Josephine Community Library District
Workshop Minutes
Sunday, September 10, 2017, 9 am to 3 pm
Main Reading Room, Grants Pass Branch Library

Members in attendance: Jennifer Roberts, John Harelson, Judy Williams, Laurel Samson, and Beecher Ellison

Members absent: None

Others present: Michael Kosmala and Sarah Lechner of Coraggio Group, JCLI Executive Director Kate Lasky, and Interim Board Secretary Teresa Stover

CALL TO ORDER. The workshop started at 9 am.

STRATEGIC PLANNING VISIONING WORKSHOP. This workshop was the “Visioning Workshop” for Josephine Community Library District Strategic Planning. It is the second of four sessions which will result in the three-year strategic plan for the district. See the attached notes for details of workshop results.

ADJOURNMENT
The workshop adjourned at 3 pm.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District
Josephine County Library District Strategic Planning
9.10.17 Retreat Session Summary Notes / Submitted by Coraggio Group

Meeting Purpose

Five members (John Harelson, Beecher Ellison, Jennifer Roberts, Laurel Samson, and Judy Williams) of the Josephine County Library District, and JCLI Executive Director Kate Lasky met on September 10 from 9 am to 3 pm with members of the Coraggio Group. Meeting outcomes included:

– Reconnect with Immersion Session outcomes
– Develop a shared understanding from the Community Survey
– Get oriented to the Oregon State Library Standards
– Build a foundation for Strategic Clarity
– Leave with a clear understanding of next steps in the strategic planning process

Process Overview & Immersion Session Review

Coraggio shared an overview of the day and reviewed key elements of the immersion session, including the identified success factors for the project/process and the essential questions to be addressed through the process.

Community Survey Insight Report

Coraggio walked attendees through the insight report, which summarized significant data and findings based on the community survey results. The group identified the data they found reaffirming, the data that surprised them and the data that they felt was still missing. The group identified 3 areas of follow up analysis that Coraggio will do to sort specific question responses by demographic groups.

Oregon State Library Standards

Kate Lasky walked the Board through the Oregon State Library Standards, highlighting:

– What are the Library Standards?
– Why are they important?
– How has JCLI used them to this point?

The board expressed interest in using the standards to determine focus areas for their work and to set goals. Kate Lasky will send out the most recently completed self-assessment of the standards for JCLI for reference and consideration.

Strategic Clarity: Values

Coraggio Group led the group in reviewing the existing JCLI values and descriptors, discussing any questions and gathering any ideas for strengthening. The group reaffirmed their commitment to carrying the existing JCLI culture forward, and agreed that the values present an opportunity to do this. Some ideas were shared to shift, simplify or amend the existing value titles and descriptor language. The Board also decided to add a value related to equity and diversity.

Coraggio Group led participants in an activity to articulate how the values show up in action through the board. As a follow up activity, each board member will complete the activity for 2-3 values. Kate Lasky will also be asking representatives of the staff and volunteers to complete the same activity, capturing how the values show up within the organization.
Strategic Clarity: Vision

Coraggio Group led the group to review a definition of vision and examples, as well as the existing JCLI vision. In teams, the group participated in an activity to envision the future of the library district in 2027 and to identify and synthesize themes. Coraggio Group will take the reflection notes and themes and draft vision statement language for the group to review and respond to at the next meeting.

Strategic Clarity: Mission

Coraggio led the group to review a definition of mission and key elements as well as the existing JCLI vision. Individually, each attendee reflected on the key mission elements and drafted up a district mission statement. Coraggio Group collected all of the mission statement reflections and draft statements and will synthesize to propose potential language for the group to review and respond to at the next meeting.

Strategic Clarity: Reputation

To conclude the meeting, Coraggio led the group through an activity to identify key elements of the library system reputation. Participants worked in teams to create personas of key library stakeholders, imagine their experience with the library, and capture words that describe that experience. The groups reported out and identified shared themes. Coraggio Group will take the reputation activity notes and themes and draft reputation language for the group to review and respond to at the next meeting.

Upcoming Meeting Dates

- **3-hour work session #1**: October 5th 8:30-11:30am (Note: Coraggio to also facilitate an input session with JCLI staff from 12-1:30pm)
- **3-hour work session #2**: October 26th 8:30-11:30am
- **JCLD Board Approval of the Strategic Plan**: Aiming for November 16

Immediate Actions/Commitments

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<th>Who</th>
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<tr>
<td>Kate Lasky</td>
<td>Send out JCLI’s most recent Library Standards self-assessment to the JCLD Board</td>
<td>Week of 9.10.17</td>
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<td>Engage staff and volunteer representatives in the Values follow up activity &amp; gather responses</td>
<td>By 9.28.17</td>
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<td>JCLD Board Members</td>
<td>Complete Values Homework and send to Coraggio Group by 9/18</td>
<td>By 9.28.17</td>
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<td></td>
<td>Beecher: Integrity, Diversity/Equity</td>
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<td>John: Integrity, Accountability</td>
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<td>Judy: Engagement, Innovation</td>
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<td>Laurel: Innovation, Freedom, Diversity/Equity</td>
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<td>Jen: Accountability, Freedom</td>
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<td>Review the JCLI Library Standards self-assessment by next meeting</td>
<td>By 10.5.17</td>
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<tr>
<td>Coraggio Group</td>
<td>Send out meeting notes and Values homework as a fillable PDF</td>
<td>By 9.12.17</td>
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<td>Draft Vision, Mission, and Reputation Language</td>
<td>By 10.5.17</td>
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<td>Follow up on survey analysis- demographics questions</td>
<td>By 10.5.17</td>
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<td>Synthesize values conversation notes and results of follow up assignment once received</td>
<td>By 10.5.17</td>
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