.

ACTION ITEMS

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

- Operations 3-1-5, Public Records
- Personnel 4-10-1, Acceptable Use Policy
 - Mr. Harelson requested that all employees get training on how to keep the network safe, and that a similar volunteer policy be drafted.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation executive director is no longer employed with the foundation. Until the library foundation is able to re-staff that position, the library district executive director, partnership manager, and communications coordinator are assisting with the fundraising drive.

The feasibility study is almost complete. The overall conclusion of the report is that a capital campaign is ambitious but doable.

The environmental study for the preferred property came back with no negative remarks.

Ausland Group donated a total of \$4,000 to the library foundation.

Facilities Oversight Task Force. No updates were reported.

ANNOUNCEMENTS

Comments from board members. There were no comments.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Wednesday, January 15 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 6:34 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "BRoj", with a stylized flourish extending from the end.

Board Secretary Brandace Rojo
Josephine Community Library District

3-1-5 Public Records

Adopted 1/25/2018

Revised 10/18/2018

Revised xx/xx/xxxx

Compliance

The Josephine Community Library District fully complies with the Oregon Public Records Law, ORS ~~192.001-192.513~~192.410~~192-505~~.

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

- **Access:** JCLD shall permit inspection and examination of its non-exempt public records during regular business hours in the library's offices, or such other locations as the library director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.~~324440~~(2). When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The district then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:
 - Complicated requests
 - Large volume requests
 - Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Fees for Public Records

JCLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, JCLD may charge fees associated with searching for and copying records. The library director may waive these fees at his/her discretion. Fees shall be limited to no more

than ~~\$2550~~ unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants JCLD to proceed.

Fees are as follows:

- **Paper copies or printouts:** \$0.15 per side for black and white or \$0.50 per side for color.
- **Copies of nonstandard materials** (for example, maps, videos, sounds recordings): Fees shall be the actual costs incurred by the district plus staff time used to them.
- **Research fees:** If a request requires district staff to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be \$50 per hour, charged in 15-minute increments, for any time spent over 15 minutes. The district shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.
- **Additional charges:** If a request is of such magnitude and nature that compliance would disrupt the district's normal operation, the district may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the board or library director may so authorize. ORS 192.440(4).

Personally Identifying Information to be Separated or Redacted

In accordance with ORS 192.338, 192,345, 192.355, and 192.377 JCLD shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

Authorization Required for Removal of Original Records

At no time shall an original record of the library district be removed from the district's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the library director.

On-Site Review of Original Records

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

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any JCLD record, the library representative shall immediately terminate such person's review, and notify the attorney for JCLD.

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

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2020-002
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WHEREAS, the Board of Directors has reviewed revised operations policy written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Operations Policy 3-1-5, Public Records (revised)

DONE AND DATED this 15th day of January, 2020.

Pat Fahey, Board Member

Gina Marie Agosta, 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 a Carpenter Grant) Resolution No. 2020-003
Offered to Josephine Community)
Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2019-2020 budget on May 16, 2019 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$16,000 grant from the Carpenter Foundation in support of the Library Internet Equity Project, which is a subset of the Internet Infrastructure Project partially funded by the FCC E-rate program; and

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$16,000 grant from the Carpenter Foundation is authorized for expenditure in fiscal year 2019-20 for the Library Internet Equity Project, which is helping to bring high-speed fiber-optic Internet to the Illinois Valley and Wolf Creek branches and to set up a wide-area network among all four library branches.

DONE AND DATED this 15th day of January 2020.

Gina Marie Agosta, Board Member

Pat Fahey, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **January 15, 2019**
SUBJECT: **Library director's report**

General Updates

- A joint board strategic planning session with the library district and the foundation is scheduled for Saturday, February 1 from 2:30 to 5:30pm with Michael Kosmala, Twin Goats Consulting. A public notice will be sent, and minutes will be taken.
- The library foundation's Feasibility Study was finalized in December 2019. This study examines fundraising capacity for the building projects recommended in the Facilities Master Plan. The Feasibility Study is available upon request
- Ausland Group awarded the foundation \$4,000 during the end-of-year fundraising drive as a result of their Grand Opening giving context on December 12.
- The Grants Pass branch was temporarily closed from Saturday, December 14 through Thursday, December 26 for floor repair. Floors repair is complete. Funding for this project was provided by Josephine County and the Solid Waste Agency.

Stories

- **In Grants Pass**, patrons were lined up when the Grants Pass branch reopened following floor repair. There were many compliments on the new flooring, with one patron commenting, "The floors look so nice I feel like I should take my shoes off before I walk on them!"
- **In Illinois Valley**, over 30 kids and their parents attended the Illinois Valley branch Winter Wonderland party where Santa took Christmas requests, read stories, and gave out presents. Volunteers enjoyed helping families with crafts, including cookie decorating, creating winter-themed decorations, distributing children's book-giveaways.
- **In Williams**, the branch manager was able to assist a patron in grant writing, connecting her to relevant books through the interlibrary loan process as well as online library resources. The patron said she was more confident she would be able to finally start her own non-profit business because of the library's assistance.
- **In Wolf Creek**, the branch manager assisted a patron in creating and updating their resume as well as writing a cover letter. Recently, the same patron came into the library for help printing documents for their new job. The patron said, "Thanks to you and the library, I am now employed! So, I'm hoping you can help me on the next step of my journey, too."

Successes

- Volunteer retention for second quarter ending December 2019 was 87 percent, slightly lower because of snowbird departures for the season. Average retention for 2019 remained at 90 percent.
- The theft of a patron's phone at the Grants Pass branch prompted a review of security camera video, and quick response by GPPD resulted in recovery of stolen property.

Challenges

- Communications via social media platforms, newspaper ads, and radio about the temporary Grants Pass library closure were so successful that many patrons are unaware that the library has reopened. Extra communication via social media has been pushed out since the new year in hopes to spread the word.

Imperative #1 Enhance program quality and customer service

- NoveList Select was added to library catalog items, displaying similar authors and titles, series order, accelerated reader levels, and other readers' advisory information.
- Mango language learning database is being added to library database collection.
- Submitted a proposal for in-kind laptop computers to Free Geek for additional hardware to support the ongoing Welcome to Computers workshop schedule to begin in March. This proposal was awarded.
- Submitted a proposal for \$40,000 to Oregon Community Foundation for the Inclusive Library Web project.
- A volunteer led chess club for all ages and skill level is starting at the Grants Pass library in January. In February the Grants Pass library will be relaunching the Sensational Storytime with the assistance of staff and volunteers; then in March, a new monthly program, family science night, will launch through a partnership with VECTORS, an educational aerospace organization.

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

- Recruitment for a new cataloging manager is ongoing. The position is open until filled.
- Volunteer manager and youth services librarian worked together to update children's library volunteer job description, procedures, and training processes.
- The youth services librarian visited both the Williams and Wolf Creek libraries to train their respective storytime volunteers on early literacy and best storytime practices.
- The collection development librarian visited the Wolf Creek branch to orient the branch manager in the replacement project ordering process.
- The collection development librarian completed the Alternative Basic Library Education (ABLE) Collection Development Sequence.
- Library director has been called to jury duty beginning January 21.
- Library director will attend the SDAO conference in Seaside, February 6–9.

Imperative #3 Enhance the facilities across the library systems

- Patron requests for holds have outgrown existing storage space in the Grants Pass branch. Volunteers suggested a change that provided a little extra space, and then moved shelves and materials to accomplish this shift.
- Completed the reorganization of DVD storage at the Williams branch, achieving the aim of providing additional space to showcase monthly themed displays.

Imperative #4 Develop efficient operating systems and structures.

- The operational work plan has been updated. *See attached.* This work plan is a living document and reflects the direction of the board’s strategic framework. Changes to the strategic framework are scheduled for January 2021.
- The percentage of out-of-district patrons opting for monthly cards is steadily increasing, resulting in corresponding increase in time, paper, and energy required to process these transactions. A review of library card options is now in progress.
- SDIS best practices survey and non-discrimination worksheet completed and sent for insurance discount.
- Acceptable Use Policy presented to the board at its December 11 board meeting is under review by SDAO.
- The library’s contracted website developer, Mark Wyner, produced two substantial reports per the ongoing website redesign project. The Research and Discovery Report and the Full Personas Report are available upon request.
- The collection development librarian negotiated with a subscription management service to streamline periodical subscriptions. Rivistas will now manage the library’s 50+ magazine and professional journal subscriptions with a single annual invoice and customer service representative. The service also provides a 16 percent discount over standard subscription rates for most publications.

Library cards issued/renewed in Q2 (compared):

Alternative cards	FY19 Q3		FY19 Q4		FY20 Q1		FY20 Q2	
Adult scholarship	31	3%	16	2%	31	3%	37	5%
Junior scholarship	79	9%	101	11%	83	8%	51	7%
District annexation	24	3%	16	2%	7	1%	12	2%
Property in district	22	2%	20	2%	28	3%	18	2%
Internet only	24	3%	10	1%	15	1%	18	2%
Volunteer	39	4%	4	0%	4	0%	0	0%
Other (student, educator)	12	1%	64	7%	45	4%	9	1%
Paid monthly card	385	43%	402	45%	498	49%	379	52%

Imperative #5 Build awareness and expand partnerships

- During the Grants Pass branch temporary closure, the library partnered with Josephine County Cultural Coalition to hold a virtual haiku contest on all social media platforms to keep library patrons engaged. Nearly 50 community members participated.
- The monthly Mini Book Grab continues to be a successful way to rehome books that are weeded from the library collection. Various news outlets continue to promote the program.
- Sheepscoot Creative is working with the district and the foundation to support communication for the upcoming capital campaign project for new and improved buildings.

Partnership Updates

VECTORS: an educational aerospace organization which provides virtual field trips and science-based programs in partnership with NASA. Starting in February, VECTORS will facilitate Family Science Night at the Grants Pass branch.

Grants Pass Friends of the Library: At their December board meeting, Friends of the Library officers announced they all will be running for the same positions, which will be elected at their January meeting.

Josephine Community Library Foundation: With the absence of an executive director for the foundation, partnership manager, communications coordinator, and library director have stepped in to complete the end-of-year drive. Within the last two weeks of the drive, \$23,721 was raised. Nearly half of the drive total. To date, the drive raised \$47,376. The library director is also assisting the foundation with ED recruitment.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 15, 2020
SUBJECT: FY21 Budget Committee Recruitment and Budget Meetings

Budget Committee Recruitment

The library district has commenced recruitment for two expiring appointee positions on the Budget Committee. The incumbents have been invited to re-apply, a press release was sent out, and a notice was posted to the library's website. A notice will also be included in the February 1 volunteer newsletter. The application submissions window closes February 7.

At that that time, applications will be reviewed and scored by the Board of Directors per the application criteria tool. Final scores will be revealed at the February 19 board meeting and the board will make its selection and ratify the new members.

Budget Committee Meetings

The week of March 23, 2020 is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through April 2020, a committee-approved budget will be presented at the May 20, 2020 board meeting, and budget adoption by the board of directors will take place at the June 17, 2020 meeting.

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: January 15, 2020
SUBJECT: December 2019 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$728,623 does not equal the Balance Sheet net income of \$745,888. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. \$728,623 plus \$17,265 (net income of grants only) equals \$745,888.
- JCLD invoiced Josephine Community Library Foundation \$1,320 for 22 household scholarships.
- Roy Rogers of Pauly Rogers & Co. did not complete the audit by December 31, 2019. It is expected to be complete by the end of January 2020.
- A forecast column has been added to the P&L for the general fund. Note that Special Contracts is expected to exceed budget projections due to the Inclusive Library Web project of \$85,000. While three grant requests to support the project are pending, the projected expense exceeds the forecasted budget, requiring the district to review and approve a supplemental budget. A supplemental budget will be presented to the board of directors at their regular February board meeting in accordance with Oregon local budget law.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$147,892 for current year tax levy and \$1,310 of prior year's tax levy income in December 2019; total year to date tax revenue is \$1,270,444.
- Non-resident card fees equaled \$2,370 for the month of December.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$6,349 and \$1,799 for special funds in December. Total year to date collection development purchases are \$89,967 for all funds.

Special Contracts

- Special contracts include \$975 for technical/grant writing to Stover Writing Services and \$10,127 to Mark Wyner in the month of December.

Grants

- Total of grant expenses for the month of December is \$24,290.
- Total revenue received from grants in FY20 is \$99,323 representative of 12 grants.

Statement of Financial Position: (balance sheet)

- The district assets include \$62,143 in the district checking account. The Grants Pass Maintenance Fund totals \$15,342 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 \$1,792,386. Cash Drawers at the four branches total \$390, and \$19,846 is held by the Josephine County Treasurer in the treasury account.

- The total combined assets of these accounts equal \$1,890,094 including \$42,351 in restricted grant funds and restricted maintenance reserve fund.

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

	Actual December-19	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 147,892	\$ 1,246,369	\$ 1,352,601	\$ (106,232)	\$ 1,352,601
4005 - Prior Year Taxes	\$ 1,310	\$ 24,075	\$ 22,475	\$ 1,600	\$ 25,000
4100 - Fines and Fees	\$ 619	\$ 6,726	\$ 17,000	\$ (10,274)	\$ 15,000
4102 - Non-Resident Card Fees	\$ 2,370	\$ 23,681	\$ 40,000	\$ (16,319)	\$ 40,000
4200 - Interest Income	\$ 4,347	\$ 20,116	\$ 17,500	\$ 2,616	\$ 28,000
4300 - Other Revenues	\$ -	\$ 1,659	\$ -	\$ 1,659	\$ 2,000
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 156,539	\$ 1,322,627	\$ 1,449,576	\$ (126,949)	\$ 1,462,601
Expense					
5000 - Personal Services	\$ 80,980	\$ 381,690	\$ 809,191	\$ (427,501)	\$ 809,191
5200 - Collection Development	\$ 6,349	\$ 60,048	\$ 175,000	\$ (114,952)	\$ 175,000
5300 - Technical Services	\$ 28,114	\$ 32,434	\$ 44,495	\$ (12,061)	\$ 44,495
5400 - Building Improvements	\$ -	\$ 535	\$ 26,020	\$ (25,485)	\$ 26,020
5500 - Facilities & Equipment	\$ 2,800	\$ 11,239	\$ 41,953	\$ (30,714)	\$ 41,953
5600 - Computer Maintenance	\$ 1,828	\$ 4,489	\$ 19,675	\$ (15,186)	\$ 19,675
5700 - Insurance	\$ -	\$ 107	\$ 7,959	\$ (7,852)	\$ 7,959
5800 - Travel & Training	\$ 1,012	\$ 6,994	\$ 23,850	\$ (16,856)	\$ 23,850
6630 - Election	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 1,000
6640 - Auditor	\$ -	\$ 6,009	\$ 15,000	\$ (8,991)	\$ 15,000
6650 - Patron Services and Supplies	\$ 212	\$ 1,911	\$ 7,680	\$ (5,769)	\$ 7,680
6660 - Volunteer Support	\$ 55	\$ 648	\$ 2,900	\$ (2,252)	\$ 2,900
6670 - Events at Library	\$ 82	\$ 747	\$ 13,120	\$ (12,373)	\$ 13,120
6680 - Communication & Outreach	\$ 1,364	\$ 7,725	\$ 26,700	\$ (18,975)	\$ 26,700
6690 - Special Contracts	\$ 11,414	\$ 47,224	\$ 71,000	\$ (23,776)	\$ 156,000
6699 - Legal Administration	\$ -	\$ -	\$ 2,000	\$ (2,000)	\$ 2,000
6700 - Administrative Support	\$ 718	\$ 7,929	\$ 22,499	\$ (14,570)	\$ 22,499
6800 - Telecommunications	\$ 1,097	\$ 6,956	\$ 11,280	\$ (4,324)	\$ 14,000
6850 - Utilities	\$ 2,338	\$ 17,319	\$ 36,426	\$ (19,107)	\$ 36,426
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 138,364	\$ 594,004	\$ 1,357,748	\$ (763,744)	\$ 1,445,468
Net Ordinary Income	\$ 18,174	\$ 728,623	\$ 91,828	\$ 636,796	\$ 17,133
Net Income	\$ 18,174	\$ 728,623	\$ 91,828	\$ 636,796	\$ 17,133

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

	Revenue Collected through FY19	Revenue Year to Date FY20	Annual Budget	Total Revenue	Expenditure Spent through FY19	Expenditure Year to Date FY20	Total Expenditure	Remaining Fund Balance
Grant Revenue								
Carolyn Rice	0	0	1,765	0	0	(936)	(936)	(936)
Carpenter Foundation - erate	0	16,000	16,000	16,000	0	(8,000)	(8,000)	8,000
Dorothy Thompson Fund - 2018	22,582	2,418	25,000	25,000	(25,093)	93	(25,000)	0
Dorothy Thompson Fund - 2019	0	25,000	25,000	25,000	(189)	(24,811)	(25,000)	(0)
Dorothy Thompson Fund - 2020	0	0	25,000	0	0	(775)	(775)	(775)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	8,600	20,100	21,728	(8,888)	(6,064)	(14,952)	6,776
JCCC-History/Poetry-2019	1,500	0	1,500	1,500	(80)	(567)	(647)	853
JCLF	0	35,937	40,000	35,937	(7,150)	(17,494)	(24,644)	2,473
Josephine County-2019 Safety/Security	5,500	0	5,500	5,500	0	(5,500)	(5,500)	0
Kay Jean Turner - 2019	0	0	2,000	0	0	(901)	(901)	(901)
Kiwanis-2019	2,000	0	2,000	2,000	0	(372)	(372)	1,628
Kiwanis-Hearts Mission-2019	500	0	500	500	0	(475)	(475)	25
Ready to Read Program 2019	11,016	0	11,016	11,016	(1,275)	(9,741)	(11,016)	(0)
Ready to Read Program 2020	0	11,367	11,367	11,367	0	0	0	11,367
Solid Waste Agency	5,055	0	5,000	5,055	(832)	0	(832)	4,223
Total	67,807	99,323	196,509	167,130	(43,507)	(82,070)	(124,641)	33,669

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of December 31, 2019**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458.08		10,000.00		16,488.32	26,488.32
Transfer per Lease Agreement for 2019	5,000.00	Expenses				
Interest Earned	30.24	GP hot water heater	630.07	WM A/C	4,383.00	
	<u>26,488.32</u>	GP gutter/glashing	238.50	IV sewer	3,771.00	
		GP gutter cleaning	85.00			
Transfers to General Fund	<u>-11,147.86</u>	GP ceiling tiles	42.29			
		GP water fountain	1,600.00			
Total Maintenance Fund Balance at 6/30/2019	<u><u>15,340.46</u></u>	GP fans	398.00			
		Total Expensed	<u>2,993.86</u>		<u>8,154.00</u>	<u>11,147.86</u>
		To be Transferred				
		Remaining	<u><u>7,006.14</u></u>		<u><u>8,334.32</u></u>	<u><u>15,340.46</u></u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvemen	6,134.79					
5501 - Bld Repairs & Maintenance	4,383.00					
5505 - Equipment Improvement & M	630.07					
Total Expense	<u><u>11,147.86</u></u>					

Josephine Community Library District
Balance Sheet

As of December 31, 2019

Dec 31, 19

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	62,143.14
1010 · People's Bank-Savings	15,342.48
1100 · General Pool 6000	1,792,385.60
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00

Total Checking/Savings 1,870,248.22

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,845.94
--------------------------------------	-----------

Total Other Current Assets 19,845.94

Total Current Assets 1,890,094.16

Fixed Assets

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

Total Fixed Assets 303,130.91

TOTAL ASSETS 2,193,225.07

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	3,784.58
-------------------------	----------

Total Accounts Payable 3,784.58

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance Withholdings	521.85

Total 2100 · Payroll Liabilities 521.85

2400 · Deferred Revenues(audit)	5,596.59
---------------------------------	----------

Total Other Current Liabilities 6,118.44

Total Current Liabilities 9,903.02

Total Liabilities 9,903.02

Equity

3900 · Fund Balance 'Unassigned' (Gen)	1,134,302.53
----------------------------------------	--------------

3920 · Capital Asset Investments	303,130.91
----------------------------------	------------

Net Income 745,888.61

Total Equity 2,183,322.05

TOTAL LIABILITIES & EQUITY 2,193,225.07

Letter of Agency

EdTech Strategies, LLC E-Rate Letter of Agency For Funding Year 2020

This letter is to authorize EdTech Strategies, LLC to represent our library to the Schools and Libraries Division of the Universal Service Administrative Company. I hereby authorize EdTech Strategies, LLC, and its designated agents to enter data into (but not submit) FCC Forms to the Schools and Library Division on behalf of the undersigned institution and its WAN consortium, reply to related queries from the SLD, and otherwise represent our library in all E-rate related interactions for the purpose of receiving discounts on any E-rate eligible services for the funding year listed above.

I understand that EdTech Strategies, LLC, will not submit any forms on our behalf, and that the undersigned institution is wholly responsible for ensuring the accuracy and timeliness of any and all forms, correspondence, or other interactions with the Universal Service Administrative Company. In addition, I understand that the undersigned institution – not EdTech Strategies, LLC – is entirely responsible for ensuring compliance with all program rules, requirements, and regulations, and is responsible for maintaining all necessary documentation for the E-rate program.

I understand that persons willfully making false statements on E-rate forms or through this letter of agency can be punished by fine or forfeiture under the Communications Act or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

On Behalf of the Josephine Community Library District,

Signature: _____

Date: _____

Name: _____

Title: _____



January 6, 2020

VIA EMAIL

Kate Lasky
Library Director
Josephine Community Library District
200 NW C St.
Grants Pass, OR 97526

Dear Ms. Lasky:

Thank you for the opportunity to assist you with your application for the upcoming 2020 E-rate funding year. This letter is outline our services and (upon signing and countersigning) establish a contract engaging the services of EdTech Strategies, LLC to assist the Josephine Community Library District with your E-rate application processes for the upcoming Funding Year (FY2020, which extends from July 1, 2020 through June 30, 2021). We will also be available to assist you with issues that may be outstanding from previous funding years (not covered under separate contract) at an hourly rate should that be necessary.

Services would be contracted at an annual rate of \$5,000. The engagement will begin immediately upon execution of this letter of engagement. Half of the total contract amount (\$2,500) will be due upon the filing of the Form 470. The other half of the contract amount (\$2,500) will be due upon the filing of one or more Form(s) 471. The engagement will continue until such time that either party provides the other with 30-days notice of cancellation of this agreement or until all outstanding E-rate issues from Funding Year 2020 have been resolved. This agreement only covers services that are under existing contract established during the FY2019 funding year, and does not cover new services or procurements.

EdTech Strategies, LLC, will work closely with Josephine Community Library District throughout the entire application process. The E-rate program requires that the applicant maintain control of the procurement and application process but we will provide you with strategic guidance, program information, and assist you with the completion of forms and correspondence using information provided by you. The final application certifications and submissions will be made by Josephine Community Library District. The library will provide EdTech Strategies with copies of all all forms, correspondence, and certifications for review and discussion prior to those documents being submitted to the program administrator or related entities. Also, you should know that we are not affiliated with any service providers and therefore our involvement with you does not put you at any risk for conflict of interest as it relates to your procurement processes.

EdTech Strategies, LLC, will provide advice, guidance, and application assistance to Josephine Community Library District based on current E-rate program rules and other formal or informal guidance provided by the FCC/SLD. Josephine Community Library District is responsible for all certifications which are made under penalty of law and in compliance with program rules. EdTech Strategies, LLC, does not guarantee that applications submitted by Josephine

EDTECH STRATEGIES, LLC

WWW.EDTECHSTRATEGIES.NET • INFO@EDTECHSTRATEGIES.NET

PHONE: 202/352-5364

4805 147TH • URBANDALE, IA 50323



Community Library District will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC/SLD. The following activities generally describe the role of EdTech Strategies, LLC and Josephine Community Library District:

EdTech Strategies, LLC will:

- Assist with the completion of forms to the best of our ability using the information provided by Josephine Community Library District.
- Inform Josephine Community Library District as to program rule requirements.
- Inform Josephine Community Library District as to changes in the program rules and the effective dates of such changes.
- Inform Josephine Community Library District of approaching known deadlines.
- Assist Josephine Community Library District in completing the application and invoice processes.
- Assist Josephine Community Library District in the preparation of any necessary appeals, SPIN changes and/or service substitutions.
- Assist Josephine Community Library District in answering any questions that arise during PIA review or in the event of an audit on those applications for which we provided preparation assistance.
- Provide general oversight of the E-rate application process for Josephine Community Library District.
- Provide general support to Josephine Community Library District with all aspects of the E-rate program.

Josephine Community Library District will:

- Provide all draft forms, correspondence, or any other interactions with USAC, the SLD, or the FCC to EdTech Strategies in a timely fashion for review and discussion prior to submission.
- Be responsible for the accurate certification of all items contained in the various application and invoice forms.
- Comply with all applicable FCC rules for the Schools and Libraries E-rate program.
- Maintain all documentation necessary to prove compliance with applicable rules for at whatever term is required by FCC rules within a given funding year (this period is 5 years following the last date to receive service as of the date of this letter). Such documents will include asset inventories of E-rate eligible equipment, billing records, copies of forms, winning and losing bids, bid evaluations, and all other materials related to the compliance with the program
- Provide documentation to EdTech Strategies, LLC in a timely fashion as requested.
- Comply with all state and local procurement laws.
- Comply with all E-rate competitive bidding requirements.
- Document the vendor selection process, including the criteria by which vendors were chosen including documentation showing that price was the primary factor for the eligible products/services.
- Pay the non-discounted portion of the bills (if choosing to receive discounts on bills) or the entire service provider bill (if reimbursement is being sought) in a timely fashion.

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- Supply any answers requested by the SLD during application review within the time allow or ask for an extension to respond as appropriate (EdTech Strategies, LLC will be available to assist in this process and review all submissions prior to their being sent to the SLD).
- Disclose before work is started whether there are any pending or past investigations or audits into the applicant's E-rate activities (or, should such an audit start during the contract period, inform EdTech Strategies immediately).
- Disclose all information related to the E-rate applications in a timely fashion to EdTech Strategies, LLC.
- Sign a letter of agency, if necessary, allowing EdTech Strategies, LLC to provide information to the SLD on behalf of the library.

We would ask that you sign this letter of engagement and email a copy to ajohnson@edtechstrategies.net. We will return a countersigned copy to you for your files. We at EdTech Strategies look forward to working with you and Josephine Community Library District. Please contact me if you have any questions. I can best be reached at 202-352-5364, but don't hesitate to use my home number at 703-823-0303 if you are unable to reach me at the previous number.

EdTech Strategies, LLC

Josephine Community Library District

By: Aleck S. Johnson, Vice President

By: Kate Lasky, Library Director

Date: _____

Date: _____

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 15, 2020
SUBJECT: First reading of revised Operations Policy 3-6-1, 3-6-2, and 3-6-5

The following operations policies are presented for the board's first reading this month:

- Revised Operation Policy 3-6-1, **Library Card Eligibility (revised)**
 - Arbitrary minimum age has been eliminated. This change provides an opportunity for out-of-district parents to apply for a junior card scholarship so they can take home books to read to their child on the same day. Applying for an adult card scholarship results in parents going home empty-handed due to the required review process needed to obtain approval.
 - Adult card minimum age limit changed from 18 to 16. The 18-year-old age limit was established in accordance with collection agency parameters so is no longer required due to the elimination of fines. Sixteen-year-olds may obtain driver's licenses and therefore often visit the library independently. Requiring an adult over age 18 to sign for their card presents an illogical barrier. With proper documentation patrons age 16 and older will receive an adult card.
 - This is a change in the title of these cards designed to eliminate the negative connotation related to the word "only."
 - Update policy to remove "Library district property confirmation" form as we no longer include this type of exhibit in policies.
- Revised Operation Policy 3-6-2, **Library Card (revised)**
 - To mirror 3.6.1 revision lowering minimum age for adult cards to age 16.
- Revised Operation Policy 3-6-5, **Hold Requests (revised)**
 - This change corrects policy to reflect current library catalog software (Polaris, ILS) specification, using business days to determine period of time hold requests are retained for patron pick-up. This revision provides clarity for branch patrons with fewer open days.

3-6. Circulation

Josephine Community Library District (JCLD) encourages the use of library services by individuals of all ages to support their personal, educational, recreational, and professional needs. The following policies and guidelines are provided to ensure consistent and equitable access to library services for all patrons.

Policy 3-6-1. Library Card Eligibility

Adopted 3/15/2018

Revised 5/18/2018

Revised x/xx/xxxx

A. Full-Service Cards

The following categories of individuals are eligible to register for full-service library cards when adequate identification is provided:

- All residents of the Josephine Community Library District are eligible for a full-service card; applicants must show photo identification with current address.
- Residents of areas outside the library district may register for a card after paying a household out-of-district fee; applicants must show photo identification with current address. See Out-of-District Cards section below.
- Youth under age ~~16~~ 4 to 18 may be issued their own library card when accompanied by an adult providing their signature and proof of identity and address. An adult's signature on a youth application constitutes the adult's permission for the youth to have a borrower's card and signifies a willingness to assume financial responsibility for all items checked out on the card.

B. Out-of-District Cards

In fairness to those taxpayers who are residents and property owners within JCLD boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services. The current fee is \$60 per household.

Out-of-district patrons must have a current library card in good standing to check out materials or access library-provided databases from home.

JCLD may waive or reduce this fee for certain reasons that may include, but are not limited to, volunteer work, educational need, or outreach efforts. This may include:

- Certified educators teaching within Josephine County (must show current school ID). Card must be renewed each year by showing valid school ID.
- Transitional residence facilities.
- Active library volunteers who reside outside the district are eligible for a volunteer library card. Eligibility for a volunteer card is reviewed quarterly.

C. Library Cards for Non-Resident District Property Owners

Owners of properties located within the district but who reside outside the district support the libraries through their in-district property taxes and therefore may be eligible for library cards.

To apply, the property owners must show photo identification and complete the “Library District Property Confirmation” form on which they specify their in-district property address, and attest that they own this property.

This policy will be reviewed annually.

D. Internet-Only Cards

Internet-~~only~~ cards provide public access computer use privileges to patrons, but no borrowing privileges. These cards are available at no charge and proof of address is not required. Acceptable identification includes, but is not limited to:

- government-issued identification
- credit card
- organization membership card
- insurance card
- student body card

E. Internet Guest Pass

A guest pass is available to allow visitors access to public computers. No identification is required to use a guest pass.

Library cards are not required for in-house services, or to participate in library programs.

Policy 3-6-2. Library Card Registration

Adopted 3/15/2018

Revised 9/27/2018

Revised 12/20/2018

Revised 11/20/2019

Revised x/xx/xxxx

A. Application

To receive a full-service library card, patrons aged 168 and older must complete and sign an application, providing name, mailing address, street address, telephone number, date of birth, and proof of identity with photo.

Applicants under 168 must complete an application, providing name, mailing address, street address, telephone number, and date of birth. Applicant must be accompanied by adult over age 18 accepting responsibility for the minor's use of the library card. Adult signing application must provide name, address, and proof of identity with photo.

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

B. Proof of Identity and Address

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

C. Missing Cards

All patrons are expected to bring their library cards with them if they intend to check out items. Exceptions may be made for the occasional forgotten card on a one-time basis.

D. Expiration

All library cards will automatically expire in accordance with the type of card issued. Cards must be renewed in person with valid proof of address and identification appropriate for the type of card. Outstanding fines should be resolved, and out-of-district fees are due at renewal. Rebates are not available for any unused portion of time remaining on out-of-district cards.

Policy 3-6-5. Hold Requests

Adopted 3/15/2018

Revised x/xx/xxxx

Hold requests may be placed by patrons either online, in person, or over the phone. Patrons will be notified by email, text message, or phone when the items are available. There is no charge to the patron for placing a hold request on an item. Hold requests are held for 107 business days before being placed back in circulation.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 15, 2020
SUBJECT: First Reading of Personnel Policies

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

- New Personnel Policy 4-8-2, **Harassment Policy (revised)**
The policy redefines the parameters of harassment, prohibition, reporting and complaint procedures.

Background:

In compliance with Senate Bill 479 passed by the Oregon Legislature as a requirement beginning January 2020 for compliance by all districts, the library district is revising its harassment policy to incorporate a template policy provided by SDAO.

Recommendation

Due to the complex nature of the required Senate Bill 479 changes, management recommends the district change its Harassment Policy 4-8-2 to reflect the SDAO recommended template policy in its entirety. Both versions are attached for board review.

Resources:

SDAO Template Workplace Harassment Policy
Senate Bill 479

CURRENT JCLD POLICY

Policy 4-8-2. Harassment

Adopted 3/15/2018

Josephine Community Library District (JCLD) is committed to a work environment free from harassment on any basis. JCLD prohibits harassment based on sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, genetic information, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, injured workers status, or any other protected class, regardless of whether that harassment is targeted specifically at the employee.

Behavior such as telling ethnic jokes, making religious slurs, using offensive “slang” or other derogatory terms denoting a person’s speech, accent, or disability, are examples of prohibited conduct.

Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where any of the following prohibited behaviors apply:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;
2. Submission or rejection of such conduct by an individual influences any employment related decision affecting the individual; or
3. The conduct has the purpose of or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes he or she has experienced harassment should report the information immediately to their supervisor or the library director. All employees are responsible for notifying their supervisor or the library director of any harassment behaviors at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated either by the supervisor or by the library director, and the individual who initiated the complaint will be informed as to when the investigation is complete and if corrective actions have been taken.

Should the complaint involve the library director, the complaint shall be reported to the president of the JCLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.

Template Workplace Harassment Policy in response to SB479

Anything highlighted in yellow are sections that must be filled out with your specific organization details

Anything highlighted in grey are required to be in the policy by SB 479 and should not be removed

I. EQUAL EMPLOYMENT OPPORTUNITY

[Organization Name] Josephine Community Library District (“JCLD”) is committed to fair employment practices and non-discrimination, including pay equity for all employees. ~~We do not~~ JCLD does not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

[Organization Name] JCLD is committed to providing a work environment in which all individuals are treated respectfully. All employees of [Organization Name] JCLD should have the expectation that they work in a professional environment and that [Organization Name] JCLD promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

[Organization Name] JCLD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. [Organization Name] JCLD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact [Working Title] the JCLD library director or as an alternative you may reach [Working Title] the JCLD business manager.

A. RETALIATION

[Organization Name] JCLD encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. ~~We~~ JCLD prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

B. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. HARASSMENT

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

D. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

[Organization Name] JCLD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We JCLD recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

[Organization Name] JCLD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with [Working Title] the JCLD library director or [Working Title] the JCLD business manager. See the complaint procedure described in section E.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to [Working Title] the JCLD library director.

E. COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with [Working Title] the JCLD library director if you are unable to reach the primary contact please reach out to [Working Title] the JCLD business manager. We encourage employees to document the event(s), associated date(s), and potential witnesses.

[Organization Name] JCLD encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years

of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

{Organization Name}JCLD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination} as {Organization Name}JCLD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to the Oregon Bureau of Labor in accordance with ORS 30.275.

F. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

G. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

NOTE: insert specific resources for each bullet below

- Legal Resources Hornecker, Cowling, LLP
- Counseling and Support Services and/or Employee Assistance Services

TO: Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Beecher Ellison, Laurel Samson,
Kate Lasky, Sue Cohen, Steve Swearingen
Advisor: Doug Walker
DATE: January 3, 2019
SUBJECT: Facilitates Oversight Task Force

Background

The Facilities Oversight Task Force consists of an equal number of representatives from the district and the foundation and is responsible for making informed recommendations to their respective boards of directors regarding new library building projects and capital improvement projects.

The task force developed the Major Capital Project Decisions policy, approved by the foundation board in June 2019. It states that the following decision-making process will be followed regarding major capital projects:

1. The Facilities Oversight Task Force gathers information, develops recommendations, and shares those recommendations with the district board.
2. The district board discusses the task force recommendations and comes to a decision regarding facilities projects.
3. The foundation board reviews the district board decision and moves forward with funding decisions.

Old Business

Mr. Walker reported on the Phase I Environmental Assessment Report done by Jack Akin last month on the preferred property, City Center Plaza. Akin noted that there are no major concerns and he did not recommend further evaluation. Minor concerns are the possibility that a mechanics station was on the site, but there is no evidence of underground gas tanks on the property in the historic review. This gives the foundation confidence to move forward.

Mr. Swearingen reported that the foundation received a list of current renters and their lease options for the preferred property, City Center Plaza. The current rent received is about \$11,000 per month. The foundation's "escrow" period expires February 17. ***Mr. Walker moved and Mr. Swearingen seconded that FOTF recommend the foundation proceed to sign the Option to Purchase.*** This should be done at the foundation's January 21 Board meeting. That will require a \$45,000 nonrefundable payment for the preferred property option. Discussion followed that the campaign to raise money must begin as soon as possible. ***The motion passed unanimously.***

Action: Ms. Cohen will contact Foundation Board President Shad Shriver regarding the formation of a Capital Campaign Committee.

New Business

Ms. Lasky reminded all about the upcoming strategic planning retreat with Michael Kosmala on February 1 and asked for input regarding topics of discussion. Mr. Walker suggested integration of the new foundation executive director.

Capital Improvement Plan: Ms. Lasky reported that the parking lot potholes in the Illinois Valley are a safety issue. She did not have an estimate but believes the expense will be less than \$5000. ***Ms. Samson moved, and Mr. Ellison seconded that FOTF recommend to the foundation that it pay for the repair of the Illinois Valley parking lot to bring it up to ADA code. The motion passed unanimously.***

Next Meeting: Friday, February 7. The first Friday of each month at 10 a.m. shall be the normal meeting time. Ms. Cohen will notify members one week prior if there is no need for a meeting or she will send out an agenda.

Design and construction phases

- ***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 was completed in August 2019. The report was finalized in December 2019. This study examines fundraising capacity for the building projects.
- ***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.