



**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>  
**August 20, 2025, at 4:00 p.m.**

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**CALL TO ORDER/ROLL CALL LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS AGENDA**

**AMENDMENTS AND APPROVAL CONSENT AGENDA**

1. July 2, 2025 Work Session Meeting Minutes.....1
2. July 16, 2025, JCLD Regular Board Meeting Minutes .....3
3. July 18, 2025 Board Retreat Meeting Minutes.....6

**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)**

4. SOHS Report- Jan Wright.....8
5. Library Director – Kari May.....11
6. JCLF Report-Ginny Auer.....19
7. Statistical Report & Strategic Plan Update- Regina.....

**UNFINISHED BUSINESS (Discuss/Action)**

8. Committee Assignments- Susan Kiefer.....21

**NEW BUSINESS (Discuss/Action)**

9. Resolution 2026-01 Banner Signers -Heather Scott .....23
10. Resolution 2026-02 LGIP Signers -Heather Scott .....24
11. Policy 2-2 Contracting Rules and Procedures- Heather.....25
12. Financial Report End FY25-Heather Scott.....33
13. Updating Board information on website-Susan Kiefer.....

**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

14. Data and Metrics Committee.....39
15. Relationship Committee.....40

**EXECUTIVE SESSION**

Executive Session pursuant to ORS 192.660(2)(h): To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

September 3, 2025, 3:30pm JCLD Board Work Session

September 17, 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](http://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](mailto: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.*



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## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (Vice President), Marta Tarantsey, Kevin Keating, Patty Jensen, Marissa Shepherd.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager), and Yoli Diaz (Executive Assistant)

### CALL TO ORDER/ROLL CALL

Susan Kiefer called the meeting to order at 3:34p.m. Roll call was taken. Kevin Keating (joined virtually at 4:05pm), Marissa Shepherd (joined virtually). The Land Acknowledgement was read.

Notary swore in Board members Patty Jensen and Marta Tarantsey.

### DISCUSSION ITEMS (Inform/Discuss)

#### Employee Handbook

The meeting began with a discussion on the **Total Compensation Philosophy**. Director Shepherd requested a pay schedule be shared and asked for clarification on the affinity groups and standing committees. She asked if there should be a typical outline for such committees and emphasized the importance of reviewing overall policies. Director Kiefer clarified that the organization does not use merit-based pay increases, citing Oregon's pay equity law. HR Manager Brynn agreed, noting that merit increases are not recommended.

Executive Director May explained that the employee handbook is designed to be evergreen, which is why salary figures are not included. Employees can access pay information through Paylocity. Shepherd requested that a typical salary range or pay schedule still be available. May agreed to upload the document to SharePoint. Kiefer supported continuing the current pay structure.

Regarding the **Cell Phone Allowance**, Director Tarantsey asked whether employees are informed of this benefit at the time of hire. Brynn confirmed that eligible employees are notified. Tarantsey also asked how often the policy is reviewed, and Finance Manager Heather stated it had been reviewed in the past year and remains appropriate budget-wise.

In discussing **Tuition Reimbursement**, Kiefer asked about the broad discretion given to the Executive Director and suggested establishing clearer criteria. Shepherd added that including a specific dollar amount would improve transparency. May explained reimbursement is based on whether the program is job-related, required, or beneficial to the employee's role, and that limits vary year to year. Brynn noted a formal process is already in place. Tarantsey recommended rewording the policy to reference specific criteria, add a reimbursement cap, and better combine process with policy.

For **Professional Development and Training**, Kiefer asked about employees becoming Public Officials, and Brynn confirmed this is addressed during hiring and orientation.

On the topic of AI Use, Tarantsey suggested departments be allowed to create their own guidelines and proposed a

general policy statement in the handbook. Kelda Vath recommended scaling back references to AI in the handbook and instead developing a separate, more comprehensive AI policy that could be updated frequently. This would keep the handbook evergreen while allowing flexibility. A general statement on AI use, supported by department-level rules, was supported.

Director Jensen raised concerns about the “At-Will Employment” language on page 11, suggesting it might be better placed in the “Separation of Employment” section due to its tone. May emphasized the need to be clear from the outset. Kiefer suggested clarifying that at-will employment is based on Oregon law, not an internal decision. Keating noted the legal placement should not matter, while May suggested keeping it upfront seems more appropriate. Fogerty stated legal team recommends the clause remain at the beginning, but an added note elsewhere for clarity could be made.

**FLSA Status and Handbook Language:** Tarantsey questioned the use of terms like “outside representatives” and “owners,” recommending they be removed for accuracy. She also proposed using “organization” instead of “company” throughout the handbook.

**Confidentially:** Director Kiefer asked about the need for the detailed employer records section on personal data. Fogerty explained its necessity because some staff have access to personal employee information (to perform their job duties). Any breach would be both an ethical violation and a breach of confidentiality. The section outlines how staff data is protected.

The process from here will be to send a clean copy to SDAO with the updated policies and make sure any additional changes they recommend are incorporated into the handbook. It will come back to the Policy Committee for review before coming to the Board for final approval. This process will take several months.

## **ADJOURN**

VP Kiefer adjourned the meeting at 5:02 p.m.

/s/ Yoli Diaz  
Recording Secretary



## **MINUTES**

### **ATTENDEES**

Present at the meeting were: Susan Kiefer (Vice President), Marissa Barrientos Shepherd, Patty Jensen, Kevin Keating and Marta Tarantsey.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Josh Letsinger (Community Engagement Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant)

### **CALL TO ORDER/ROLL CALL**

Director Kiefer called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

### **INTRODUCTIONS/PROCLAMATIONS**

Kelda Vath introduced Josh Letsinger, the new Community Engagement Manager.

### **OFFICER ELECTIONS**

**MOTION:** Director Keating moved to nominate Director Kiefer as Board President, Director Tarantsey seconded the motion. The motion was approved unanimously.

**MOTION:** Director Kiefer moved to nominate Director Keating as Vice President, Director Tarantsey seconded the motion. The motion was approved unanimously.

### **CONSENT AGENDA**

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

### **ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

None.

### **REPORTS**

#### **Director's Report**

Assistant Director of Support Services, Kelda Vath, filled in for Library Director May and shared updates on library events, highlighting the time capsule project as a personal favorite. During the meeting, Kiefer asked several questions regarding the library's transition from the Collaborate consortium to its own OverDrive platform. Vath confirmed that this move would eventually expand access to materials, noted that a digital selection librarian had already been hired (as approved in the previous fiscal year), and stated that material costs would remain the same. She emphasized that the main advantage lies in having full control over the platform—enabling customized features, checkout limits, and more responsive service to patron needs.

Brystan Strong, Programs Coordinator, gave a special presentation on the “Embrace the Wild” Summer Reading Program. The program includes activities across all branches, encouraging participants to read books, attend programs, and win prizes. Registration is available online at JCLS.BEANSTACK.ORG or at local library branches.

## **UNFINISHED BUSINESS**

### **PATHWAYS AMENDMENT**

Kelda Vath presented an amendment to the janitorial services contract with Pathways, which includes the removal of landscaping services. She and Crystal are currently updating and finalizing the detailed scope of work to ensure clear expectations for all tasks. The changes are minor and do not affect the number of service visits; the update is primarily for internal clarification.

Additionally, a day porter remains on-site daily to manage routine duties such as surface wiping, restroom upkeep (including refilling paper dispensers), trash pickup around the building, and responding to any special cleaning needs throughout the day.

**MOTION: MOTION:** Director Keating moved to approve the Pathways Contract amendment, Director Tarantsey seconded; the vote was unanimous, and the motion passed.

### **ORGANIZATIONAL ITEMS**

Library Director May addressed annual organizational tasks required for compliance, including how and when public meetings are scheduled and noticed. She noted that nothing has changed from the previous fiscal year and that the only decision needed is whether the current meeting date and time still work for all board members. With a new board member joining, May simply wanted to confirm that the meeting schedule remains suitable for everyone.

Director Tarantsey suggested adjusting the meeting time from 4:00–6:00 PM to 4:00–5:30 PM, with the option to extend if needed for longer agendas. Director Kiefer agreed, expressing a preference for wrapping up earlier when possible. Tarantsey also pointed out that the board regularly meets with administration or in work sessions every two weeks. In response, May emphasized that while the official meeting time is set for 4:00–6:00 PM, assigning estimated time limits to each agenda item during the agenda-setting process could help keep the meetings on track and within the expected timeframe.

**MOTION:** Director Keating moved to approve the Organizational items, Director Tarantsey seconded; the vote was unanimous, and the motion passed.

### **COMMITTEE ASSIGNMENTS**

Director Kiefer asked whether new appointments needed to be made today or if members could take time to consider where they'd like to serve. Director May clarified that committee appointments must be made during an official board meeting. She suggested using today's meeting for discussion, continuing the conversation at Friday's board retreat, and formalizing appointments next month. It remains an action item.

Director Jensen inquired whether there is a minimum or maximum number of committees a board member can serve on. Kiefer responded that there is no formal limit, and that most board members typically serve on two to three committees. Director Tarantsey shared that she currently serves on the Advocacy and Personnel Committees. Tarantsey suggested as Viki Brown leaves the board she recommended that the Board President and Vice President join the Personnel Committee and asked for that to be noted as a suggestion. Director Jensen also expressed interest in joining the Jackson County Library Foundation Relationship Committee.

May noted that, in addition to board committees, there are liaison roles to consider. These include attending RVCOG meetings, serving as the board's primary media contact (usually the Board Chair), and acting as liaison to the Foundation, a role Director Kiefer served in for the past several years. May suggested that liaison positions should be reviewed and renewed annually. She encouraged board members to review the Governance Board Policy, which outlines the structure and purpose of each committee, and consider whether all existing committees are still necessary.

May also reminded members that the JCLD/JCLF Relationship Committee is scheduled to meet tomorrow from 4:00–6:00 PM and asked whether Susan and Marissa are still available to attend, since new committee assignments haven't yet been finalized. Directors Shepherd and Kiefer confirmed their availability.

Director Tarantsey asked May which external committees she currently serves on. May responded that she holds a gubernatorial appointment to the Oregon Broadband Advisory Council for a four-year term, is in her second three-year term on the Southern Oregon PBS Community Advisory Board, recently concluded her term on the Downtown 2040 Public Advisory Committee, and continues to serve on the Oregon Library Association Legislative Committee.

The Board agreed to give further thought to their committee interests and will continue the discussion during the upcoming board retreat.

## **ADVOCACY COMMITTEE**

Director Tarantsey reported that the Advocacy Committee has been discussing ideas for the next issue of the *Library Champions Newsletter*, the committee's primary communication tool. The newsletter, launched last year, now has over 30 active volunteer subscribers, which she noted is a strong start. The committee has been brainstorming valuable sources to cite and share in order to elevate their messaging. Tarantsey noted that presentations to city councils are ongoing well.

Director Kiefer asked if board members are subscribed to the newsletter. Director May responded that she would check with Mariah and ensure board members are added; currently, there are 63 people subscribed. May shared that the committee's goal is to present to all city councils by the end of the year, with only four more to schedule, and invited board members to attend. She also noted an upcoming presentation to the Jackson County Board of Commissioners, which meets in the mornings—unlike most city councils, which meet in the evenings.

## **Policy Committee**

Director Keating shared that the committee met to review the Employee Handbook, which is progressing well. Director May added that a work session on the handbook was held on July 2nd. HR Manager Brynn Fogerty will now incorporate the recommended changes and prepare a clean version of the document. This updated version will be reviewed by consultants at SDAO and HR Answers to ensure legal compliance before it is brought back to the board for ratification.

Director Kiefer adjourned the meeting at 5:00 p.m.

/s/ Yoli Diaz

Recording Secretary



## **MINUTES**

### **ATTENDEES**

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Josh Letsinger (Community Engagement Manager) and Yoli Diaz (Executive Assistant).

### **CALL TO ORDER/ROLL CALL**

Director Kiefer called the meeting to order at 9:01 a.m. The Land Acknowledgement was read and roll call was taken.

### **Library Board Meeting Summary**

#### **1. Board Self-Evaluation and Improvement**

The board completed a self-evaluation, noting strengths in meeting planning and development opportunities. Areas needing improvement include governance effectiveness and stakeholder communication. A discussion was held on clarifying board roles and responsibilities. Strategies for improved board effectiveness included holding additional work sessions, and encouraging informal meetings like coffee chats. Plans to increase board presence in the community included attending city council meetings, chamber events, and visiting branches not seen in the past year. A Work session is scheduled for August 6th to discuss takeaways from the United for Libraries Virtual Conference.

#### **2. Strategic Plan Year 5 Action Plan**

Board members reviewed their alignment with the library's mission, decision-making, and communication. They emphasized gathering more community feedback and establishing measurable goals. The FY2026 Strategic Plan Overview Key initiatives include launching a library-owned Libby platform, expanding cultural pass access, improving facilities, and making the website more accessible. Feedback is being collected via a public programming survey. Focus areas include community engagement, infrastructure, staff development, and strengthening partnerships with the library's Friends and Foundation.

#### **3. Rogue River Library Tour**

The board toured the Road River Library, learning about its history and facilities.

#### **4. State of the Rogue Valley Regional Economy – Jeff McAllister, Workforce Analyst, State of Oregon Employment Office**

Special guest speaker Jeff McAllister gave a presentation that covered regional economic trends, labor market data, and industry growth forecasts. Emphasis was placed on workforce alignment and job vacancy data.



## **5. Next Strategic Plan & Facilities Master Plan**

Findings from the Facilities Master Plan identified core community values that can be utilized in forming the next strategic plan. Strategies to gather further community input were discussed, alongside evaluating programming for underserved groups and facilities capital projects.

## **6. Committee Assignments and Planning**

The Board discussed committee assignments, with members selecting their top two committees from a list of seven committees. The Board also considered forming a strategic planning ad-hoc committee, with several members expressing interest. They agreed to include committee feedback in future board meeting agendas.

## **7. Josephine Community Library**

The retreat concluded with an introduction from Gina Marie Agosta, Josephine Community Library District Board President. Agosta discussed the ongoing challenges and opportunities the district has faced in Josephine County over the past year.

/s/ Yoli Diaz

Recording Secretary



## Southern Oregon Historical Society Research Library

Report: January – June 2025

Jackson County Library Services generously supported the following activities and projects of the Southern Oregon Historical Society Research Library during the first half of the year 2025.

Without the contributions of our volunteers (1830.5 hours) there would not be as much to report. Their contribution to the work is invaluable. The supervision required to think of, train and sustain all of their various projects takes at least 50% of my work as an archivist. Continuing projects include Abstract Title sorting, organizing thousands of film negatives by number and name, cataloging accessions, adding valuable information to our website indexes, cataloging over 100 Jackson County tax volumes into the collections, scanning photos to upload to PastPerfect, perfecting the mezzanine list of items as well as answering emails, phone calls, and walk-ins and even cleaning up the leaves that get caught in the foyer of the building. Dennis Powers contributes hours of writing time to prepare bi-weekly articles for the *Grants Pass Courier*.

We are very proud to report that after months of planning and gathering the archives and collections departments of SOHS completed phase one of a state grant to build a virtual exhibit titled “The Jackson County Rebellion: A Populist Uprising in Depression-Era Oregon” that is currently on the State website <https://oregoncapitol.com/events-and-exhibits> Phase two will be to install a physical exhibit in the Salem Capitol building in 2027 on the same subject.

The community’s desire to share their histories with SOHS is demonstrated by the many donations of archival materials and objects. In the first 6 months of this year, we are processing over 60 large and small donations. Some very interesting donations have come in including 6 linear feet of John and Marguerite Black (local historians) research notes, school memorabilia from Wilson, & Roosevelt schools, Neighborhood association files for Westside Old Stage Road group, a Hal Bishop portrait painting of a young girl, personal papers and photos of local TV personality Hank Henry, Ron Brown’s scripts for his many newscasts and a set of 1950s Christmas lawn decorations made by Bruce Bauer Lumber Co. and many more.

Each of the recorded 711 visitors that required research were addressed, listened to, and given appropriate items from the archives. This number includes emails, in-person visitors, letters, and phone calls. Of the 323 in-person visitors, 133 were recorded as Jackson County residents and 37 were SOHS members. Last year at this time we answered 228 emails – this year that amount has increased to 304.

Cow Creek Indians came from Douglas County to examine our library materials on Native baskets. They spent time at the library and in our collections storage to identify local baskets and other resource materials. Children's Heritage Fair this year was conducted in the month of May with over 1500 4<sup>th</sup> graders coming through at Hanley Farm. The archives supplied background materials for the different stations and the archivist even took a turn at the farm at one of the many hands-on activities.

Many planning sessions which the archivist has attended have been held for the Event Center and Museum. We have obtained state and local money and several grants to begin the rebuilding process. The Museum planning committee is especially active in gathering community information to survey opinions about what the public would like to see in the new museum. A complete reorganization of the collections area is also being planned. A few new shelves were ordered and filled with newly accessioned items.

# On-Site Research Visits 2025

	SOHS Mem	Jackson Co	Others	E-mail	Phone	Letter	Visitors (no research)	
Jan	9	31	6	63	18		25	
Feb	8	10	2	58	13		12	
Mar	10	36	11	63	17		26	
Apr	3	23	6	45	13		21	
May	5	19	9	35	7		7	
June	2	14	15	40	16		13	
Totals	37	133	49	304	84		104	711
grand total								

## SOHS Library Volunteer hours for 2nd for 205 2nd qrtr

Jan	295
Feb	325
Mar	231
Apr	337
May	360
Jun	222.5
total	1770.5



# 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. To ensure a consistent voice among contributors, ChatGPT was used to assist with editing.

## **Goal 1: Energize Library Services & Resources**

### **Strategy 1: Improve and Enhance the Collections**



The Rogue River library is giving its children's section a makeover, especially the board books, easy readers, and easy fiction. Library Associate Laurel Mills is leading the effort, going through and reorganizing the collection to make it easier for kids and their parents or caregivers to find and enjoy books.

The Medford Teen Department recently took on a big reorganization project after finishing the July weeding list. They focused on cleaning up and reshuffling the fiction and graphic novel collections to better follow display guidelines and improve overall layout. Though it took longer than expected, the process highlighted which areas get the most use and the value of regularly checking and knowing the collection. Going forward, they will shift the fiction section every quarter and the graphic novels every month.

Central Point is working with Collection Development to slim down the adult nonfiction section and make it more inviting for browsing. Since many patrons seem to be exploring rather than searching for something specific, the goal is to use face-out displays and a refreshed layout to improve access.

### **Strategy 2: Diversify and Increase Programming and Events**

Gold Hill Library Associates Mariana Horrisberger and Alex Reha have been learning to crochet as they prepare to offer an amigurumi (crocheted animal) after-school program early next year. During the learning process, Horrisberger crocheted a little fox and gave it to a young patron named Marley, who had seen her working on it. Now, Marley brings the fox back every weekend so Horrisberger can "take care of it," creating a sweet and ongoing connection between them.

The Shady Cove Library is partnering with the Museum of Natural and Cultural History to showcase an exhibit celebrating the knowledge, creativity, and problem-solving of Oregon's First Nations. It highlights how these communities have thrived for thousands of years and supports the Tribal History/Shared History curriculum now being used in Oregon schools.

Shady Cove also recently hosted a presentation on the unique wildlife of the Siskiyou Mountains. Attendees learned about 14 different animals, many of which aren't commonly found elsewhere. Patrons also had the chance to touch real furs, pelts, and feathers from a variety of animals and birds. The program also highlighted the area's rare plants, local geology, and the significance of the Cascade-Siskiyou National Monument.



The Eagle Point Library also welcomed back local artist Aurora May for a popular Paint and Sip event, open to all ages. Along with leading the creative session, May shared some of her own artwork, now on display in the library's case, adding a touch of wild fantasy to the space.

Librarian, Jonathan Ulrich, partnered with Elizabeth Scheppler, Deaf and Hard of Hearing Services Coordinator and ASL professor at Southern Oregon University, to offer a two-part American Sign Language (ASL) class for beginners at the Medford Library. Adults who attended practiced fingerspelling, learned basic signs, and took part in interactive activities. The program was made possible thanks to funding from the Friends of the Medford Library.



Kids and adults gathered in the Medford Library's Adult Garden for the "Beneficial & Tasty Bugs" program with John Jackson of Bugs-R-Us. He shared fun facts about the important roles bugs play in our lives, answering questions and keeping the crowd engaged with plenty of humor. Jackson also brought framed and live bugs for everyone to see, touch, and even smell. The event wrapped up with a crunchy treat- freeze dried crickets and grubs for anyone brave enough to try.

July marked the second meeting of the Medford Library's new monthly adult program, the Democracy in Action Book Club, facilitated by Librarian Meghan Thompson. In June, the group had a lively discussion around *Democracy in America* by Alexis de Tocqueville, exploring themes like civic engagement, equality, and modern democratic challenges. At the July meeting, the conversation shifted to *How Democracies Die* by Steven Levitsky and Daniel Ziblatt, with attendees sharing thoughtful reflections on the current state of U.S. democracy and lessons from global history. The next session in August will focus on the *March* trilogy by John Lewis, Andrew Aydin, and Nate Powell.



Young patrons at the Central Point Library had fun learning practical skills and getting creative with paracord. Led by local indoor climbing guide Izzy, the group practiced knot tying and made their own bracelets to take home. Everyone left with a new skill—and a new accessory.

The Rogue Valley Pollinator Project stopped by the Central Point Library to teach young kids all about pollinators. They looked at these important creatures under a microscope and made adorable masks to wear outside in support of their pollinator friends.



The Outreach to Childcare team—Library Specialists Kateri Warnick, Amanda Maya Dickson, and Bethany Peabody—hosted tables at six Britt Kids Concert Series events in July, connecting with more than 200 patrons and signing up several families for the Dolly Parton Imagination Library. At one bilingual concert featuring artist Nathalia Palis, well-known in the Outreach to Childcare community, Palis gifted the team a children's book after learning about their bilingual Storytime offerings.

Maya Dickson also served as a Major Chair with Program Coordinator Brystan Strong for the 59th Children's Festival in Jacksonville, joined by teammate Warnick and other JCLS staff. Over three days, families enjoyed wood crafting, science experiments, face painting, and Storytimes in English, Spanish, and ASL under the beloved Storytelling Tree.



Peabody wrapped up the Summer Mall Storytime series at Rogue Valley Mall, and the team added two new providers for Storytime. Peabody also delivered 150 First Baby Book bags to Asante Hospital.

Business Librarian Roslyn Donald attended the Central Point Chamber Greeters, where Donna Epstein, President of the Friends of the Central Point Library, credited Donald's guidance and the library's "A to Z" database for helping identify local businesses to support their second annual fundraising raffle. The database proved instrumental in the raffle's success and is available to all library cardholders. Epstein first learned about it at Donald's 2024 workshop for the Central Point and Eagle Point Chambers.

Spanish Services Coordinator Milagros Morales attended Coalición Fortaleza's El Mercadito, a lively community event with vendors, music, and food. More than 200 attendees visited the library's table, receiving information about resources, signing up for library cards, and enjoying bookmark coloring. Families were especially excited to hear about upcoming bilingual programs at various branches.

## **Goal 2: Extend Access to the library**

### **Strategy 2: Expand and diversify marketing and promotion**



The DART van rolled through the Eagle Point 4th of July Parade, proudly promoting the library and its mission of connection—both technological and community-focused. Technology Education Specialists Maddy Tuttle and Jordana Cordovi piloted DART and generously volunteered to work on a holiday.



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

Thanks to the dedicated efforts of the Community Resource Team, the bus token program with RVTB has been renewed for another year—and expanded. These tokens help ensure that patrons who rely on public transportation can continue to access library services throughout the JCLS system. Especially at a time when RVTB is scaling back in other areas, this expansion is a meaningful boost for the community.

In Jacksonville, Branch Manager Rina Pryor connected with a local art teacher who offers watercolor classes for adults with disabilities. Pryor offered the use of the library's meeting room, and the group will now meet there on Tuesday afternoons. The teacher also visited the branch ahead of time to ensure the space is fully accessible for her students.

Tech Help – In Spanish! Technology Education Specialist Jordana Cordovi reported a noticeable increase in patrons who needed technology assistance in Spanish seeking her out during the month, especially in the White City branch. Specialist Cordovi also began Senior Planet course training to take advantage of the bilingual curriculum offered through the service.

### **Goal 3: Engage the Community More Fully**

#### **Strategy 1: Increase Outreach and Community Partnerships**



The Jacksonville Library expanded its roster of local organizations featured in the foyer display, strengthening the connection between community efforts and the library. New additions include a stamp collection from the Southern Oregon Philatelic Society and seasonal artwork created by students from local elementary schools.

After a multi-year break, the Talent Historical Society brought back Bob Day—a playful event celebrating well-known (and lesser-known) people named Bob. When invited to join in, Branch Manager Patrick Mathewes saw a great opportunity to create a fun library display featuring media by and about Bobs. Talent Associate Shelby Lewis designed flyers and bookmarks and helped curate the collection. The display was a hit with patrons, who checked out plenty of items. Bob Day was a big success for both the library and the Historical Society—and it is set to return in 2026.

Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva wrapped up the 5-week Camp KidLit program with 3rd–8th graders at Housing Authority Jackson County (HAJC)–Creekside, where every participant earned a free Summer Reading Program prize book. Silva and Lorence also visited Eagle Point School District's summer school programs, engaging 308 students across all grades with the Summer Reading Program challenge, a visit from JCLS's mascot Guinevere, a read-aloud, and interactive learning activities. In addition, the team promoted JCLS resources, programs, and events to Grace Christian School and to residents of HAJC–Newbridge.

July was a lively month for Jackson County Library Services (JCLS), with marketing centered on literacy, digital access, and community engagement. Key initiatives included the Summer Reading Program, participation in the Big Library Read, and ongoing promotion of the Library of Things and mobile outreach services. The Summer Reading Program was a major highlight, promoted through social media, newsletters, in-branch signage, and community partnerships. By the end of July, the program had 1,636 registrations, 590,353 minutes read, and over 26,300 books completed—showing strong community involvement.

From July 17–31, JCLS took part in the Big Library Read, featuring *The Storyteller's Death* by Ann Dávila Cardinal through the Libby app, supported by digital banners, blog posts, and social media engagement.

The Library of Things continued to grow in popularity, with summer-themed items like fly fishing rods, fog machines, and GoPros promoted through targeted social media and local media coverage seen here:

<https://rv-times.com/2025/07/11/jackson-county-libraries-go-beyond-books-with-library-of-things/>

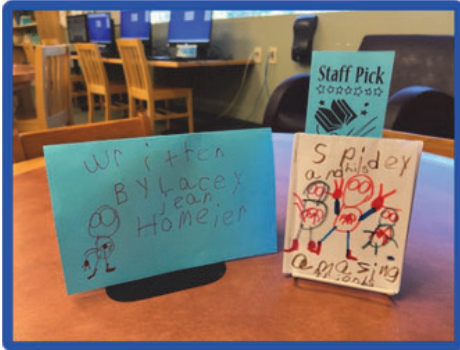
The DART van expanded access to underserved areas, providing WiFi, laptops, library materials, and promotional giveaways to raise awareness of library resources. Additional engagement included increased social media interaction with themed content like “Summer Scares” and “Owl Noon,” positive community feedback on creative summer programming, and continued growth in digital checkouts and virtual attendance. Overall, July's marketing efforts strengthened JCLS's role as a vibrant hub for learning, connection, and exploration across Jackson County.

## Strategy 2: Create Ongoing Community Processes to Engage Residents

The Phoenix Branch continues to receive heartfelt appreciation from the community through its in-branch mailbox. Notes from patrons of all ages have praised the library as a welcoming and supportive place. One mom thanked the staff for creating “a safe and loving place to read, grow, learn and play,” while a young visitor simply shared, “I love your place! And this place is so good.” Another wrote, “You guys are the best library and people in the world.”

The Patron Program Survey, developed by the Programs Optimization Project (POP) task force, officially launched this month on the JCLS website. The survey aims to gather feedback on what kinds of programs patrons enjoy, which branches they attend, and their preferred times. Its available both online and in print—offered in English and Spanish—and will remain open through August.

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



A local resident and homeschooling student Lacey Homeier wrote and illustrated her own book and chose to donate it to the Rogue River branch. And to quote Library Specialist Diane Dekany, “it is the cutest thing ever.”



After a rigorous scoring process and approval from the Facilities Committee, an artist and a concept have been selected for the Ashland Stained Glass project. Bear Creek Area Manager Kristin Anderson and a team of committed Library staff worked hard to ensure this project would continue to move forward. Dal Yockey of Canterbury Glass in Ashland has been selected and will begin working on the project soon. Once the deal is complete, installation timing will be available.

Community Resource Specialists Nick Stanley and Anna Rands recently helped an Eagle Point patron reconnect with local audiology services. The patron had been frustrated after their hearing aid appointments were moved to Klamath Falls, making access difficult. Stanley and Rands searched for nearby providers and found a Medford clinic that accepted the patron's insurance and carried their hearing aids. With an appointment now scheduled, the patron is one step closer to reliable hearing aid access—supporting their ability to engage more fully with both the library and the wider community.

In Ashland, Community Resource Specialist Clark Serra put his sewing skills to good use by helping a patron with much-needed clothing repairs. Over two weekends, Serra patched up a jacket and fixed a backpack for the same individual, who has faced challenges in the library before. Grateful for the help, the patron shared how much it meant to keep his only jacket in good shape and avoid replacing his worn backpack. These small but meaningful repairs have helped build trust and connection—highlighting how even unexpected services can have a big impact.

## **Goal 4: Nurture the Library's Infrastructure**

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

Upper Rogue Area Manager Masyn Phoenix took the necessary notary training and test, as well as received the supplies to become a notary for JCLS. He is now able to provide free notary services throughout the Upper Rogue.

During the Supervisor Series, a bimonthly training for JCLS supervisors, HR Manager Brynn Fogerty and Benefit & Wellness Coordinator Stvlanna Orejuela led a session on the Americans with Disabilities Act, accommodations, and leave of absences, sparking thoughtful discussion among attendees.

The Wellness Committee held its first meeting in over a year, bringing in new members and planning a full calendar of activities to support staff well-being. Initiatives will focus on both mental and physical health, with August designated as Skin Health Month, featuring education on skin cancer prevention and a fun pin for anyone scheduling an annual skin check.

In July, the HR Team updated key documents for the new fiscal year, including processing staff rate increases in Paylocity, the HRIS system, and completing benefit enrollments following open enrollment.



# Jackson County Library Foundation

## FY 2024–25 Benchmark Report

### 1. Return on Investment (ROI) for the District

- For every \$1 in in-kind support from JCLD, the Foundation returned \$0.77 in direct distributions.
- While this year's ROI is less than 1:1, it does not reflect the long-term benefits of donor cultivation, planned gifts, and multi-year grants. The Foundation's endowment and investment portfolio provide an ongoing source of support, and two large bequests received this year will further strengthen future distributions.

### 2. Fundraising Success & Relationship Building

- Revenue Growth: FY 24–25 fundraising increased by 30% over FY 23–24 and it was further bolstered by two major bequests.
- Partnership Development: The Foundation strengthened relationships with United Rotary Clubs of Southern Oregon for Dolly Parton's Imagination Library, expanded corporate sponsorships from local businesses for the *Books Make Brighter Futures Luncheon*, and launched new connections with the wine community through the *Well Re(a)d Book Club*.
- Retention & Engagement: Overall donor retention rate of 59% (vs. 43% national average) and new donor retention rate of 46% (vs. 19% national average), demonstrating strong ongoing engagement.
- Barnes & Nobel Book Fair: \$7,618 was sold in-store and online. JCLF realized a profit of about \$600 for that event.

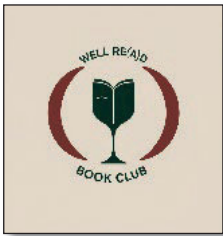
### 3. Community Presence & Awareness

JCLF board members worked alongside the JCLS Outreach department at major community events such as *Comic Con*, *Juneteenth*, and the *Cup of Delights* coffee shop pop-ups. These collaborative appearances helped increase public awareness of the Foundation, highlight the impact of donor support, and open new opportunities for conversations about how community members can engage with and support the library's mission.

### 4. Board Development Goals

In FY 24–25, the Foundation prioritized board recruitment to strengthen fundraising capacity, expand community connections, and add expertise in areas such as commercial real estate, estate planning, and fundraising experience. While the goal was to recruit 3–5 new members, we exceeded this goal by welcoming 6 new board members. Looking ahead to filling our two remaining seats, we will prioritize candidates with commercial real estate and investment expertise.

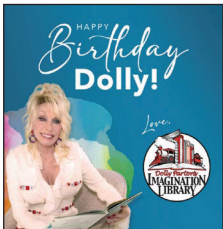
## 5. Upcoming Dates for the District Board's Calendars



- August 28, 2025 – *Well Re(a)d Book Club* at Remotion Winery in Jacksonville, OR (*The Midnight Library* by Matt Haig). Pairing suggestion: a flight of wine. Look for more details about future *Well Re(a)d Book Club* selections and locations in upcoming reports. RSVP at [jclf.org/well-read-book-club](http://jclf.org/well-read-book-club) or use the QR code:



- September 3, 2025, Time: 7:30pm – Fundraiser at Camelot Theatre in Talent, OR, hosted by United Rotary Clubs of Southern Oregon in support of Dolly Parton's Imagination Library. Tickets: \$50, Call: (541) 535-5250 to reserve your spot.



- January 19, 2026 - Dolly Parton's Birthday Event(s). This is in the works. Stay tuned for details.



- March 3, 2026 – 12:00 PM – *Books Make Brighter Futures Luncheon*. Save the date for this signature annual fundraising event



## **JCLD Committee Summary and Membership List**

### **Proposed FY2026 Members 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: Marissa Shepherd, Susan Kiefer, 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: Marta Tarantsey, Patty Jensen, Kari May

4. **Data and Metrics/Finance 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. 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: Kevin Keating, Marissa Shepherd, Kari May, Kelda Vath, Regina Mannino, Joan Vigil

5. **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: Patty Jensen, Susan Kiefer, Kari May, Ginny Auer, Sue Collins, Patty Vanikiotis



6. 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: Susan Keifer, Kevin Keating, Kari May, Yoli Diaz

7. 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

8. Personnel Committee: The Personnel Committee works to facilitate the Library Director's annual review process.

Members: Viki Brown, Marta Tarantsey, Kari May

Ad Hoc Committee: Strategic Planning

Members: Marta Tarantsey, Marrissa Shepherd, Kari May, Josh Letsinger, Joan Vigil, Kelda Vath

## **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*: Kevin Keating, Marta Tarantsey, Kari May (alternate)

### **Media Contact**

Represents the Library when interacting with outside entities.

*Current Representative*: Susan Kiefer

**RESOLUTION: 2026-01**

**A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT.**

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.

B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.

C. It is the practice that the Board designate its President and Vice President, as well as the Library Director, Finance Manager, and Assistant Directors as authorized signers on the Banner Bank checking account.

**BE IT RESOLVED:**

1. **That former Board member Victoria Brown and former JCLD is hereby removed as authorized users on the District's Banner Bank Account.**
2. **That JCLD Finance Manager Heather Scott, Library Director Kari May, Assistant Director of Support Services Kelda Vath, and Assistant Director of Public Services Joan Vigil are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.**
3. **The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President Susan Kiefer, Vice President Kevin Keating, Library Director Kari May, Library Assistant Director Kelda Vath, Assistant Director Joan Vigil, and Finance Manager Heather Scott.**

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 20th day of August, 2025.

By:

Attest:

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Susan Kiefer, Board President

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Yoli Diaz, Recording Secretary

Board Vote:

- Susan Kiefer\_\_\_\_\_
- Patty Jensen\_\_\_\_\_
- Marta Tarantsey\_\_\_\_\_
- Marissa Barrientos Shepherd\_\_\_\_\_
- Kevin Keating\_\_\_\_\_

**RESOLUTION: 2026-02**

**A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT**

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.

B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.

C. It is the District's practice that the Board President, Board Vice President, the Finance Manager, and Library Director are designated as authorized signers on the LGIP account.

**BE IT RESOLVED:**

- 1. That former Board member Victoria Brown is hereby removed as authorized users on the District's LGIP account.**
- 2. That Finance Manager Heather Scott, and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.**
- 3. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President Susan Kiefer, Vice President Kevin Keating, Library Director Kari May, and Finance Manager Heather Scott.**

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 20th day of August, 2025.

By:

Attest:

\_\_\_\_\_

\_\_\_\_\_

Susan Kiefer, Board President

Yoli Diaz, Recording Secretary

Board Vote:

- Susan Kiefer\_\_\_\_\_
- Patty Jensen\_\_\_\_\_
- Marta Tarantsey\_\_\_\_\_
- Marissa Barrientos Shepherd\_\_\_\_\_
- Kevin Keating\_\_\_\_\_



August 20, 2025

**Title:** Update to Public Contracting Rules and Procedures Policy

**From:** Heather Scott, Finance Manager

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**Recommendation:**

The Finance Committee recommends that the Board adopt the attached updated Contracting Rules and Procedures Policy.

**Budget Impacts:**

None

**Policies, Plans, and Goals Supported:**

2-2 Contracting Rules and Procedures

**Background and Additional Information:**

The State of Oregon has updated the minimum thresholds for going out to bid for public contracts. Specifically, contracts for architectural, engineering, and surveying services has increased from \$100,000 to \$250,000, small procurements have increased from \$10,000 to \$25,000, and intermediate procurements from \$10,000-\$150,000 to \$25,000-\$250,000. The update to this policy is to stay aligned with State regulations.

**Attachments:**

Redline of updated policy 2-2 Contracting Rules and Procedures

## RESOLUTION:2015- 03

### RESOLUTION ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. The Jackson County Library District (the "District") is an Oregon Special District, subject to Oregon's public contracting laws; and
- B. The Jackson County Library District's Board of Directors serves as the District's Local Contract Review Board ("LCRB"); and
- C. ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:
  - a. Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
  - b. Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

BE IT RESOLVED:

- 1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B, and 279C ("Oregon's Public Contracting Code"), and the Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the District, as such Model Rules and Oregon's Public Contracting Code now exist or are later modified.
- 2. That the District affirmatively adopts the public contracting rules described in Exhibit A, which is attached to the Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
- 3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.
- 4. That the Personal Services Policy approved by the District on July 23, 2014 is hereby replaced.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 2<sup>nd</sup> day of April, 2015.

By:

Attest:

  
Board President/Presiding Officer

  
Recording Secretary

#### Board Vote:

Monica Weyhe	<u>Yes</u>
Maureen Swift	<u>Yes</u>
Susan Kiefer	<u>Yes</u>
Jill B. Turner	<u>Yes</u>
Carol Doty	<u>Yes</u>



## Financial Management Policies

## Section 2

Policy 2-2	Contracting Rules & Procedures	Created: 04/02/2015 Revised: 05/16/2025 Approved: <del>06/18/2025</del>
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### PURPOSE

This policy explains the District's adoption of ORS 279A, 279B, and 279C ("Oregon's Public Contracting Code") and Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the District with exceptions adopted by the Board through Resolution 2015-03.

### INTRODUCTION

Oregon's Public Contracting Code requires the District to adopt guidelines related to public contracting. The District's policy must include the Public Contracting Code's threshold requirements but otherwise can create a policy that meets the needs of the District. Per Resolution 2015-03, the District adheres to the Public Contracting Code and Attorney General's Model Public Contracting Rules with the exception of the details in this policy.

## EXHIBIT A

### PUBLIC CONTRACTING RULES AND PROCEDURES

#### A. Personal Services

(1) **Definition.** "Personal Services" shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to architects, engineers, surveyors, photogrammetrists, transportation planners, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Board President, Library Director or their designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

(2) **Contracts for Personal Services other than Architectural, Engineering and Surveying Services and Related Services.** These personal services contracts shall be awarded according to the procedures described in ORS 279B.070. However, by separate resolution, the Local Contract Review Board may authorize certain personal services contracts, or a class of personal services contracts, to be exempted from competitive proposal requirements according to the requirements of ORS 279B.085. Contracts exempted from competitive proposal processes may be awarded by direct appointment. Personal services contracts existing on the effective date of these Rules may be extended by direct appointment.



(3) **Contracts for Architectural, Engineering and Surveying Services and Related Services.** Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services and Related Services shall be awarded according to ORS 279C.110(3). A contract for Architectural, Engineering, and Surveying Services may be entered into by direct appointment if such contract is estimated not to exceed ~~\$100,000~~ \$250,000 in a calendar year, or if the project described in the contract consists of work that has been substantially described, planned, or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.

## **B. Delegation**

(1) Except when otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the District's Board of Directors.

(2) Unless otherwise limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board President, Library Director or their designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080 and 279C.320(1).

## **C. Special Procurements and Exemption from Competitive Bidding Requirements**

(1) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposals using the process described in OAR 137-049-0640 through 137-049-0690.

(2) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

The following classes of contract are hereby declared to be exempt from the public bidding requirements:

- a. A contract or class of contracts exempt by Statute or Rule under: ORS 279A.025, 279B.085 and 279C.335; or other statute, administrative rule, other applicable law or judicial action, unless otherwise limited by these Rules.
- b. A contract or class of contracts made exempt by the Board under ORS 279A.025 and 279C.335 and these Rules.
- c. An emergency contract made exempt under these Rules (see "Emergency Contracts").
- d. A contract made with an attorney or auditor unless otherwise noted in a separate District policy.
- e. Contracts made with other public agencies or the federal government, or with professional associations representing public agencies or the federal government.
- f. Contracts for the purchase of materials where competitive bids for the same materials have been obtained by other public agencies or the federal government, or with professional



associations representing public agencies or the federal government, and the contract is to be awarded to the party to whom the original contract was awarded so long as the price of the materials is the same or lower than that in the original contract (see “Cooperative Procurements”).

- g. Contracts which are predominantly for personal services. Such contracts may include a contract that calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and other supplemental materials required for providing the services (see “Personal Services”).
- h. Contracts for the purchase of goods and materials where the rate or price for the goods or services being purchased is established by federal, state or local regulatory authority.
- i. Contracts for the purpose of investment of public funds, the borrowing of funds, or for banking services.
- j. Contracts for licenses and maintenance of computer hardware, computer software, and telecommunications products (including cable, video and television products).
- k. Contracts for purchase or acquisition of computer hardware, computer software, and telecommunications products and services (including cable, video and television products and services.)
- l. Contracts for purchase where there is only one seller or price of a product of the quality required that is available within a reasonable purchase area.
- m. Contracts for the purchase of services, equipment or supplies for the maintenance, repair or conversion of existing equipment are exempt if required for the efficient utilization of the equipment.
- n. Contracts for the purchase of food or food supplies.
- o. Contracts under a certain dollar amount (see “Small Procurements” and “Intermediate Procurements”).
- p. Contracts for the purchase of goods or services made exempt for state agencies under OAR Chapter 125, unless otherwise limited by these Rules.
- q. Purchase of items or services of an artistic nature.
- r. Contracts for periodicals, including journals, magazines, and similar publications.
- s. Contracts for the purchase of gasoline, diesel fuel, heating oil, and lubricants.
- t. Contracts for removal, cleanup or transport of hazardous materials. “Hazardous materials” include any material or substance which may pose a present or future threat to human health or the environment.
- u. Contracts for insurance.
- v. Contracts for purchase or lease of office photocopiers.
- w. Contracts for purchase of used motor vehicles, including but not limited to used heavy construction equipment.
- x. Contracts for the purchase of copyrighted materials.
- y. Contracts for the purchase of advertising, including legal advertising intended for the purpose of giving public notice.
- z. Contracts for the purchase of all utilities including, but not limited to, electric power, gas, water, and sewage, as well as internet, telephone, telecommunications, data transmission and cable television services.

#### **D. Emergency Contracts**

(1) “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”

(2) The Board President or ~~his/her~~ their designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

(3) Emergency contracts may be awarded as follows:

- a. Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section B, "Delegation," of these Rules.
- b. Public Improvements. The District hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

#### **E. Small Procurements (Under ~~\$1025~~,000).**

(1) Public contracts under ~~\$1025~~,000 are not subject to competitive bidding requirements. The Board President or ~~his/her~~ their designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.

(2) The District may amend a public contract awarded as a small procurement beyond the ~~\$1025~~,000 limit in accordance with OAR 137-047-0800.

#### **F. Intermediate Procurements**

(1) A contract for procurement of goods and services estimated to cost between ~~\$1025~~,000 and ~~\$1250~~,000 in a calendar year, or a contract for a public improvement that is estimated to cost between ~~\$1025~~,000 and ~~\$1250~~,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.

(2) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

#### **G. Purchases from Federal Catalogs**

Subject to applicable Board approval requirements stated in the District's Contracting Rules, the District may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

#### **H. Purchasing Through Government Agency Contracts (Cooperative Procurements)**

Whenever feasible, the District may purchase from contracts available through governmental agencies, which includes, but is not limited to State, City, County, and Special Districts. Contracts between agencies utilizing an existing solicitation or current requirement, requires that:

- (1) The original contract meets competitive procurement requirements.
- (2) The original contract identifies the cooperative procurement group or each participating purchasing contracting agency and specifies the estimated contract requirements, and
- (3) No material change is made in the terms, conditions or prices of the contract from the original contract.

## **I. Disposal of Surplus Property**

- (1) "Surplus Property" is defined as any personal property of the District that has been determined by the Board President or ~~his/her~~their designee as being of no use or value to the District.
- (2) The Board President or ~~his/her~~their designee may dispose of surplus property as follows:
  - a. For surplus property deemed to have an estimated salvage value of \$50,000 or less, the ~~Board President may authorize the~~ property ~~to~~ may be sold, donated or ~~to be~~ destroyed.
  - b. For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board of Directors may authorize the Board President or their designee to dispose of the property in any appropriate manner.
- (3) Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:
  - a. Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property.
  - b. Donation. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
  - c. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

## **J. Appeals of Prequalification Decisions and Debarment Decisions**

- (1) Review of the District's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:
  - a. Notices shall be submitted in writing to the Board President. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
  - b. Upon opening of the hearing, the Board President or ~~his/her~~their designee shall explain the District's decision being appealed and the justification thereof. The Appellant shall then be heard. Time for the Appellant's testimony shall be established by the Board President. The Appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board President.

- c. Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District's decision shall be provided time to be heard, with time limits established by the Board President. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the Appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board President shall close the hearing.
- d. When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

#### **K. Electronic Advertising**

Pursuant to ORS 279C.360 and ORS 279B.055(C)(4c), electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board President or ~~his/her~~ their designee shall have the authority to determine when electronic publication is appropriate and consistent with the District's public contracting policies (OAR 137-47-0270(3)).



Date: August 20, 2025

**Title:** June 30, 2025 Financial Reports

**From:** Heather Scott, Finance Manager

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**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the year end June 2025 Finance Report as presented and approve the budgeted transfer of \$250,000 from the General Fund to the Capital Improvement Fund.

**Analysis:**

The District has adopted a revenue budget of \$16,863,761. As of the end of June 2025, \$16,646,902 has been received, representing 99% of budgeted revenue. Current year property tax revenue collections are at 100% of budget and slightly over by approximately \$4,000. Prior year tax collections reached 92% of forecast, and interest income is over target at 118% of forecast.

The District has adopted a total expense budget of \$19,878,762 of which \$17,509,091 or 88% has been expended. Overall, the District's budget is in compliance and in good standing.

**101- General Fund:** Total expenditures in the General Fund are at 81% of budget.

- **Personnel Costs** – Total personnel costs are at 99% of budget at year end. Workers comp is over budget as we received a premium adjustment after audit.
- **Library Materials**- Library material purchases ended up at 100% of budget.
- **Utilities** – Total utilities costs are 111% of budget, an overage we have anticipated all year.
- **Legal Fees** – As we anticipated mid-way through the year, legal fees are over budget, at 216% which represents \$11,624.
- **In-District Mileage**- 151% of budget or approximately \$13,000, which has been anticipated since our mid-year analysis. We have budgeted appropriately for 2026.
- **Building Repair/Maintenance**-104% at the end of the year. We received a “true up” billing for fiscal year 23-24 from the county in the amount of \$35,817 to account for facilities maintenance costs that exceeded our contract amounts. In previous years, our true up resulted in refunds. Total overage represents \$24,785.

- **Memberships, Dues and Subscriptions:** Ended at 124% of budget, an overage of approximately \$5,000. This is mostly due to timing differences from our change in prepaid expense reporting. FY26 has been budgeted accordingly.
- **Advertising/Recruitment** – Jumped to 159% of budget due to filling several positions that had travel reimbursements for candidates. We do not anticipate this to continue into the next fiscal year.
- General Fund total expenses at year end were 93% of budget, approximately \$1,230,000 under. There is room to complete the budgeted \$250,000 transfer to the Capital Improvement Fund.

#### **200- Capital Improvement Fund:**

- Materials and services ended at 78% of budget and Capital Outlay was at 30%. Several capital projects were not completed in FY25.
- The Finance Department is neutral about the transfer of \$250,000 from the General Fund to the Capital Improvement Fund. As there was only one Board member present at the meeting, the Finance Committee decided to bring the question to the Board for discussion. The \$250,000 transfer is recommended as per the adopted budget.

#### **300- Grants:**

- Materials and services ended at 82% of budget and Capital Outlay was at 16%. Again, capital improvement projects were not completed in FY25.

#### **Policies, Plans, and Goals Supported:**

The presentation of these financial documents follows Policy 2-1 “Financial Management” which states that the District’s Finance Manager is responsible for preparing financial reports for the Board detailing year-to-date revenues and expenditures.

#### **Attachments:**

YTD Budget to Actual reports, combined and by fund, as of June 30, 2025.



# Current Activity to Budget - % Used

## June 2025 Combined Funds

### 100% of Year

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	15,049,975	15,046,261	-3,714	100%
Prior Year Property Tax Collections	202,203	220,000	17,797	92%
Interest Income	733,896	620,000	-113,896	118%
Restricted Grant Revenues	571,237	677,500	106,263	84%
Printing/Copying/Fines	48,207	50,000	1,793	96%
Other Misc Revenues	14,108	0	-14,108	0%
Transfer In from Other Funds	27,277	250,000	222,723	11%
<b>Revenue Total</b>	<b>16,646,902</b>	<b>16,863,761</b>	<b>216,859</b>	<b>99%</b>
5001 - Salaries and Wages	8,131,448	8,203,276	71,829	99%
5002 - FICA and Medicare- payroll taxes	600,348	607,042	6,694	99%
5003 - Worker comp- payroll taxes	23,287	16,407	-6,881	142%
5004 - Health/Dental Insurance	1,425,367	1,442,402	17,035	99%
5005 - Retirement Contribution	534,085	516,806	-17,279	103%
5006 - Other Employee Benefits	12,400	0	-12,400	0%
5008 - Parking permits	22,515	23,000	485	98%
5011 - HSA	77,626	98,439	20,813	79%
5012 - Unemployment	31,658	32,813	1,155	96%
5016 - Oregon Paid Family Leave	23,601	32,813	9,213	72%
6004 - Auditing Services	38,650	40,000	1,350	97%
6006 - Bank Fees/Interest Expense	3,147	5,000	1,853	63%
6008 - Consultant Fees	17,791	56,000	38,209	32%
6009 - Background Checks	2,083	3,000	917	69%
6010 - Elections	41,385	45,000	3,615	92%
6012 - Insurance	184,568	185,000	432	100%
6013 - Legal Services	21,624	10,000	-11,624	216%
6014 - Memberships, Dues and Subscriptions	40,249	29,100	-11,149	138%
6015 - Supplies	237,276	293,962	56,686	81%
6016 - Postage	16,322	45,000	28,678	36%
6018 - Travel- airfare, lodging, meals etc	4,998	5,000	2	100%
6019 - Special fees and Expenses	1,458	1,400	-58	104%
6021 - Advertising/Recruitment	13,478	8,500	-4,978	159%
6022 - In District Mileage	37,866	25,000	-12,866	151%
6023 - In District meetings, meals, events	8,621	10,000	1,379	86%
6024 - Professional Development	44,178	50,000	5,822	88%
6025 - Volunteer Recognition	465	1,250	785	37%
6026 - Staff Recognition	13,360	14,000	640	95%
6031 - Alarm Services	2,708	0	-2,708	0%
6032 - Building Repair/Maintenance	990,139	1,077,400	87,261	92%
6033 - Custodial Services	748,951	760,000	11,049	99%
6034 - Custodial Supplies	23,508	25,000	1,492	94%
6036 - Landscape Services	37,042	0	-37,042	0%
6039 - Security Services	291,442	290,000	-1,442	100%
6040 - Signs and Signal Materials	137	5,000	4,863	3%
6070 - A/V Equipment	1,882	22,000	20,118	9%
6080 - Copier/Fax Expense	65,235	74,300	9,065	88%
6081 - Equipment Repair/Maintenance	6,587	7,100	513	93%
6082 - Facility Furnishing Expense	63,153	220,300	157,147	29%
6084 - Minor Equipment	55,911	97,000	41,089	58%
6085 - Computers and technology	45,486	100,000	54,514	45%
6089 - Computer Software and Licensing	297,013	300,000	2,987	99%
6106 - E Rate Services	40,850	42,000	1,150	97%
6110 - SOHS contract	30,000	30,000	0	100%
6111 - Advertising	62,875	60,000	-2,875	105%
6130 - Library Materials- physical	1,103,684	1,100,000	-3,684	100%
6131 - Library materials- digital	477,062	450,000	-27,062	106%
6132 - Library materials- other	18,655	30,500	11,845	61%
6133 - Library databases	125,621	150,000	24,379	84%
6134 - Inter-Library Loan Fees	224	800	576	28%
6140 - Professional Services	201,000	236,700	35,700	85%
6145 - Printing Services	21,167	25,000	3,833	85%
6210 - Utilities	415,289	375,000	-40,289	111%
6213 - Telecom-Voice and LD	32,901	29,450	-3,451	112%
6214 - Telecom-Wide Area Network	243,280	250,000	6,720	97%
6218 - Telecom- Hot Spots	57,573	96,000	38,427	60%
6300 - Maintenance & Fuel for Vehicles	22,625	25,000	2,375	91%
6400 - Capital Outlay	389,962	1,450,000	1,060,038	27%
6500 - Contingency	0	500,000	500,000	0%
6600 - Interfund Transfers	27,277	0	-27,277	0%
7990 - Transfers Out to Other Funds	0	250,000	250,000	0%
<b>Expense Total</b>	<b>17,509,091</b>	<b>19,878,762</b>	<b>2,369,671</b>	<b>88%</b>
<b>Net Income (Loss)</b>	<b>-862,190</b>	<b>-3,015,001</b>	<b>-2,152,811</b>	<b>29%</b>

#### Budget Category Totals

Personnel	10,859,820	10,950,000	90,180	99%
Materials & Services	6,232,032	6,728,762	496,730	93%
Capital Outlay	389,962	1,450,000	1,060,038	27%





# Current Activity to Budget - % Used

## June 2025 General Fund

### 100% of Year

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	15,049,975	15,046,261	-3,714	100%
Prior Year Property Tax Collections	202,203	220,000	17,797	92%
Interest Income	462,450	400,000	-62,450	116%
Restricted Grant Revenues	191,284	200,000	8,716	96%
Printing/Copying/Fines	48,207	50,000	1,793	96%
Other Misc Revenues	14,108	0	-14,108	0%
Transfer In from Other Funds	27,277	0	-27,277	0%
<b>Revenue Total</b>	<b>15,995,503</b>	<b>15,916,261</b>	<b>-79,242</b>	<b>100%</b>
5001 - Salaries and Wages	8,119,734	8,203,276	83,543	99%
5002 - FICA and Medicare- payroll taxes	600,348	607,042	6,694	99%
5003 - Worker comp- payroll taxes	23,287	16,407	-6,881	142%
5004 - Health/Dental Insurance	1,425,367	1,442,402	17,035	99%
5005 - Retirement Contribution	534,085	516,806	-17,279	103%
5006 - Other Employee Benefits	12,400	0	-12,400	0%
5008 - Parking permits	22,515	23,000	485	98%
5011 - HSA	77,626	98,439	20,813	79%
5012 - Unemployment	31,658	32,813	1,155	96%
5016 - Oregon Paid Family Leave	23,601	32,813	9,213	72%
6004 - Auditing Services	38,650	40,000	1,350	97%
6006 - Bank Fees/Interest Expense	3,147	5,000	1,853	63%
6008 - Consultant Fees	17,791	56,000	38,209	32%
6009 - Background Checks	2,083	3,000	917	69%
6010 - Elections	41,385	45,000	3,615	92%
6012 - Insurance	184,568	185,000	432	100%
6013 - Legal Services	21,624	10,000	-11,624	216%
6014 - Memberships, Dues and Subscriptions	27,943	22,600	-5,343	124%
6015 - Supplies	130,861	153,150	22,289	85%
6016 - Postage	16,322	45,000	28,678	36%
6018 - Travel- airfare, lodging, meals etc	4,998	5,000	2	100%
6019 - Special fees and Expenses	1,458	1,400	-58	104%
6021 - Advertising/Recruitment	13,478	8,500	-4,978	159%
6022 - In District Mileage	37,866	25,000	-12,866	151%
6023 - In District meetings, meals, events	8,621	10,000	1,379	86%
6024 - Professional Development	44,178	50,000	5,822	88%
6025 - Volunteer Recognition	465	1,250	785	37%
6026 - Staff Recognition	9,871	10,000	129	99%
6031 - Alarm Services	2,708	0	-2,708	0%
6032 - Building Repair/Maintenance	602,185	577,400	-24,785	104%
6033 - Custodial Services	748,951	760,000	11,049	99%
6034 - Custodial Supplies	23,508	25,000	1,492	94%
6036 - Landscape Services	37,042	0	-37,042	0%
6039 - Security Services	291,442	290,000	-1,442	100%
6040 - Signs and Signal Materials	137	5,000	4,863	3%
6070 - A/V Equipment	1,882	22,000	20,118	9%
6080 - Copier/Fax Expense	65,235	74,300	9,065	88%
6081 - Equipment Repair/Maintenance	6,587	7,100	513	93%
6082 - Facility Furnishing Expense	53,013	115,500	62,487	46%
6084 - Minor Equipment	55,911	97,000	41,089	58%
6085 - Computers and technology	45,486	100,000	54,514	45%
6089 - Computer Software and Licensing	292,263	300,000	7,737	97%
6106 - E Rate Services	40,850	42,000	1,150	97%
6110 - SOHS contract	30,000	30,000	0	100%
6111 - Advertising	60,880	60,000	-880	101%
6130 - Library Materials- physical	901,408	900,000	-1,408	100%
6131 - Library materials- digital	477,062	450,000	-27,062	106%
6132 - Library materials- other	18,655	18,000	-655	104%
6133 - Library databases	124,123	150,000	25,877	83%
6134 - Inter-Library Loan Fees	224	800	576	28%
6140 - Professional Services	34,734	73,400	38,666	47%
6145 - Printing Services	21,167	25,000	3,833	85%
6210 - Utilities	415,289	375,000	-40,289	111%
6213 - Telecom-Voice and LD	32,901	29,450	-3,451	112%
6214 - Telecom-Wide Area Network	243,280	250,000	6,720	97%
6218 - Telecom- Hot Spots	57,573	96,000	38,427	60%
6300 - Maintenance & Fuel for Vehicles	22,625	25,000	2,375	91%
6400 - Capital Outlay	33,865	150,000	116,135	23%
6500 - Contingency	0	500,000	500,000	0%
7990 - Transfers Out to Other Funds	0	250,000	250,000	0%
<b>Expense Total</b>	<b>16,216,913</b>	<b>17,446,850</b>	<b>1,229,937</b>	<b>93%</b>
<b>Net Income (Loss)</b>	<b>-221,410</b>	<b>-1,530,589</b>	<b>-1,309,179</b>	<b>14%</b>
<b>Budget Category Totals</b>				
Personnel	10,848,106	10,950,000	101,894	99%
Materials & Services	5,334,942	5,596,850	261,908	95%
Capital Outlay	33,865	150,000	116,135	23%



## Current Activity to Budget - % Used

### June 2025 Capital Improvement Fund

### 100% of Year

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	237,130	200,000	-37,130	119%
Transfer In from Other Funds	0	250,000	250,000	0%
<b>Revenue Total</b>	<b>237,130</b>	<b>450,000</b>	<b>212,870</b>	<b>53%</b>
6032 - Building Repair/Maintenance	387,954	500,000	112,046	78%
6400 - Capital Outlay	316,097	1,050,000	733,903	30%
<b>Expense Total</b>	<b>704,051</b>	<b>1,550,000</b>	<b>845,949</b>	<b>45%</b>
<b>Net Income (Loss)</b>	<b>-466,922</b>	<b>-1,100,000</b>	<b>-633,078</b>	<b>42%</b>
<b>Budget Category Totals</b>				
Materials & Services	387,954	500,000	112,046	78%
Capital Outlay	316,097	1,050,000	733,903	30%



## Current Activity to Budget - % Used

### June 2025 Grant Funds

### 100% of Year

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	34,316	20,000	-14,316	172%
Restricted Grant Revenues	379,953	477,500	97,547	80%
<b>Revenue Total</b>	<b>414,269</b>	<b>497,500</b>	<b>83,231</b>	<b>83%</b>
5001 - Salaries and Wages	11,714	0	-11,714	0%
6014 - Memberships, Dues and Subscriptions	12,307	6,500	-5,807	189%
6015 - Supplies	106,415	140,812	34,397	76%
6026 - Staff Recognition	3,489	4,000	511	87%
6082 - Facility Furnishing Expense	10,140	104,800	94,660	10%
6089 - Computer Software and Licensing	4,750	0	-4,750	0%
6111 - Advertising	1,995	0	-1,995	0%
6130 - Library Materials- physical	202,276	200,000	-2,276	101%
6132 - Library materials- other	0	12,500	12,500	0%
6133 - Library databases	1,498	0	-1,498	0%
6140 - Professional Services	166,267	163,300	-2,967	102%
6400 - Capital Outlay	40,000	250,000	210,000	16%
6600 - Interfund Transfers	27,277	0	-27,277	0%
<b>Expense Total</b>	<b>588,127</b>	<b>881,912</b>	<b>293,785</b>	<b>67%</b>
<b>Net Income (Loss)</b>	<b>-173,858</b>	<b>-384,412</b>	<b>-210,554</b>	<b>45%</b>
<b>Budget Category Totals</b>				
Materials & Services	520,850	631,912	111,062	82%
Capital Outlay	40,000	250,000	210,000	16%



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## MINUTES

### ATTENDEES AND NOTE TAKER

Present: Committee members Marissa Shepherd, Kari May (note taker), Kelda Vath, and Regina Mannino.

Absent: Kevin Keating.

The meeting was called to order at 4:00 pm.

### NEW BUSINESS

Regina led a discussion about the year-end FY25 Statistical Report and Strategic Plan Update. The Committee discussed the percentage of the materials budget allocated for physical and digital materials. Staff will compare physical versus digital circulation by percentage and the correlation to budget and compare to national trends. Regina noted that the number of new cards issued last fiscal year represents almost 5% of our service population.

Heather highlighted some of the numbers in the year-end Financial report, noting that personnel was 99% of budget and that we ended the year within budget. She noted that workers comp was over budget and has been adjusted in the FY26 budget. The Committee discussed the budgeted transfer of \$250,000 to the Capital Improvement Fund and agreed to bring the recommendation to the Board at the August Board meeting.

The Committee briefly discussed the recently-launched NPS Survey. NPS, or Net Promoter Score, is a tool that businesses use to gauge customer satisfaction over time. At JCLS, a short 3-question survey is emailed to approximately 10% of library patrons who have used library services within the previous week. The ongoing data collection will serve as a continuous feedback tool to assess and strengthen relationships between the library and our patrons. The NPS survey launched in late June, and we are awaiting more cumulative responses before determining how best to analyze and report the data.

Meeting adjourned at 5:00 pm.

### NEXT MEETING DATE

October 29, 2025

Agenda items will include the State Statistical report and NPS data.



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
RELATIONSHIP COMMITTEE MEETING AGENDA**

**Board Conference Room  
Medford Branch Library  
205 S Central Ave, Medford, OR  
July 17, 2025, at 4:00 p.m.**

**CALL TO ORDER**

**REVIEW OF PREVIOUS MINUTES**

- Minutes of the January 8, 2025 were reviewed and no changes were made.

**NEW BUSINESS**

- FY26 Charter and Workplan – tabled until new committee members assigned
- 2025/26 Author events
  - Jess Walter Oct 21-22 – *So Far Gone*. The Library Director's Book Club w major donors will be held after the writers workshop on Oct 21. Ginny will identify the major donors, purchase copies of the book that will be mailed out by the couriers, and create invites that Kari will personally write notes on for all major donors inviting them to the event. This event is an opportunity to cultivate relationships with our donors. Ginny estimates we have around 50 major donors.
  - The Rogue Reads author has been selected and will give an author talk in person on Friday, Feb 20, 2026. Staff is looking for an offsite location, as we anticipate the crowd to be larger than the capacity of the Medford Large Meeting Room.
  - Well Re(a)d Book Club at local wineries – JCLF Board member Meghann Walk is leading this effort, partnering with local wineries to host a book club and fundraising opportunity. Starting in August, every other month, hosting a book club at different wineries, featuring books in our collection. August 28 – at Remotion in Jacksonville, Megan hosting, book: *The Midnight Library* by Matt Haig. October – *So Far Gone* at Del Rio outside of Gold Hill, discussion leader & date TBD. December – at Long Walk in Ashland. February – location TBD; Rogue Reads title. April – *Hitchhiker's Guide to the Galaxy* at Quady North, w Kari as host. June - @ Naumes Suncrest, discussion leader and date TBD.
- Joint JCLD/JCLF Board Work Session & Social Gathering Planning –
  - The Committee discussed potential topics for the next joint Work session, including a report on benchmarks, partnerships, and advocacy efforts; focusing on community outreach and reaching folks who don't visit the library; the strategic planning process; developing advocacy and library talking points for all board members; sharing information about evolving role of the Foundation Board; the role of Foundations in larger organizations.
  - Additionally, the Committee talked about the third leg of the stool: the Friends groups. Joan and Ginny are working with a committee representing different Friends to update the MOU. We discussed hosting quarterly Friends appreciation events in each region. Friends of the Library Week is Oct 19-25 – which may be an opportunity to reach out.

*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](http://www.jcls.org). If you have further questions or would like to be added to the email notification list, please contact Yoli Diaz at 541-774-6406 or [ydiaz@jcls.org](mailto:ydiaz@jcls.org).*

*If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Yoli Diaz at 541-774-6406. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.*

- Community Outreach – JCLF is partnering with Outreach staff at community events.
  - Juneteenth, Pride, Comic Con, and Cup of Delights are some of the recent events that JCLF board members have volunteered at, and have helped bring Foundation materials to events. Patty V will be meeting with Community Engagement Manager Josh Letsinger to discuss future opportunities.
  - Opportunity for a Foundation Road Show, going out to different branches, meet the staff, advocate for what the Foundation does, and talk about how they can support each community. Ideas for when they could visit with staff included April during National Library Week, or getting some time to address staff at All Staff Day on September 26.
  - The Committee noted that adding advocacy and community engagement as a benchmark and to the Committee Workplan should be considered.
  - Another objective is to create a shared calendar of Foundation and Friends events/activities. Ginny has asked Josh to help develop a tool.

#### **COMMENTS AND ANNOUNCEMENTS**

- Barnes & Noble Bookfair – July 25 in person – Patty is coordinating a table at the store for part of that day. Online sales continue through July 30.

**NEXT MEETING DATE** August – with primary purpose to update the Charter and Work Plan .

#### **ADJOURNMENT**