

## About Josephine Community Library District

The libraries in Josephine County closed on May 17, 2007. In September 2007, committed community members formed Josephine Community Libraries, Inc., a nongovernmental, nonprofit organization dedicated to reopening and operating the libraries in Josephine County. As of December 19, 2009, the nonprofit reopened all four shuttered branches. For the next 10 years, the libraries operated on donations from individuals, businesses, and grants. In November 2014, citizens placed a measure on the ballot to once again permanently fund the libraries, which was defeated by 53 percent of the vote. Finally, on May 16, 2017, exactly 10 years later, voters approved a measure to form a library district serving 39,000 residents in the non-contiguous areas surrounding the branch libraries in Grants Pass, Illinois Valley, Williams, and Wolf Creek. The new district does not serve the entire county, but generous scholarships for household library cards are available for anyone requiring access.

On June 4, 2017, the newly elected, five-member Josephine Community Library District board of directors convened. For the next six months, the board met weekly to build the infrastructure of the new library district. Members worked closely with Josephine Community Libraries, Inc., the nongovernmental organization that since 2007 had been dedicated to ensuring long-term public library services. The nonprofit committed to handing over day-to-day operations to the district by January 1, 2018.

After a six-month start-up period, Josephine Community Library District assumed operations of the libraries on January 1, 2018. It fulfilled its promises – doubling the open hours at all four branches, acquiring more and better books and other materials, and offering improved services.

### Mission

The mission of Josephine Community Library District is to enrich the community through access to quality library services across Josephine County.

### Vision

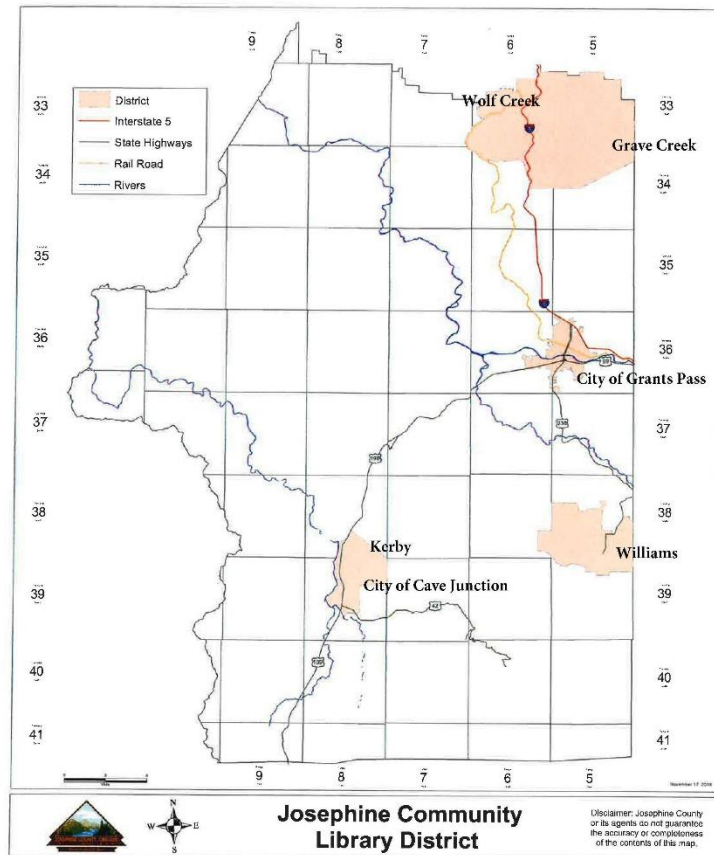
A community strong in itself and connected to the world

### Values

Integrity, Accountability, Engagement, Innovation, Freedom, Equity, and Inclusion

## Service Area

The newly formed library district is smaller than the boundary of the former Josephine County library system. The district is noncontiguous while encompassing the four branch libraries in Grants Pass, Illinois Valley, Williams, and Wolf Creek, much like islands.



The formation of the district created within the county an unserved population of residents who do not pay taxes for library services. With community input, the district established policies and procedures to address this change in service area. All residents outside the district who are seeking to renew or register a new library card are asked to pay a fee of \$60 annually or \$5 a month per household.

The fee schedule balances accessibility, fairness to the taxpayer, simplicity for staff, equity, and the understanding that the fees would not be a significant revenue source for the district. The amount of the annual fee was based on the median household assessed value in Josephine County of \$150,000.

The district began charging for library cards in April 2018. Scholarships for library cards are unrestricted and paid for by the Josephine County Library Foundation as a scholarship.

Current statistical analysis of library card fees:

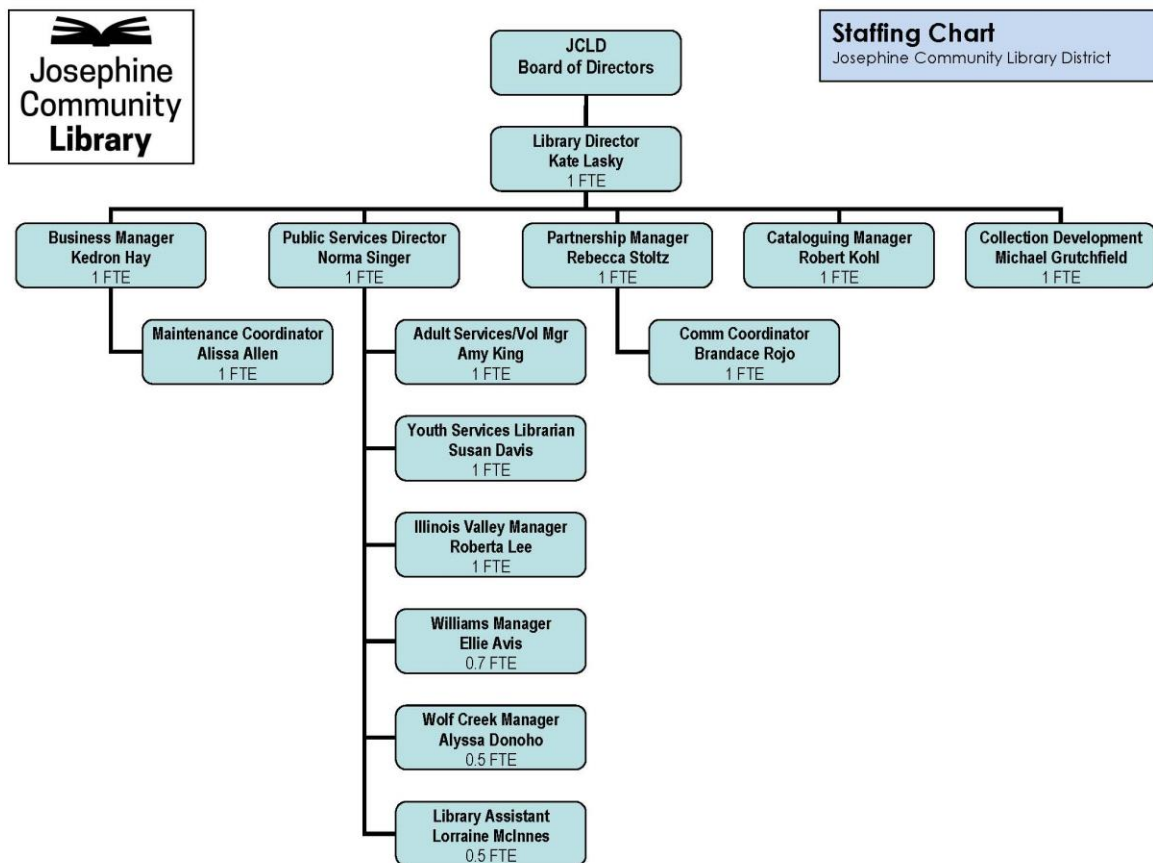
- Analysis of library cards issued/renewed per quarter indicates about 45% resided within the library district and about 40% lived outside of district and took advantage of alternative card option. Chart below reflects quarterly averages.
- Library card scholarship forms have been revised to include all household members on one form. Household totals for Q3 were:
  - January 34 households
  - February 29 households
  - March 25 households

Alternative cards	Q1		Q2		Q3	
	Count	Percentage	Count	Percentage	Count	Percentage
Adult scholarship	15	5%	13	4%	6	2%
Junior scholarship	37	13%	15	5%	25	9%
District annexation	6	2%	10	3%	12	4%
Property in district	5	2%	8	3%	5	2%
Internet only	12	4%	7	2%	3	1%
Volunteer	12	4%	7	2%	0	0%
Other (student, educator)	28	10%	3	1%	6	2%
Paid monthly card	90	31%	104	36%	138	48%

## Core Services

- Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.
- Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.
- Provide access to the Internet and a variety of digital media with subsequent digital skills training.
- Provide special programming to encourage children’s literacy.
- Provide adult and teen programs that encourage lifelong learning.

## Library Organizational Chart



# Annual Report

The following information was collected as part of the FY 2017–18 Annual Report. To view the full report, visit [josephinelibrary.org](http://josephinelibrary.org) or [click here](#) to view online.

In its first year of operation, the district made a commitment to enhance program quality and customer service as a strategic imperative. Results from a public survey in 2017 confirmed public demand for more hours, better quality and access to materials such as books, audiobooks, and e-books. In December 2017, the district increased the books and materials budget from \$90,000 to \$175,000 as part of its promise to purchase more and better books for patrons.

Most importantly, by February 2018, the district expanded hours at all four library branches. Overall, the library system nearly doubled its hours from 59.5 hours per week to 100 hours per week.

In response to the public survey, the district expanded the hours at all four library branches beginning in February 2018. Overall, the library system nearly doubled its hours from 59.5 hours per week to 100 hours per week.

- Illinois Valley: Thursdays, Fridays, and Saturdays from 11 a.m. to 5 p.m.  
Wednesdays from 11 a.m. to 6 p.m.
- Williams: Tuesdays, Wednesday, and Saturdays from 1 to 6 p.m.  
Fridays from 11 a.m. to 4 p.m.
- Wolf Creek: Wednesdays and Saturdays from 1 to 6 p.m.  
Fridays from 11 a.m. to 4 p.m.
- Grants Pass: Tuesdays and Thursdays from 10 a.m. to 7 p.m.  
Wednesdays and Fridays from 10 a.m. to 6 p.m.  
Saturdays from 10 a.m. to 4 p.m.

The district's goal in FY 2017–18 was to repair, rebuild, and modernize the library's collection of materials to recover from years of austere or nonexistent book budgets. Based on the results of the community survey, district staff prioritized children's books and adult nonfiction and fiction print books and e-books as the top areas for improving the collection. By the end of June 2018, the district had increased the number of items added to the collection monthly, from an average of 900 to more than 1,200 per month.

## Partnerships

With a stable source of funding, Josephine Community Library District has been able to focus its energy and creativity on innovative ways of serving our community. As a strategic imperative, the district is committed to nurturing healthy and impactful relationships with current and new partners. In the past year, the district has increased partnerships, both in quality and quantity, to support community initiatives. For example, the district committed to a three-year partnership with the Grants Pass Rotary Foundation for Dolly Parton's Imagination Library, a book-gifting program which mails free books to children every month from birth to age five throughout Josephine County. The district manages the mailing database and helps residents sign up for the program. From May 1 through June 30, 2018, the library registered 900 children for the program.

The library currently partners with the 20 local organizations, schools, businesses, and nonprofits described below. Because of capacity issues, the maximum number of active partnerships is capped at 25. The library district engages in the following four types of partnerships:

- **Service partners** are organizations working with the library to provide programs, workshops, storytimes, or other children's and adult services for library patrons and community members. Examples include the Blue Zones Project, Rogue Valley Kennel Club, and OSU Master Gardeners. Currently, the library has 20 active service partners.
- **Funding partners** are organizations that provide funding to the library district such as Grants Pass Friends of the Library and Josephine County Library Foundation. A funding partner might also be a restaurant or other local business which hosts a one-time fundraising event to benefit the library district. Currently, the library has two active funding partners.
- **Association partners** are organizations that allow the library to network within the local community and library world. Examples of this type of partnership are Grants Pass & Josephine County Chamber of Commerce, Oregon Library Association, and Rotary. The library has 14 association partners.

### FY 2017-2018 Service Partners (\* denotes new partner)

Applegate Poets*	Kiwanis Club of Grants Pass
Blue Zones Project*	Oregon Poetry Association*
Gilbert Creek Development Center	OSU Master Gardeners
Grants Pass Rotary Foundation*	Southern Oregon Aspire
Grants Pass School District	Southern Oregon Early Learning Services
Hearts with a Mission*	Sunny Wolf Charter School
Josephine County Food Bank*	Therapy Dogs International, Inc.
Josephine County Public Health	Three Rivers School District

## Board Service Information

Much of what is available in this packet is also available through the library's website at [josephinelibrary.org](http://josephinelibrary.org) under the "about us" dropdown menu.

To learn more about the district, including policies, past meetings and minutes, and budget committee meetings, click [here](#).

## Board Roster-July 2019

The board roster is available on the library's website at [josephinelibrary.org](http://josephinelibrary.org). [Click here](#) for more information online.

Name	Affiliation	Term
<b>Beecher Ellison</b>	Paralegal, Josephine County Legal Counsel; Former chief deputy clerk, Josephine County Clerk's Office	Position 1 July 2017 to June 2021
<b>Laurel Samson</b>	City government consultant; City manager, retired, City of Grants Pass	Position 2 July 2017 to June 2021
<b>Pat Fahey</b>	General manager with Sutherlin Sanitary Service; Board member, Rogue Community College	Position 3 July 2019 to June 2023
<b>John Harelson, CPA</b>	Certified public accountant with the firm of Cynthia Harelson, CPA; Former Josephine County treasurer	Position 4 July 2019 to June 2023
<b>Gina Marie Agosta</b>	Patient experience coordinator with Asante; Former nonprofit executive director	Position 5 July 2019 to June 2023

## Board Member Expectations

The board of directors' governance policies (bylaws), which outline board member legal requirements, are available on the library's website at [josephinelibrary.org](http://josephinelibrary.org). To view the policies online, [click here](#).

Regular board meetings are held monthly from 5:15–7pm generally on the third Tuesday of the month. Occasionally, the board decides to adjust the date or time, hold special board meetings, or hold executive sessions.

Under ORS 357.216 to 357.286, the library director serves as the board secretary and delegates the task to an employee. The communications coordinator currently serves as the secretary with oversight by the library director.

Board officers, including president and vice president, are elected annually at the July board meeting. Officers may serve two consecutive years in a position.

Board members are expected to:

1. Participate in at least 80 percent of board meetings.
2. Attend library special events.
3. Take part in annual strategic planning sessions.
4. Participate in fundraising activities.
5. Be involved with other community organizations and cross-educate these organizations about the library.

The time commitment for service on the board of directors is about 2–8 hours per month.

### **Board Terms and Elections**

The board of directors is made up of five members, each at large. Elections are held in May of odd numbered years; elected members take office on July 1 of the election year. All members are elected for four-year terms. Term limits do not apply.

Board officers, including president and vice president, are elected annually at the July board meeting. Officers may serve two consecutive years in a position.

### **Board Communication**

Board members are subject to public meeting law under ORS 192.610 to 192.690. Board members may not meet in quorum in person, by phone, text, or email without public notice of the meeting.

The library district is subject to public records law under ORS 192.610 to 192.690. Board members are asked to copy [boardrecord@josephinelibrary.org](mailto:boardrecord@josephinelibrary.org) when they are discussing library business with non-employees to ensure the public records custodian is able to easily access necessary information to fulfill all public records requests. For more information about public records request, [click here](#) to view the library's Operations Policy 3-1-5.



Citizens may email the board directly through a distribution list [board@josephinelibrary.org](mailto:board@josephinelibrary.org). This email is routed to the board president, vice president, and library director in compliance with public meeting law. Correspondence will be facilitated by the board president and reviewed by the board in quorum at a regularly scheduled board meeting.

# 2018–2020 Three-Year Strategic Plan

The following imperatives and initiatives of the strategic plan guide the decision-making processes of the library and are reflected in board reports. To view the full strategic plan, visit [josephinelibrary.org](http://josephinelibrary.org) or [click here](#) to view online.

## **Imperative (1).** Enhance program quality and customer service

- **Initiative.** Update the collection development plan to improve materials against Oregon Library Association Public Library Standards
- **Initiative.** Develop a three-year programming plan that responds to community needs and includes criteria for review, approval, allocation, and ongoing evaluation of resources
- **Initiative.** Develop and implement a plan to build equity across all populations

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

- **Initiative.** Develop and implement a staff and volunteer professional development program plan that aligns with organizational needs
- **Initiative.** Enhance volunteer engagement in evaluation and implementing adjustments to library services and procedures
- **Initiative.** Codify the unique culture that exists between staff and volunteers

## **Imperative (3).** Enhance the facilities across the library systems

- **Initiative.** Develop a Capital Improvement Plan and associated budget for the four library branches

## **Imperative (4).** Develop efficient operating systems and structures

- **Initiative.** Develop a long-term financial plan for the library system that includes contingency and maintenance reserve funds
- **Initiative.** Develop new board member onboarding process and accompanying materials
- **Initiative.** Develop and execute a recruitment and retention plan for future board members

## **Imperative (5).** Build awareness and expand partnerships

- **Initiative.** Develop and implement a communications plan that includes progress updates on Measure 17-79 commitments and future facility related plans for the Library District
- **Initiative.** Secure an agreement with Josephine County Library Foundation that clarifies partnership in areas including communications, fundraising, and staffing
- **Initiative.** Develop and implement an outreach plan that deepens engagement and participation with diverse groups in our community

## Budget Overview

The library district budget in detail is available on the library's website at [josephinelibrary.org](http://josephinelibrary.org). To view the budget online, [click here](#).

The fiscal year begins on July 1 and ends on June 30. The current budget document represents the planned revenue and expenditures (resources and requirements) for fiscal year FY 2018-19. The budget committee approved the FY 2019-20 budget and the board of directors is scheduled to adopt the budget at its June board meeting, at which time the FY 2019-20 budget will be published.

Through the budget committee, each year the district determines the amount of money to be raised from taxes. All elected board members are also members of the budget committee, along with five citizens appointed by the board. The following roster includes current citizen budget committee members:

<b>2018</b>	<b>Affiliation</b>	<b>Term</b>
<b>Bill Kohn, MD</b>	Physician, retired	2019-2021
<b>Jay Meredith, CPA Budget Committee Vice Chair</b>	Finance director, City of Grants Pass	2017-2020
<b>Tom Miller, MLIS</b>	Library department chair, retired Rogue Community College	2019-2021
<b>Jim Polk Budget Committee Chair</b>	Recorder/treasurer, retired, City of Cave Junction	2017-2019
<b>Joanne Stumpf</b>	Finance director, retired, City of Grants Pass	2017-2019

Josephine Community Library District  
**Adopted Budget Overview**  
**for FY19**

July 1, 2018 through June 30, 2019

Revenue		
Beginning Fund Balance		\$ 766,396
Levied Taxes		\$ 1,353,750
Previously levied taxes estimated to be received		\$ 20,150
Grants, Gifts, and Donations		\$ 147,052
Fines and Fees		\$ 19,500
Interest		\$ 7,000
Transfer (Maintenance Fund)		\$ 5,000
<b>Total Revenue</b>		<b>\$ 2,318,848</b>
Expenses		
Personnel		
Wages and Salaries		\$ 622,746
Taxes and Benefits		\$ 156,595
Materials and Services		
Library Services		
Collection Development (books, audiovisual, digital)		\$ 175,000
Library Catalog (Polaris)		\$ 27,995
Patron Services and Supplies		\$ 3,652
Volunteer Support		\$ 2,900
Events at Library		\$ 3,200
Communications and Outreach		\$ 13,000
Contracted Services (grants, web, IT, patron survey)		\$ 57,000
Library Services paid by grants		\$ 123,119
Maintenance and Repairs		
Building Improvements (GP lease deposit)		\$ 5,000
Facilities and Equipment		\$ 12,500
Computer Maintenance (software, hardware)		\$ 22,382
Maintenance and Repairs paid by grants		\$ 48,000
Administration		
Insurance		\$ 10,000
Travel and Training		\$ 17,600
Audit Services		\$ 18,000
Legal Services		\$ 2,000
Administrative Support		\$ 11,500
Telecommunications (internet, telephone)		\$ 11,500
Utilities		\$ 33,400
Administration paid by grants		\$ 55,871
Maintenance Fund		\$ 26,458
Interfund Transfers		\$ 5,000
Contingencies		\$ 189,430
Unappropriated Ending Balance		\$ 665,000
<b>Total Expense</b>		<b>\$ 2,318,848</b>

## Library Organizations in Josephine County

**Friends of the Library.** The support organizations whose purpose is to raise money and assist operations of a library branch. A separate Friends organization supports each of the four Josephine Community Library branches. The Grants Pass, Illinois Valley, and Wolf Creek Friends of the Library maintain a Friends bookstore at their library branches. All four organizations run book sales and other fundraisers throughout the year. [Click here](#) to learn more.

**Josephine County Library Foundation.** The private nonprofit foundation established 25 years ago that raises money to enhance and improve the libraries in Josephine County, mostly focused on capital or other expenditures that are not part of the normal budget. The Foundation focuses on planned giving strategies including bequests, trusts, insurance, and major gifts, with the purpose of substantially increasing the Josephine County Library Foundation Endowment Fund. Among its major accomplishments is the building of the Wolf Creek branch library. [Click here](#) to learn more.

**Keep Our Libraries Open PAC.** Keep Our Libraries Open (KOLO) is the political action committee (PAC) whose purpose is to plan, raise money, and execute ballot measure campaigns to support library services. The PAC holds \$11,000 in revenue and is currently inactive. The president of the PAC is Laurel Samson (board member) and the treasurer is John Harelson (board member).

### June 2019 E-Newsletter

Insert June e-news

### June 2019 Board Packet

Insert June board packet