



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
July 16, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

Election of Officers

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. June 18, 2025, JCLD Regular Board Meeting Minutes.....1

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment. The Board will listen to all comments but will not respond during the meeting)

REPORTS (Inform)

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UNFINISHED BUSINESS (Discuss/Action)

3. Pathways Amendment (Kelda Vath).....15

NEW BUSINESS (Discuss/Action)

4. District Organizational Items.....20
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COMMITTEE AND BOARD MEMBER REPORTS (Inform)

6. Advocacy.....23
7. Policy Committee.....

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Board Retreat July 18, 2025

United for Libraries Virtual Conference July 29th, 30th, 31st 2025

August 6, 2025, 3:30pm JCLD Board Work Session

August 20, 2025, 4:00pm Regular Board Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact the Interim Executive Assistant Yoli Diaz at 541-774-6401 or ydiaz@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact the Executive Assistant at 541-774-6401. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marissa Barrientos Shepherd, Marta Tarantsey, and Kevin Keating.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Daniel Madrigal (Senior Accountant), Ginny Auer (Executive Director, Jackson County Library Foundation), Jacquelyn Bunick (Legal Counsel), and Erinn Agne (Finance Assistant).

CALL TO ORDER/ROLL CALL

Director Brown called the meeting to order at 4:09 p.m. The Land Acknowledgement was read and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

Director Brown congratulated the newly elected board members Marta Tarantsey and Patty Jensen.

CONSENT AGENDA

Director Brown added the Legal Services Contract under New Business.

MOTION: Director Kiefer moved to approve the consent agenda, Director Keating seconded; the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Director's Report

Library Director Kari May updated the board on the Upper Applegate Fire alerts received today. The Ruch Library was in a level 3 evacuation area, and the branch closed early. The Applegate Branch was not in the evacuation area. May reported on the ribbon cutting ceremony for the Ashland book locker at the Ashland YMCA that took place earlier in the day. Directors Kiefer and Tarantsey attended the event along with library staff, YMCA board members, and YMCA staff. May noted that many facilities projects are going on this month. The Medford library doors on Central, Riverside, and in the large meeting room will be replaced or fixed this week. The White City and Eagle Point roofs have been replaced, and the Talent roof replacement is in progress. May reported that she and Foundation Director Ginny Auer were invited to be part of a plenary panel discussion about the importance of good relationships between the library director and foundation director at the International Public Library Fundraising Conference in San Diego in June. Earlier this month, Oregon's First Lady Aimee Kotek Wilson visited the Medford Library to promote the Dolly Parton Imagination Library.

Director Keating asked if there were any July 4th celebrations taking place. May responded that the library will be participating in the Eagle Point parade. May stated that the library rotates participation each year between the branches and cities in Jackson County for their 4th of July celebrations.

Financial Report

Finance Manager Heather Scott presented the April 2025 Financial Report. Scott noted that expenses are at 69% and personnel costs at 80%, which are in good standing. Utilities, legal services, and mileage are slightly over budget, and the FY26 budget has been adjusted accordingly. The Library received the annual true-up from the County with an overage for actual expenses. It was more than anticipated in the contract, which put us at 90% of the budget. The Capital Improvement fund has had some more expenses since last month but is still under budget because of the projects that have been pushed to the next fiscal year. The Grants fund is on track. Scott answered questions about the Friends of the Library wording on the budget report and the federal mileage reimbursement rate.

Public Hearing to Receive Comments Regarding FY26 Budget

Director Brown opened the public hearing to receive comments on the FY26 Budget. There were no public comments. Brown closed the public hearing.

Adoption of the Fiscal Year 2025-2026 Budget & Appropriations

Director Brown introduced the FY26 budget resolutions: 2025-03 adopting the budget, 2025-04 making appropriations, 2025-05 imposing the tax, and 2025-06 categorizing the tax. Brown called for a motion to be made and stated that a separate roll call would be taken for each resolution.

MOTION: Director Tarantsey moved to approve the four budget resolutions; Director Kiefer seconded.

Roll call vote for Resolution 2025-03 Adopting the Budget

Brown – Yes
Kiefer – Yes
Tarantsey – Yes
Keating – No
Shepherd – Yes

Roll call vote for Resolution 2025-04 Making Appropriations

Brown – Yes
Kiefer – Yes
Tarantsey – Yes
Keating – Yes
Shepherd – Yes

Roll call vote for Resolution 2025-05 Imposing the Tax

Brown – Yes
Kiefer – Yes
Keating – No
Tarantsey – Yes
Shepherd – Yes

Roll call vote for Resolution 2025-06 Categorizing the Tax

Brown – Yes

Kiefer – Yes

Tarantsey – Yes

Keating – Yes

Shepherd – Yes

All motions passed.

NEW BUSINESS

JCLD Board Annual Retreat

Director Tarantsey and Directing Keating volunteered to plan the JCLD Board Annual Retreat. The Board narrowed down the retreat dates to July 16th or July 18th.

Legal Services Contract

Library Director Kari May presented the legal services contract for Jarvis, Glatte, and Bunick LLP. May noted the price increase and the projects that warrant the increase, such as contract renewals and amendments. May noted that the increase remained within the budgeted legal services amount for FY26.

MOTION: Director Kiefer moved to approve the legal services contract for Jarvis, Glatte and Bunick LLP, Director Keating seconded; the vote was unanimous, and the motion passed.

ADJOURNMENT: Director Brown adjourned the JCLD Board Meeting at 4:44pm to be reconvened after the Executive Session.

Director Brown called the Executive Session to order at 4:44 pm.

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing.*

Director Brown adjourned the Executive Session and reconvened the JCLD Board Meeting at 5:25 pm.

NEW BUSINESS

Extension of Library Director Contract

Director Brown stated that it is the recommendation of the Personnel Committee to accept the evaluation of Library Director Kari May. May requested a salary increase is 5% in addition to the 3% COLA. The Board discussed the Library Director's compensation in relation to salaries in the Rogue Valley and comparable library districts. May noted that the library did a salary study three years ago and found that the Library Director's salary was 15-20% below the market. May explained that the current requested increase and increases in previous years were made to help align her salary with market.

MOTION: Director Keating moved to approve the extension of the Library Director's contract with a salary of \$189,978, Director Tarantsey seconded. Director Brown called for a roll call vote.

Brown – Yes

Kiefer – Yes
Tarantsey – Yes
Keating – No
Shepherd – No

Three votes in favor, two votes opposed, the motion passed.

COMMITTEE & BOARD MEMBER REPORTS

Director Kiefer and the JCLD Board members thanked President Viki Brown for her service on the JCLD Board.

ADJOURNMENT

Director Brown adjourned the JCLD Board Meeting at 5:40 pm.

/s/ Erinn Agne

Recording Secretary



DIRECTOR'S REPORT

This report is designed to align with the strategic goals as outlined in the 2022–2026 Strategic Plan. It demonstrates how the programs, services, and activities accomplished this month further the library's mission to connect everyone to information, ideas, and each other. ChatGPT was used to provide consistent voice among contributors.

Goal 1: Energize Library Services & Resources

Strategy 1: Improve and Enhance the Collections



The Medford Teen Library transformed newly available space—made possible by the Collection Development Team's weeding schedule—into a dynamic recommendation hub. Teens and staff filled the space with curated titles, creating a passive readers advisory tool for both patrons and substitutes unfamiliar with young adult literature. This vibrant display supports literacy, accessibility, and reader engagement.

Collection Development Manager Laurin Arnold recently briefed Managers and Supervisors on JCLS's upcoming transition from the Oregon Digital Library Consortium (ODLC) to a custom OverDrive platform. This strategic shift, aligned with the JCLS Strategic Plan, will better serve local patrons and collections. The addition of a Digital Selection Librarian will ensure a thoughtful transition and sustained support for digital users. The new JCLS OverDrive platform will launch in July 2026.

June's final ordering push for FY25 prioritized regional materials from local vendors, board games, and completing popular series. New hoopla Binge Passes include Fanbase Press, PBS's The French Chef, PBS Kids, Ken Burns documentaries, and Puzzmo.

Strategy 2: Diversify and Increase Programming and Events



The Butte Falls Branch hosted its first summer storytime, where children of all ages gathered with their favorite stuffed animals to enjoy stories and snacks. Library Associate Katie Misfieldt led a joyful session that drew wide smiles and enthusiastic participation.

At Central Point, young reader Stella completed her 1000 Books Before Kindergarten journey, receiving a certificate and books to celebrate. Meanwhile, Library Specialist Noel O'Brien hosted an outdoor Toddlerobics session at Twin Creeks Park, combining movement, music, and early literacy development in a joyful, high-energy format.



Central Point and Eagle Point branches each opened 25-year-old time capsules from the year 2000, offering a nostalgic look into the past. Central Point unveiled theirs during the Summer Reading kickoff, delighting attendees with old photos of the former Pine Street location and a glimpse at favorite books from the time. Plans are underway to collect items for a new 2025 capsule, to be opened in 2050.



In Eagle Point, Library Associate Nicole Shuey led the opening event, revealing heartfelt predictions about the future written by local children. Marketing Specialist Ryan Pfeil captured the moment on video, which was later featured on the news: <https://bit.ly/4nfp0lz>. A new capsule will be created this summer to be opened in 2050.

Nicole Contreras, one of Ruch's regular Preschool Storytime parents, led a Wildflower Embroidery class. This intergenerational workshop inspired creativity and connection. Participants left with embroidery kits and new friendships. The event was so well received, it will return this winter.





Rogue River hosted Local beekeeper Matthew Lake. He introduced attendees to live bees and the world of pollination through a safely contained viewing hive—offering hands-on science and community connection.



Oregon Poet Laureate Ellen Waterston visited four branches to share poetry as a communal, inclusive art form. From Medford to Ashland, audiences were moved by her stories and insights.

With 895 active participants reading over 7,600 books, the Summer Reading program is off to a powerful start. Highlights included a teen Paracord Knots and Bracelet workshop, so popular it is being repeated across the district.



Oscar Wilde Celebration took place in Medford where attendees enjoyed classic tea-time treats while watching *The Importance of Being Earnest* and celebrating the wit and style of Oscar Wilde, hosted by Adult Services Specialist Jackie McGarry.

White City library children explored light and color through prisms and created rainbow crystal suncatchers, combining art and science in a popular Spark Space event.

In Shady Cove teens learned writing, editing, and design skills in a creative zine-making session with Library Associate Pauline Zuntz.



Prospect's June's Friday Art Lab went wild with colors and resistance dyeing with just a hint of summer camp flavor tie-dyeing bandanas. Participants experimented with rubber bands and glue to make unique textile designs--including some head scarves that patrons wore home!

Digital and analog games in Prospect—including a giant outdoor board game—transformed the library into a multigenerational play zone. Staff and patrons created, tested, and played together.



Butte Falls Library sidewalks turned into art canvases as local creators shared favorite characters and colorful designs in this joyful community contest.

Ashland Adult Services launched a six-session Nature Journaling series focused on observation, writing, and drawing elements of the natural world. Materials are provided, and while sessions can be attended individually, the content builds over time. This in-depth, skill-building program offers patrons a chance to connect, learn, and grow—much like the branch's popular Creative Writing Workshops.



Outreach to Childcare staff attended concerts, health events, and preschool fairs to promote library services, sign up new patrons, and deliver books and storytimes across the community. Weekly bilingual storytimes have also launched at the Medford and Phoenix branches, led by Spanish Services Coordinator Milagros Morales to enthusiastic audiences.

Strategy 3: Work to Remove Barriers to Use of the Library



A favorite among patrons, *The Wild Robot* inspired a cheerful display in the Central Point Library's picture book area. Featuring Roz the Robot, it ties directly into this year's Summer Reading theme, "Embrace the Wild," delighting both children and adults.



Medford Library Adult Services Specialist Jackie McGarry and Resource Specialist Anna Rands created a whimsical, nostalgic display inspired by *Where the Wild Things Are*—with a JCLS twist. Featuring Guinevere, the JCLS summer mascot, the display adds color and character to the adult section and highlights materials on travel and adventure.

At the Medford 2025 Juneteenth event in Pear Blossom Park, the DART van and Technology Education staff—Maddy Tuttle, Leia Pastizzo, Jordana Cordovi, and Ryan Murphy—provided Wi-Fi and helped promote JCLS resources. The library's presence supported community celebration and connection.



As FY25 wrapped up, several furniture orders arrived just in time. Medford received new lounge chairs for the Adult Fiction area, Central Point added updated meeting room tables, and thanks to the Eagle Point Friends of the Library, staff received new break room furniture, creating a more comfortable and welcoming space for daily breaks and meals.

STRATEGY 4: Ensure that user technologies remain current and accessible

Technology Education Specialist Jordana Cordovi led a class in Medford on using Calibre, an open-source eBook tool, to create and enhance fanfiction with custom artwork. Future sessions are planned to further engage creative learners.

Medford Large Meeting Room AV Upgrades Complete

The final components for the AV upgrades in Medford's Large Meeting Room podium have been installed, completing the project and enhancing the space for future presentations and events.

Goal 2: Extend Access to the library

Strategy 2: Expand and Diversify Marketing and Promotion

Marketing connected Collection Development Manager Laurin Arnold with Ashland News for a feature on the Library of Things (LOT). The reporter visited the Medford Library to interview Arnold and photograph the display, highlighting the collection's popularity, upcoming additions, and how patrons can check out items. The article was published on July 1. <https://ashland.news/library-service-go-beyond-books-with-things/>

Strategy 3: Work to Remove Barriers to Use of the Library

A new book drop at the Ashland Family YMCA was installed and wrapped in early June, with a ribbon cutting ceremony held on June 18. The event included YMCA and Library Board Members Marta Tarantsey, Susan Kiefer, library staff—including Branch Manager Kristin Anderson and Director Kari May—and even Courier Rosie Webb with one of the new vans. Thanks to financial support from the Ashland Friends of the Library, this service expands access to materials for residents in the southern part of Jackson County.

KOBI: <https://bit.ly/4nfp0lz>



Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

Applegate staff supported a local artist by helping him print business cards and flyers, boosting his confidence and visibility. The artist, who described himself as a luddite, expressed deep appreciation for the support.

Despite initial funding concerns, Rogue River hosted Southern Oregon Head Start for a successful day of activities and information sharing, ensuring families stayed connected to essential services

The Talent Library partnered with local teachers to feature two engaging summer displays by young artists. Kindergarten through 2nd grade students from the Talent Outdoor Discovery Program created informative posters about bat conservation, while Mr. Westergaard's third graders contributed vibrant mixed media artwork, including large watercolor self-portraits. The Outdoor Discovery class visited the library to see their work and learn about Summer Reading. Several third graders also visited with their families, proudly viewing their art and signing up for the program.

Children's librarian Lyn Heerema visited Trails and Willow Wind Schools in June to promote summer reading. As June has progressed, staff are noticing that students remember Heerema from her visits to each of their schools

Business Librarian Roslyn Donald and Spanish Services Coordinator Milagros Morales connected with Hispanic entrepreneurs during Southern Oregon's first Pitch Latino event, fostering future community collaborations

Donald, who also serves as vice president of Women Executives in Southern Oregon, attended the board retreat where she helps plan upcoming programs and sponsor outreach. She was also invited to lead a future training on business plan development, reflecting her strong support for local entrepreneurs.

Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva promoted Summer Reading with themed events across the valley. At Hillside Elementary, they hosted a lunchtime popup with reading logs and swag, while at Kennedy Elementary's year-end celebration, they connected families with resources to keep kids reading all summer.

Patrons receiving Project Sunshine kits responded with heartfelt thank-you notes, demonstrating the ongoing emotional and educational value of these services.

Morales partnered with Medford School District English Language Development team to host a summer kickoff at the Medford Library. Families enjoyed food, crafts, and resources from La Clinica and Rogue Community College—and each child received a free book to start their Summer Reading adventure

Marketing supported Summer Reading with themed “starter kits” that included a tote bag, reading log, sticker, bookmark, and a lore card featuring this year’s mascot, Guinevere. Promotions ran across ValPak, Medford Chamber ads, and a Central Avenue banner. By the end of June, over 1,500 participants had logged more than 260,000 minutes and 13,000 books—surpassing 2024’s pace.

The Marketing team recorded a Q&A with horror author Nicholas Belardes in Lithia Park. Part 1 of the video series is now live: <https://youtube.com/shorts/TM9u953hhqs?feature=share>. Additional press included KOB!’s coverage of the stained glass project: <https://bit.ly/3FXOK5g>. Director May spoke with host Mike Green about the impact of the potential loss of federal funding on libraries in Oregon. Interview on Jefferson Exchange: <https://bit.ly/44DIBmW>.

At the Rogue Valley Manor Health and Wellness Fair, JCLF Executive Director Ginny Auer, Bilingual Specialist Amanda Maya Dickson, and Technology Education Supervisor Eric Molinsky promoted library services, signed up new patrons, and offered a raffle prize featuring donated books, a Rogue Reads mug, and a Rocketbook notebook.

Collection Development Manager Laurin Arnold and Adult Selection Librarian Felishia Jenkins met with SOU Associate Professor and Oregon Heritage Commissioner Maureen Flanagan Battistella to learn about ongoing efforts to preserve local newspapers and historical resources.

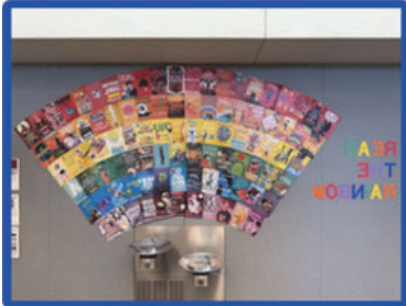
Operations Coordinator Crystal Zastera and Ruch Branch Manager Megan Pinder attended a meeting of A Greater Applegate’s initiative to establish a Ruch Resiliency Hub. JCLS provided a letter of support for the project, which includes multiple regional partners such as Jackson County Emergency Management. Potential roles for the library include Spanish language support and providing internet access agreement.

Strategy 2: Create Ongoing Community Processes to Engage Residents

Eagle Point volunteer Bee Riley worked along with staff and created a protest-themed display and original zine as part of a school project. Following local protests, a community member expressed gratitude, noting that Riley’s zine helped them protest safely, particularly as a person with disabilities. This project exemplifies the library’s power to inform and empower.

Strategy 3: Advance Work to Foster a Welcoming and Inclusive Environment

An older couple of Gold Hill branch personally thanked the staff for a thoughtful and inclusive Pride display that celebrated the 2SLGBTQAI+ community, showcasing the power of visual storytelling in the library.



A creative Pride display in Medford, featuring books across genres and age groups with queer representation, received consistent positive feedback, reinforcing the library's role as an inclusive and affirming space.



Area Manager Masyn Phoenix organized a homeschool curriculum swap at the Eagle Point branch to connect the growing number of homeschooling families and highlight library support. Education Services Librarian Evelyn Lorence and Specialist Bella Silva attended and created a take-home brochure outlining the many ways JCLS supports homeschoolers—"it's more than just books."

Goal 4: Nurture the Library's Infrastructure

Strategy 1: Foster Internal Communication and Engagement

Teen Librarian Kai Fischer co-facilitated an in-person Queer Affinity Group meetup in Central Point, fostering connection and support across staff, departments, and branches.

Strategy 3: Support Professional Development in Tech, Training, and Inclusion

HR led successful Open Enrollment efforts, providing staff with meetings, individual consultations, and daily reminders. Staff also received training on JCLS's evaluation process using Paylocity. HR Manager Brynn Fogerty shared JCLS's evaluation model with regional peers at the Southern Oregon Library Federation, prompting robust discussion and interest.



Date: July 16, 2025

Title: Pathway Services Contract Amendment 6

From: Kelda Vath, Assistant Director of Support Services

Summary:

JCLS contracts with Pathway Enterprises for custodial services. The amendment as presented extends the contract for an additional year.

Recommendation:

Staff recommend that the Board approve the amendment to the contract with Pathway Enterprises for janitorial services for Fiscal Year 2026.

Resource Requirements:

The proposed annual cost for FY26 is \$736,379. This represents a 1.88% increase over FY25 and is included in the FY26 budget.

Policies, Plans, and Goals Supported:

The Pathway Proposal supports the District's goal of having safe, clean, and welcoming facilities.

Background and Additional Information:

Pathway Enterprises has been providing janitorial services to JCLD under the current contract since 2016. The relatively modest cost increase to Pathway's services this year is, in large part, due to the removal of landscaping services at three branch locations for FY26. The accompanying cover letter details other changes impacting service costs, resulting in the FY26 costs remaining rather stable, and which tailors the services to meet evolving branch needs.

Attachments:

Oregon Forward Proposal for Janitorial Services

May 19, 2025

Jackson County Library District
Janitorial Services

In preparing the 2025 – 2026 janitorial contract costing proposal for the District I incorporated the following changes:

1. The costing tool required under the Oregon Forward Program was updated this year. I incorporated the data onto the new comprehensive tool. This new tool changes the way costs are allocated to branches. Specifically, the tool costs all the work completed at a branch to the branch. In the past we derived numbers by allocating costs based on labor hours as a percentage to the total.
2. The applicable payroll fringe percentage is based on historical fiscal year data. Last year we applied the experience from 22-23 into the proposal for 24-25. This year we are incorporating the experience from 23-24 into this proposal 25-26. The fringe rate has increased 8.86% for this proposed period for a total of 49.46%.
3. Wages for cleaning personnel are proposed to increase from \$17.75 per hour to \$18.00 per hour.
4. It was necessary to reassess square footage of libraries and incorporate hours that were reflective of the size and resources needed to serve each one individually. This resulted in some daily cleaning hours going up and others going down.
5. Floor services were modified to include an annual full floor treatment, and an annual maintenance service. This is more reflective of current services and will result in savings.
6. Landscaping services were removed from the contract.

Based on these changes the annual cost is proposed to increase from \$722,771 to \$736,379. This is an increase of \$13,608 (1.88%). I have attached “Exhibit A” to illustrate the 2024 – 2025 rates, and “Exhibit B” which reflects this proposal.

Pathway Enterprises, Inc. is proud to be a valuable support to the good work done through Jackson County Libraries. We are especially proud to be able to offer an increase below the inflation rate during a time of persistent inflation.



Crystal Golding; CEO

Please contact me if you have any questions or concerns regarding this proposal. In addition to this letter and exhibits, please find the 15 State costing workbooks utilized to generate these price determinations.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Simpson", is written over a light blue horizontal line.

Richard Simpson
Contracts Director
Pathway Enterprises, Inc.
1600 Skypark Drive #101
Medford, Oregon 97505
O 541-973-2728
F 541-973-2729
C 541-601-4550

Exhibit A

	Total Annual Billing Amount *		Janitorial	Windows	Pressure Wash	Floors	Landscaping
24-25 RATES	11,078.11	8,715.24		273.60	842.76	1,246.51	
APPLGATE	158,041.88	148,326.65		4,885.97	674.21	4,155.05	20,109.24
ASHLAND	5,954.16	4,357.62		273.60	1,011.31	311.63	5,745.50
BUTTE FALLS	16,528.58	13,072.86		547.19	-	2,908.53	
CENTRAL POINT	18,021.25	13,072.86		820.79	1,011.31	3,116.29	
EAGLE POINT	17,190.24	13,072.86		820.79	1,011.31	2,285.28	
GOLD HILL	13,722.03	8,715.24		957.59	1,348.42	2,700.78	
JACKSONVILLE	371,152.00	350,453.13		9,200.00	3,708.15	7,790.72	
MEDFORD	13,455.87	8,715.24		820.79	1,011.31	2,908.53	
PHOENIX	10,902.11	8,715.24		136.80	1,011.31	1,038.76	8,618.25
PROSPECT	19,852.99	13,072.86		1,094.39	1,011.31	4,674.43	
ROGUE RIVER	13,663.63	8,715.24		820.79	1,011.31	3,116.29	
RUCH	16,750.43	13,072.86		1,094.39	505.66	2,077.52	
SHADY COVE	18,021.25	13,072.86		820.79	1,011.31	3,116.29	
TALENT	18,436.75	13,072.86		820.79	1,011.31	3,531.79	
WHITE CITY	\$722,771.28	\$638,223.62		\$23,388.27	\$16,180.99	\$44,978.40	\$34,472.99

* Does not include Landscaping

Exhibit B

25-26 RATES

APPLEGATE
ASHLAND
BUTTE FALLS
CENTRAL POINT
EAGLE POINT
GOLD HILL
JACKSONVILLE
MEDFORD
PHOENIX
PROSPECT
ROGUE RIVER
RUCH
SHADY COVE
TALENT
WHITE CITY
TOTALS

Total Annual Billing Amount	Janitorial	Day Porter	Windows	Pressure Wash	Strip & Finish	Scrub / Finish	Carpet	Carpet Traffic
11,286.00	8,748.00		240.00	788.00	599.00	417.00	305.00	189.00
151,631.00	104,448.00	38,632.00	2,494.00	1,128.00	1,436.00	923.00	1,520.00	1,050.00
8,818.00	7,200.00		240.00	524.00	268.00	169.00	254.00	163.00
19,430.00	16,716.00		428.00		843.00	568.00	557.00	318.00
22,898.00	18,968.00		606.00	836.00	1,062.00	677.00	462.00	287.00
15,480.00	11,460.00		620.00	1,098.00	888.00	568.00	535.00	311.00
13,170.00	8,172.00		734.00	1,776.00	1,050.00	620.00	512.00	306.00
371,167.95	211,044.00	139,472.95	7,810.00	4,142.00	1,436.00	923.00	3,648.00	2,692.00
12,680.00	8,832.00		646.00	1,128.00	812.00	607.00	416.00	239.00
13,658.00	10,092.00		556.00	1,306.00	645.00	435.00	394.00	230.00
27,235.00	22,200.00		930.00	942.00	1,094.00	989.00	705.00	375.00
8,412.00	4,836.00		610.00	1,294.00	730.00	443.00	320.00	179.00
19,170.00	14,388.00		930.00	642.00	1,094.00	989.00	705.00	422.00
19,121.00	14,868.00		606.00	1,360.00	1,036.00	594.00	417.00	240.00
22,223.00	18,276.00		606.00	1,360.00	794.00	450.00	439.00	298.00
736,379.95	480,248.00	178,104.95	18,056.00	18,324.00	13,787.00	9,372.00	11,189.00	7,299.00

2 X Annual 2 X Annual 1 X Annual 1 X Annual 1 X Annual
MFR 1X



District Organizational Items for Fiscal Year 2026

1. Meeting Day & Time – The Board meets on the third Wednesday of each month at 4:00 p.m. at the Medford Library, 205 S Central Ave, unless otherwise noted. An option to attend virtually will also be provided.
2. Auditor – KDP has been contracted to conduct the audit for Fiscal Year Ending June 30, 2025.
3. Authorized Depositories of Funds – Two depositories of funds recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP).
4. Local Contract Review – The Jackson County Library District Board of Directors will act as the District’s Local Contract Review Board (LCRB).
5. Purchasing Practices – Jackson County Library District will continue its practice of following JCLD Policy 2-2 Public Contracting Rules and Procedures which closely follow the Oregon Attorney General’s Model Public Contracting Rules and ORS 279 pertaining to public contracting.
6. Insurance Agent of Record – The District’s Insurance Agent of Record is Brown & Brown Northwest Insurance.
7. Newspaper of Record – The District’s Newspaper of Record is the *Rogue Valley Times*.

JCLD Committee Summary and Membership List

FY2024-2025 Roster

1. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff, and patrons. Meets as needed.

Members: Susan Kiefer, Kevin Keating, Kari May, Kelda Vath, Joan Vigil

2. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities. Meets quarterly or as needed.

Members: Viki Brown, Kevin Keating, Kari May, Kelda Vath, Joan Vigil, Crystal Zastera

3. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large. Meets biannually or as needed.

Members: Viki Brown, Marta Tarantsey, Kari May

4. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management. Meets quarterly or as needed.

Members: Susan Kiefer, Marissa Shepherd, Kari May, Heather Scott

5. Data and Metrics Committee: The Data and Metrics Committee ensures that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan. The Committee ensures that data collected and presented to the Board and the State is accurate and submitted on time. Meets biannually or as needed.

Members: Marta Tarantsey, Marissa Shepherd, Kari May, Kelda Vath, Regina Mannino, Joan Vigil

6. JCLD/JCLF Relationship Committee: The Relationship Committee will ensure that the District and Foundation work together to further the mission of Jackson County Library District (District). The Committee will oversee the relationship between the two entities, including providing direction to the Library Director and Jackson County Library Foundation (Foundation) Executive Director to set priorities and goals for the Executive Director. Meets quarterly or as needed.

Members: Susan Kiefer, Marissa Shepherd, Kari May, Ginny Auer, Phil Meyer, Sue Collins

7. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President, Secretary, and Executive Assistant in developing each Board meeting agenda. Meets monthly.

Members: Viki Brown, Susan Keifer, Kari May, Yoli Diaz

8. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year.

Meets annually in March and May.

Members: JCLD Board Members, Citizen Members Arti Kirch, Echo Fields, David Mathieu, Doug Townsend, Cathy de Wolfe

9. Director's Evaluation Committee: The Director's Evaluation Committee works to facilitate the Library Director's annual review process.

Members: Viki Brown, Marta Tarantsey, Kari May

JCLD Roles

RVCOG Liaison

A representative appointed to serve on the Rogue Valley Council of Governments Board of Directors and attend their monthly meeting.

Current Representative: Viki Brown; Kari May (alternate)

Media Contact

Represents the Library when interacting with outside entities.

Current Representative: Viki Brown



MINUTES

ATTENDEES AND NOTE TAKER

Marta Tarantsey, Mariah Mills, and Kari May (Note taker)

REVIEW OF PREVIOUS MINUTES

The Committee reviewed the minutes of the February 27, 2025 meeting.

NEW BUSINESS

Library Champions Newsletter

The committee discussed topics for the next couple issues of the newsletter, including the ribbon cutting for the Book Locker at the Ashland YMCA and Kari's interview on the Jefferson Exchange. Another idea was to offer to have library staff give a presentation to readers' community organizations to help spread awareness about library services, either based on the brief presentation the Advocacy Committee has been giving to City Councils, or a presentation tailored to the particular audience of the group.

City Council Presentations

Kari and a board member have given presentations at six City Council meetings. Gold Hill is scheduled in August. Presentations left to schedule are Phoenix, Shady Cove, Rogue River, and the Jackson County Commissioners. We also discussed giving a presentation to the Southern Oregon Historical Society Board, since they are one of our partners. Kari will work with Yoli to get on the agendas of the remaining Councils by the end of the calendar year.

NEXT MEETING DATE

TBD after new committee assignments in July

ADJOURNMENT