



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>
September 17, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. August 6, 2025 Work Session Meeting Minutes.....1
2. August 20, 2025, JCLD Regular Board Meeting Minutes3
3. Committee Charter/Work Plans – Facilities, Personnel, Relationship.....8

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. Library Director – Kari May.....12
5. JCLF Report-Ginny Auer.....21

UNFINISHED BUSINESS (Discuss/Action)

6. Statistical Report & Strategic Plan Follow Up-Kelda Vath.....

NEW BUSINESS (Discuss/Action)

7. 2025 Work Session Topics Overview- Susan Kiefer.....22
8. JCLD JCLF MOU Amendment- Kari May23
9. Directors FY26 Goals- Marta Tarantsey.....

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

10. Relationship Committee.....25

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

October 1, 2025, 3:30pm JCLD Board Work Session
October 15, 2025, 4:00pm Regular Board Meeting

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

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



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Yoli Diaz (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Kiefer called the meeting to order at 3:34p.m. Roll call was taken. The Land Acknowledgement was read.

DISCUSSION ITEMS (Inform/Discuss)

UNITED FOR LIBRARIES VIRTUAL CONFERENCE

Director Shepherd shared some insights from the United for Libraries online conference, though not all members had viewed the recording yet. The conference provided good reminders about board responsibilities. A follow-up Board Work Session will be scheduled to give all Board members the opportunity to watch recordings and further discuss.

GUEST SPEAKER SUGGESTIONS

Director Tarantsey suggested inviting guest speakers to board meetings or study sessions rather than waiting for the annual retreat. She proposed inviting a local independent bookstore owner or a Barnes & Noble representative. Director Jensen expressed interest in hearing more from the State Library of Oregon to better understand its connection with our Library. She also suggests the possibility of inviting someone as guest speaker from the State Library in the future. Library Director, May suggested the possibility of inviting someone from the Medford Economic Development Office to share their vision for downtown. The Board agreed to pursue these ideas and identified these groups as potential speakers.

BOARD SUGGESTIONS

President Kiefer shared several suggestions, including forming an ad hoc committee for retreat planning, developing a succession plan for board officers, and acknowledging receipt of emails. Director Tarantsey suggested using emoji reactions in Outlook as a simple way to acknowledge emails when a response is not possible. Library Director May reminded the Board about public meeting laws and the limitations on email communications between board members. May also suggested that the Board consider developing a succession plan for the Library Director. The Board acknowledged these suggestions and noted the importance of adhering to public meeting laws.

Board Member BIO AND HEADSHOTS

The Board discussed adding member biographies and headshots to the library website. Director Jensen suggested including biographies and headshots for transparency, while Tarantsey proposed having the library's communications team take consistent headshots. May offered to create a biographical template to ensure consistency. The Board reached consensus that this was a good idea and agreed it would be formalized at the next meeting with a template and timeline.

STRATEGIC PLANNING

Director Kiefer initiated a discussion on strategic planning as the current plan nears its end. She suggested developing a signature project or campaign to generate excitement about the library. May explained the shift from library focused to community-focused planning, while Director Shepherd questioned whether existing programs, such as summer reading could be better promoted instead of creating something new. Director Jensen suggested adult literacy as a possible focus, though May noted that adult literacy has not surfaced as a community need and would require significant resources. The Board agreed to consider different approaches.

ADJOURN

President Kiefer adjourned the meeting at 4:59 p.m.

/s/ Yoli Diaz
Recording Secretary



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant)

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS/PROCLAMATIONS

Library Director Kari May introduced Spencer Ellis, the new Central Area Manager.

CONSENT AGENDA

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

RECORDING NOTE:

The recording of the meeting began at approximately 4:15PM, due to a technical issue.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Jan Wright from the Southern Oregon Historical Society (SOHS) introduced Will Brake as the organization's new Executive Director. Brake has been with SOHS for six months and shared some upcoming plans, including the development of a new museum that he hopes will be completed sometime next year. Brake expressed his appreciation for the partnership with the library and conveyed his enthusiasm about connecting with more people. He extended an open invitation to everyone to visit the Southern Oregon Historical Society.

Director's Report

Library Director May provided an update on recent outreach and community engagement efforts. This year marked the first time JCLS participated in the Britt Festival's Kids Concert Series. Outreach Supervisor Amanda Dickson represented the library, connecting with more than 200 patrons and signing up several families for the Dolly Parton Imagination Library.

May shared that JCLS continues its efforts to engage the Spanish-speaking community. Spanish Services Coordinator Milagros Morales attended El Mercadito (Market) in Ashland in July, connecting with local families. Technology Education Specialist Jordana Cordovi has also noted an increase in requests for technology

education support from Spanish-speaking patrons.

The library also participated in this year's Children's Festival. The Storytelling Tree remained a popular attraction where patrons could enjoy snacks and listen to stories. The event featured Dolly Parton Imagination Library books, providing an opportunity to enroll more children in the program. May expressed appreciation for the Talent Historical Society bringing back Bob Day for a special event.

May also reported that RVTB will be reducing service starting September 2, including the elimination of all Saturday routes and limiting weekday service to the hours of 6:00 AM to 6:00 PM. With several libraries, including Medford and Ashland, closing at 7:00 PM, this reduction will significantly impact both staff and patrons. May noted that nearly 20% of JCLS staff rely on public transportation to commute. Staff have been creative in coordinating alternative transportation options among themselves. The library will continue to participate in the RVTB bus pass program, which provides a discounted \$10 monthly pass for staff, as well as offering bus tokens to community members in need of transportation for job interviews or other essential appointments.

May shared that she and Board Member Tarantsey attended the Board of County Commissioners work session yesterday and felt it was a great opportunity to present library updates directly to the Commissioners. She also noted that she and Board Member Patty Jensen will attend the Shady Cove City Council meeting tomorrow. JCLS is close to meeting its outreach goal, with only three city council meetings remaining.

Jackson County Library Foundation Report

Jackson County Library Foundation Executive Director Ginny Auer introduced the Foundation's new Board President Sue Collins who has served on the Board for several years. Collins then introduced some of the Foundation's newest board members: Lesley Klecan, Jodi Pulliamn, Michele Mitchell, and Jim Theen. Collins also thanked Patty Jensen, Library Director Kari May, and Susan Kiefer for their contributions to the Foundation.

Ginny Auer's report highlighted a successful fiscal year in which the Foundation raised over 30% more than the previous year and distributed a significant amount of funding to the Library District. Auer noted growing public enthusiasm and awareness of the Foundation's mission. She also shared upcoming events: the Well Re(a)d Book Club at Remotion Winery on August 28, a September 3 fundraiser at Camelot Theater in Talent hosted by the United Rotary Clubs of Southern Oregon. Auer noted January 19th is Dolly Parton's 80th birthday, with more details coming soon on some fun activities. The Foundation's annual luncheon in support of Dolly Parton's Imagination Library is scheduled for March 3, 2026.

Statistical Report & Strategic Plan Update

Regina Mannino, Data & Analytics Coordinator, shared FY25 Statistics and Strategic Plan Metrics report. She covered key performance indicators (KPIs) for total circulation, physical circulation, digital circulation, library visits, new card holders and branch computer usage. Mannino also went over strategic Plan metrics (SPMs) which included Spanish Collection, Library of things, physical vs Digital Circulation, Program offering & Attendance, Community Resources referrals and Staff training & Professional Development. At the Board's request, Mannino will provide the report for further review. May will also provide suspension guidelines.

UNFINISHED BUSINESS

Committee Assignments

Board President Kiefer presented the updated committee assignments and roster for all Board members. Director Kiefer then opened the floor for members to request changes to their committee assignments, if desired. Director Jensen noted that the Personnel Committee list needed to be updated to remove Viki Brown

and add Kevin Keating. Director May clarified that the Data & Metrics Finance Committee was now a combined committee, whereas they had been separated in the last fiscal year. She also requested that Heather Scott, Finance Manager, be added to that committee.

Director Keating asked for the RVCOG Liaison if Director Tarantsey is the primary liaison. Director Tarantsey stated that she is willing to be primary with, Director Keating as backup.

MOTION: Director Keating moved to approve the committee assignments as presented, Director Shepherd seconded; the vote was unanimous, and the motion passed.

NEW BUSINESS

Finance Manager Heather Scott presented the Board with **Resolution 2026-01 Banner Bank Signers**. This resolution removes Viki Brown as an authorized user of the District's Banner Account and adds President Susan Kiefer and Vice President Kevin Keating as authorized persons to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of Jackson County Library District. Director Tarantsey requested that a sentence be fixed from JCLD to Jackson County Library District.

MOTION: MOTION: Director Jensen moved to approve Resolution 2026-01, Director Tarantsey seconded

Roll call vote:

Director Kiefer – Yes
Director Jensen – Yes
Director Tarantsey – Yes
Director Shepherd – Yes
Director Keating – Yes

The motion passed.

Finance Manager Heather Scott presented the Board with **Resolution 2026-02 LGIP Signers**. Removing Viki Brown as authorized user of the District's LGIP account and adding President Susan Kiefer and Vice President Kevin Keating as authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of Jackson County Library District.

MOTION: Director Keating moved to approve the LGIP Signers, Director Jensen seconded. Roll call vote:

Director Kiefer – Yes
Director Jensen – Yes
Director Tarantsey – Yes
Director Shepherd – Yes
Director Keating – Yes

The motion passed.

POLICY 2-2 CONTRACTING RULES AND PROCEDURES

Finance Manager Heather Scott presented the Board with a proposed updated Public Contracting Rules and Procedures Policy, aligning it with recent changes made by the State of Oregon. The threshold for small procurements requiring a public bid has increased from \$10,000 to \$25,000. The mid-range procurement threshold, previously \$10,000–\$100,000, is now \$100,000–\$250,000, while large procurements are defined as anything over \$250,000. These updates reflect the state's revised thresholds, along with some minor language changes for example, replacing gendered terms to make the policy clearer and more current.

Director Keating raised a question regarding Section I, Section 2, item B, seeking clarification on whether the phrase “may authorize the Board President or their designee” referred to the Board of Directors’ designee or the Board President’s designee. He noted that the use of the word “their” creates ambiguity and suggested using “his/her” for clarity. May responded that the sentence would be amended to read: “The Board of Directors may authorize Board President or the president’s designee to dispose of the property in any appropriate manner.”

MOTION: Director Jensen moved to approve Policy 2-2 Contracting Rules and Procedures, Director Kiefer seconded; the vote was unanimous, and the motion passed.

Financial Report FY25

Finance Manager Heather Scott presented the year-end report for the last fiscal year, noting a few minor items will be finalized during the audit, though no major changes are expected. Overall, the district remained well within budget for expenditures and met revenue targets. Personnel costs came in at 99%, library materials at 100%, and utilities slightly over at 111%, which was better than anticipated. Legal fees were over budget by 16% (\$11,600), and district mileage remained a challenge, though adjustments have been made for the new fiscal year. Building repairs and maintenance ended at 104%, mainly due to a \$35,000 county expense earlier in the year. Memberships, dues, and subscriptions ended at 124%, due to timing and policy changes regarding prepaid expenses. Advertising and recruitment were at 159%, largely driven by out-of-town candidate travel for key positions. General Fund expenses totaled 93%, or \$1.2 million under budget, which includes \$500k in contingency funds that were not used. A proposed \$250k transfer from the General Fund to the Capital Improvement Fund is planned but has not yet been approved and will be discussed further. Capital Improvement and Grant funds were also well managed, with most areas under budget. Overall, all funds were within budget.

Scott noted that the Board needs to decide whether to proceed with a transfer from the General Fund to the Capital Improvement Fund. Board members asked about the benefits of the transfer. Director May explained that over the past 11 years, the Board has recognized that making this kind of transfer helps set aside funds to prepare for planned and unforeseen future maintenance needs for the organization’s buildings.

MOTION: Director Tarantsey moved to approve the report as presented and to transfer \$250,000 from the General Fund to the Capital Improvement Fund, Director Shepherd seconded; the vote was unanimous, and the motion passed.

Updating Board Information on website

Director Kiefer revisited a topic from the last Board Work Session regarding updating the library’s website to include a headshot and short bio for each Board member. Director May added that one of the general goals is to increase community engagement by helping the public become more familiar with who the Board members are and what they bring to the organization.

Community Engagement Manager Josh Letsinger has created a form to collect this information, which will be sent out to all Board members, pending agreement to move forward. The Board expressed unanimous agreement.

COMMITTEE REPORTS

Data & Metrics Finance Committee

Director Shepherd noted that Regina covered many of the key points discussed at the last committee meeting and had implemented some of the suggested changes. Shepherd also acknowledged that, similarly, in the Finance area, Heather has made improvements to enhance the clarity of financial documents. She expressed

support for the fund transfer, noting that it had been voted on.

Relationship Committee

Director Kiefer stated that the primary focus has been on fostering greater interaction between the Foundation Board and the District Board, with the goal of building stronger relationships, improving collaboration, and encouraging participation in the many events hosted by the organization(s). A joint work session and a joint social gathering are being planned to help members of both boards get to know each other better. Patty V. and Director Jensen will be meeting in the near future to further discuss the initiatives Director Kiefer outlined. The Executive Assistant will update the Board's calendar with all upcoming events as an opportunity to encourage Board engagement.

Advocacy Committee

Director Tarantsey shared that she and Library Director May recently gave a well-received presentation to the Jackson County Board of Commissioners, which was followed by a productive conversation. Two key county staff members who work with the library on facilities-related matters were also in attendance. The Commissioners expressed a strong interest in how the library tracks incidents and in its approach to maintaining and developing Library facilities. In response, the library will provide updated data and share the Facilities Master Plan to help address their questions. The Commissioners expressed appreciation for the work the libraries do and extended an invitation for future engagement. Tarantsey also noted that the Advocacy Committee will be soliciting ideas from the board for the Newsletter topics.

EXECUTIVE SESSION

At 5:42 p.m, President Kiefer adjourned the meeting into 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. No votes or action was taken as a result of the Executive Session.

President Kiefer adjourned the executive session at 6:00 p.m.

Director Kiefer adjourned the meeting at 6:00 p.m.

/s/ Yoli Diaz - Recording Secretary



2025-2026 Charter and Work Plan

Jackson County Library District Facilities Committee

Presented to Jackson County Library District Board of Directors on September 17, 2025

Purpose

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.

Membership

The Board appointed Susan Kiefer and Marissa Shepherd as Co-Chairs of the Facilities Committee, and Kari May, Kelda Vath, Joan Vigil, Crystal Zastera as Committee Members. Jackson County Maintenance Superintendent Ryan DeSautel is included as an ex-officio ad-hoc committee member.

Responsibilities

The Committee has the following areas of focus:

2. Track major facilities expenditures
3. Provide input on major facilities projects, including outdoor improvement projects
4. Meet with the County annually to review the proposed budget and 5-year capital improvement plan

Meetings

The Committee will meet quarterly and report its activities to the Board. The Committee chairs may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan

The Facilities Committee has established the following work plan for 2025-26:

- Oct/Nov 2025: Meet w County to review proposed budget and 5-year capital project plan
- Fall 2025: Update the IGA and extend contract with Jackson County for Facilities Maintenance Services
- Spring 2026: Phoenix Pollinator Garden Update

Committee Review and Board Approval

The Policy Committee will review its charter and work plan and recommend any proposed changes to the Board for review.



2025-2026 Charter and Work Plan

Jackson County Library District Personnel Committee

Presented to Jackson County Library District Board of Directors on September 17, 2025

Purpose

The Personnel Committee will work with the Library Director to develop and execute the annual performance evaluation process.

Membership

The Board appointed Kevin Keating as Chair, Marta Tarantsey as Co-Chair, and Kari May as Committee Member.

Responsibilities

The Committee has the following areas of focus:

1. Develop and oversee the annual review of the Library Director
2. Update policy related to the evaluation of the Library Director as appropriate
3. Recommend the Library Director's annual goals, for approval by the Board
4. Conduct a mid-year evaluation of the Library Director
5. Meet periodically throughout the year to discuss Director's progress towards goals

Meetings

The Personnel Committee will meet quarterly and report its activities to the Board. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan

The Personnel Committee has established the following work plan for 2025-26:

- September 2025: Establish Library Director's goals for FY26
- January 2026: Conduct mid-year review

Committee Review and Board Approval

The Policy Committee will review its charter and work plan and recommend any proposed changes to the Board for review.

This charter and annual work plan were approved by the Board on September 17, 2025.



JCLD-JCLF Relationship Committee

2025-2026 Charter and Work Plan

Purpose

The Relationship Committee will ensure that the District and Foundation work together to further the mission of Jackson County Library District. The Committee will oversee the relationship between the two entities, including assistance in setting priorities and goals for the Foundation.

Membership

The District Board appointed Library Director Kari May as Committee chair; and District Board members Susan Kiefer and Patty Jensen; Foundation Board members Sue Collins and Patty Vanikiotis; and Foundation Executive Director Ginny Auer as committee members.

Responsibilities

The Committee has the following areas of focus:

1. Maintain strong communication between the District and the Foundation
2. Facilitate alignment between the District's Strategic Plan and the Foundation's Fundraising goals
3. Develop and keep updated a shared vision
4. Report on JCLF benchmarks twice a year
 - a. Report grants and fundraising, as well as funds disbursed to the Library, on a regular basis to JCLD and JCLF Boards
5. Ensure compliance with the MOU
 - a. Per MOU section 2.4 Personnel: "Both JCLD and JCLF shall work together to determine the specific metrics under which the performance of the Executive Director shall be evaluated."
 - b. Per MOU section 4.0 Fundraising and Grantmaking: "Fundraising goals and areas of support will be determined annually by mutual agreement between JCLF and JCLD."

Meetings

The Committee will meet and report to the District Board and the Foundation Board quarterly and as needed. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, but these individuals have no voting power.

Annual Work Plan

For Fiscal Year 2025-26, the Relationship Committee has established the following Work Plan:

- July/August 2025 and January 2026 – JCLF Benchmark reports to the Boards
- Jan/Feb 2026: annual meeting with the District and Foundation Boards
- January – March 2026: Budget preparation:
 - District presents Strategic Plan priorities for FY27 to Foundation; Foundation develops Fundraising Plan
 - Evaluate benchmarks, including in-kind support for addendum to MOU
 - Share financial reports
- February 20, 2026: Celebration of Libraries with the District and Foundation Boards
- Feb/March 2026: finalize budget information to present to Boards in March/ April
- April/May 2026: Adoption of MOU Addendum

Committee Review and Board Approval

The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.



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

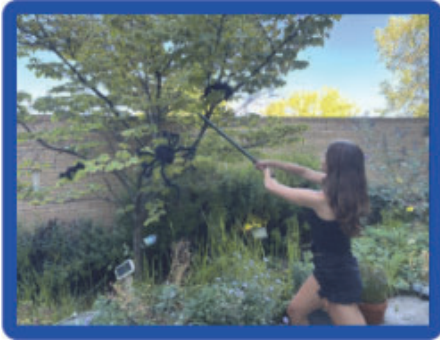
Jackson County Library expanded the Library of Things collection and added new items based on suggestions, checkout trends, and inspiration from other library systems. Highlights include a Disc Golf set, a dolly, a food mill, portable video magnifiers, and a Super 8mm to digital converter. The Book Club Bag Committee also selected four new titles for release in September: *A Walk in the Park* by Kevin Fadarko, *The Queen of Crimes* by Marie Benedict, *The Body in the Bookstore* by local author Ellie Alexander, and *My Name is Emilia del Valle* by Isabel Allende.

Strategy 2: Diversify and Increase Programming and Events

The 2025 Summer Reading Program, Embrace the Wild, truly lived up to its name. While overall registrants dipped slightly from 2024, participation was notably higher with Jackson County readers completing 38,718 books (7% increase) and logging 853,714 minutes (a 77% increase). This growth is attributed to the new option of tracking both books and minutes simultaneously. Particularly encouraging was a 30% increase in participation from the youngest patrons (ages 0–5), to expanded bilingual storytimes and continued promotion of the Dolly Parton Imagination Library.

Patrons enjoyed a diverse slate of programs, with system-wide favorites including Music and Movement with Laurie Finear, Paracord Knots and Bracelets with Izzy Berger, and Storytelling with Will Hornyak—all earning glowing reviews and requests for return engagements.

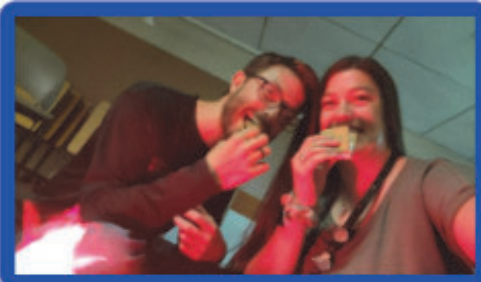
As Summer gives way to Fall (despite lingering warm weather), JCLS programming shifts toward a steadier rhythm, reflecting the community's return to routine. One highlight comes from Jacksonville's ongoing Chair Yoga class, where a first-time attendee shared that it was the first activity to ease his neuropathy pain after many unsuccessful treatments—expressing gratitude to both the instructor and the library for making the program available at no cost.



In August, Medford Teens experienced the *Lord of the Rings* trilogy through a scavenger around the entire branch. They battled the monstrous spider, (Shelob) in the Garden, defeated an orc horde in the collaborative area, and ultimately the One ring into Mt. Doom in the Teen Library—all while chronicling their journey through photo and video.

At the Medford Library, staff from Adult, Teen, and Children's Services partnered with Friends of the Animals (FOTAS) to highlight responsible pet care and raise awareness about adoption opportunities. The visit included three kittens and a dog, delighting patrons of all ages and strengthening community connections.

Jacksonville Branch also welcomed FOTAS for a program teaching children how to safely interact with animals and read their body language. Foster pets helped demonstrate these lessons, and one older patron with Alzheimer's experienced a touching moment of calm while holding a kitten—an unexpected reminder of the program's positive impact across generations.



Patrons enjoyed sharing camping and outdoor stories while savoring popular s'mores treats. Librarian Meghan Thompson added a playful touch by borrowing the Medford Teen Department's non-flammable campfire prop, enhancing the atmosphere and overall experience of the program.



At Central Point, young patrons were invited to bring their favorite stuffed animals to a special storytime led by Library Specialist Noel O'Brien, featuring campfire-themed stories. Children left their stuffies overnight at the library, where they experienced a series of playful adventures. Marketing created a video slideshow capturing the whimsical overnight antics, delighting both children and families. [Watch the video here](#)



“Kid Librarian for a Week” remains one of Central Point’s most popular passive programs. Young patrons enjoy seeing what their peers are reading and sharing their own answers to program prompts. The program continues to inspire a love of reading—and Central Point may have even spotted one future librarian in the mix!

White City hosted Ellie Zignego from the Jackson County Soil and Water Conservation District for a hands-on Spark Space event. Young patrons explored watersheds through interactive demonstrations and crafts, learning about the movement of water within the ecosystem while getting their hands dirty in a fun and educational experience.



Butte Falls Library hosted its inaugural Summer Library Olympics, combining classic Olympic-style competitions with library-themed events. Despite the heat, patrons enjoyed popsicles and cold water, and every child left with multiple medals. The program was a fun, energetic way to engage young patrons in friendly competition.

Butte Falls Library welcomed back Bigfoot researcher Greg Roberts for an encore presentation of Bigfoot 2.0, following high patron interest from his February visit. Attendees enjoyed an engaging discussion in the library before joining Roberts for an outdoor exploration of the surrounding forest, a well-known hotspot for Bigfoot sightings, sounds, and tracks. The program offered a unique blend of education and wilderness adventure that captivated patrons of all ages.

Ashland Adult Services hosted Jeanine Moy from the Vesper Meadow Education Program, which promotes land stewardship and connection to nature. Patrons learned about the 1,000-acre Vesper Meadow Restoration Preserve and its long-term work in ecological restoration, climate resiliency, rare species monitoring, and community projects that reconnect people with the land. The Ashland Branch looks forward to continuing its partnership with Vesper Meadow for future science and ecology programming.

Library Associate Parsina Dias launched Community Coffee Hour in Phoenix to help reduce social isolation, particularly among older adults. One attendee shared with Branch Manager Jody Fleming that she now visits the library every Wednesday specifically to attend the program, expressing how much she enjoys it and encouraging the branch to continue offering it.

Strategy 3: Enliven and Improve Facilities

Applegate Branch added a new picnic table, giving patrons a comfortable shaded spot to read, work, or relax outdoors.

At Phoenix Branch, children and families can now enjoy a refreshed space with a new sofa and updated furniture in the children's area.

Strategy 4: Current and Accessible Technology

JCLS was selected to participate in a three-year, E-Rate-funded Cybersecurity Pilot Project. Following a successful RFP process, the IT Department partnered with the chosen vendor to implement enhanced cybersecurity protections across the system.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

Library Director Kari May and Board member Marta Tarantsey presented to the Gold Hill City Council, where council members expressed appreciation for the library's diverse programming, from children's events to the recently added adult cribbage club. One council member noted that JCLS libraries are bucking the national trend of declining relevance. City Manager Lily Morgan thanked the library for collaborating to extend the playground fence to the corner of the library property, enhancing safety for children.

On August 7th, Board President Susan Kiefer and Kari May attended a Town Hall with Attorney General Dan Rayfield to discuss the impact of federal funding losses on Oregon communities. They also submitted testimony regarding IMLS funding via email.

Lower Rogue Area Manager David Haywood attended the Rogue River Elementary open house with community Librarian Evelyn Lorence. They served over 100 community members, signed them up for library cards, introduced them to a variety of library services, and provided them with fun swag.



Medford Library hosted Sindy Harris of Sindy's Pigeon Service, offering patrons of all ages a hands-on experience with bird rescue and pigeon education. Attendees learned about pigeons' biology, their roles around the world, and how they can be pets in the right setting. The program concluded with the interactive opportunity to hold pigeons—or even place them on their heads—delighting participants and staff alike.

Adult Services Librarian Carrie Tannehill connected patrons with the Rogue Valley Council of Governments Senior and Disability Services and the Aging and Disability Resource Connection (ADRC) of Oregon. Attendees learned from Melanie Greeley about the services and resources offered by ADRC, while Tara M. Dickerson provided clarity on the differences between aging, dementia, and Alzheimer's disease, helping patrons better understand these important topics.



Children's Services Librarian Nancy Nightingale, Children's Specialist Melvie Koshgarian, and Outreach Supervisor Amanda Maya Dickson represented JCLS at the Howard Elementary School Open House. The event welcomed new and returning families, helping them connect with teachers, classrooms, and local resources. Families visiting the library table were able to sign up for a library card and learn about the many programs and services available at the Medford Branch and throughout Jackson County.



At the beginning of August, Eagle Point Library welcomed 20 Japanese exchange students from Showa, Japan, along with their hosts and chaperones. During a city tour led by the Mayor and other officials, the group visited the library, where staff distributed Summer Reading patches for the students and chaperones to take home, offering them a tangible reminder of their visit with JCLS.

The Butte Falls Library continued its popular Summer Storytime with Katie, with children and parents attending weekly and returning regularly. Additionally, the Kindergarten Roundup crew visited the library on two Tuesdays in August. The future kindergarteners, eager to start school, will receive weekly Storytime visits from Butte Falls Library staff in their classrooms.

On August 6, Ashland Adult Librarian Brianna Levesque and Outreach Specialist Mackenzie Pollock represented JCLS at the annual OLLI Open House, held in SOU's Stevenson Union. They connected with the 50+ community and shared library resources alongside local organizations such as OSF, YMCA, JPR, and the Siskiyou Singers. Staff highlighted popular offerings like the Library of Things, Book Club in a Bag, games, notary services, and more, showcasing the many ways JCLS supports lifelong learning and engagement.

Phoenix Branch Manager Jody Fleming and Spanish Services Coordinator Milagros Morales represented JCLS at the Phoenix Healthy Start Block Party, connecting with hundreds of community members. Many attendees shared that the library is their favorite place. One longtime Ruch patron expressed that, while he often finds the world unkind, the library consistently feels like a safe and welcoming space thanks to staff.



Shady Cove hosted Native Innovation, a traveling exhibit from the Museum of Natural and Cultural History, throughout late July and most of August. The exhibit highlighted how Oregon's First Nations have drawn on knowledge, creativity, and problem-solving to thrive for thousands of years. It also served as a valuable resource to support and enrich the Tribal History/Shared History curriculum now being implemented in Oregon schools.

Outreach Librarian Evelyn Lorence and Medford Teen Librarian Andrea Leone also brought a button-making craft to youth at the Housing Authority of Jackson County, encouraging teens to create art and explore library resources while picking up school supplies.

Education Services Bella Silva and Evelyn Lorence attended Ruch Outdoor Community School's Pride Preview Night, engaging with enthusiastic patrons. A parent proudly shared that their child had recently become an avid reader, having found a series that matched their interests well. The staff was then able to show that JCLS offers the compendiums of the series through hoopla -saving the family money and supporting the child's reading journey.

Business Librarian Roslyn Donald coordinated JCLS hosting the monthly Eagle Point and Upper Rogue Chamber of Commerce lunch, where Community Engagement Specialist Josh Letsinger presented on outreach and business support.

Roslyn Donald also launched the Rural Entrepreneurs in Residence program, selecting Don Tipping of Siskiyou Seeds and Colene Milligan of Sweet Colene Art to provide mentoring and training for small businesses in the Applegate Valley. This program is supported by the Oregon Community Foundation's Thriving Entrepreneurs grant and the Jackson County Library Foundation.

At the White City Library, Spanish Services Coordinator Milagros Morales, Spark Space Specialist Amy Fann, and White City Branch Manager Allyson Beck joined an in house ScienceWorks' STEAM Social: Summer Camp Edition, where attendees made friendship bracelets while learning about library resources.



Library Specialists Bethany Peabody and Kateri Warnick, along with Outreach Supervisor Amanda Maya Dickson, visited six Kinder Jumpstart programs at Medford elementary schools, providing storytimes and promoting JCLS to about 250 incoming kindergarteners.

Peabody and Morales also attended the Rogue Valley Growers and Crafters Market at Hawthorne Park, engaging about 100 attendees. They distributed DPIL and bilingual storytime information and handed out books to children.

Peabody further delivered 400 Baby's First Book/Bags to Asante and Providence birthing centers. In addition, Outreach to Childcare added one new storytime to the schedule.

At the Prospect Jamboree, Technology Education Specialists Maddy Tuttle and Jacob Spilman brought the DART van to provide Wi-Fi for vendors and attendees while showcasing library resources and services. Spilman also extended his in-branch digital literacy efforts by engaging teens through gaming and using the van's outside monitor for presentations. Despite minor Wi-Fi challenges, DART was warmly received and appreciated by the community.

Marketing efforts this month included posts on the Library Connect Blog, such as "Open Sesame" and "Where the Wild Feelings Are," exploring access, emotional literacy, and community connection. JCLS staff also participated in a Jefferson Public Radio interview to discuss summer reading trends and public engagement, expanding the library's regional presence ([Jefferson Public Radio interview](#)).

Participation in Meadowlark Comic Con highlighted JCLS's graphic novel collection and allowed staff to connect with pop culture icons. A video, Applegate Evening Market: A Bountiful Partnership, showcased how the Community Engagement team meets patrons where they are, including popular Chef Demos featured on the library's YouTube channel ([Applegate Market](#)).

Local artist Adrian Chavez was featured in media coverage as the designer of new library cards for Library Card Signup Month in September, building anticipation for the upcoming campaign. [Watch the coverage here](#).

August marketing efforts closed out a high-impact summer while preparing for a personalized, accessible fall. Through storytelling, community partnerships, and digital engagement, JCLS continues to strengthen its role as a vital resource for Jackson County residents.

Strategy 2: Create Ongoing Community Processes to Engage Residents

Community Resource Specialist Nick Stanley created an anonymous survey to learn more about the challenges faced by patrons who are unhoused and facing housing insecurity. The goal is to better inform the CRS team and the library about barriers to accessing local resources. To date, about 45 unique responses have been collected, with the survey continuing through early November.

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

Bilingual Technology Education Specialist Jordana Cordova completed a five-week training through the Senior Planet program, becoming the second Tech Ed staff member, alongside Leia Pastizzo, to be certified through this partnership with AGE+. As part of the training, Cordova delivered a sample class and now has access to a wide range of technology classes in Spanish created by Senior Planet experts—expanding opportunities for programming in Spanish at JCLS.

A patron entered the Ashland Branch frustrated and asking about food. Resource Specialist Clark Serra explained the meal had just ended, shared information about upcoming options, and offered a granola bar while checking if she needed something more substantial. The patron's gratitude opened the door for Serra to explain his role and available resources. He provided hygiene supplies and shared that Naloxone was available. Though she did not use drugs, she agreed to keep a box in case of an overdose nearby. By the end of the visit, the patron's demeanor shifted from curt to appreciative and lighthearted. The encounter highlights how resource specialists help patrons feel heard while connecting them with essential supplies—and how even small gestures like snacks can make a meaningful impact.

Strategy 4: Ensure that user technologies remain current and accessible

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. 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, sewing skills were put to good use by helping a patron with much-needed clothing repairs. Over two weekends, a jacket was patched up and a backpack fixed 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 helped build trust and connection—highlighting how even unexpected services can have a big impact.

Though appointments were fewer last month—likely due to summer heat and vacations—Technology Education staff continued to provide meaningful support across a wide range of topics. Assistance included help with the library's digital collection, photo management, personal data protection, social media, and Google tools. Staff also guided patrons through device troubleshooting, Wi-Fi and Bluetooth use, 2 factor authentication, iCloud, WordPress basics, and Zoom. Other highlights included helping parents navigate school websites, assisting with Minecraft and helping a patron setup DoorDash employment account.

Goal 4: Nurture the Library's Infrastructure

Strategy 1: Foster additional internal communication and engagement across all branches

Technology Education Specialist Maddy Tuttle joined Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva at Maslow Project's Summer Fun Friday, supporting unhoused youth and families. The team provided Wi-Fi, giveaway books, Boredom Buster jars, Summer Reading material, and information on JCLS resources. One memorable interaction included supporting a mother and her two young children, who were excited to learn about Summer Reading and the available take-and-make kits.

On August 5, members of the Admin Team joined White City staff and the Human Resources team for a pizza party to celebrate their wins in the Peeps and Snowman decorating contests. While the contests took place months earlier, scheduling this event allowed the teams to be recognized for their creativity and contributions.

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 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 absence, 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 mid-August, Data and Analytics Coordinator Regina Mannino released a new dynamic KPI snapshot dashboard for staff, featuring July's data. This launch marks a strong start to the fiscal year and advances JCLS's goal of supporting data-driven decision-making.

After a hiatus, the EDI Roundtable returned with Staff Development Coordinator Loren Clupny leading training on intersectionality and its importance in today's world, helping staff better understand and address diverse perspectives and experiences.

Digital Selection Librarian April Bozada-Armstrong attended Digipalooza, OverDrive's international user group conference in Cleveland, OH. The conference brings together public, academic, and corporate libraries, partner libraries of OverDrive, and users of Libby and Kanopy. Bozada-Armstrong connected with JCLS's OverDrive representatives and gained insights on managing the digital collection to best meet community needs and preferences.



September 2025 Executive Director Report



Thanks to Remotion and the 35 attendees of the first JCLF Well Re(a)d Book Club event! It was a wonderful evening of robust discussion, good wine and lovely weather. We hope you will join us in October for our next event, at Roxy Ann Winery on October 16, 2025, at 6 pm. We are reading *So Far Gone*, by Jess Walter.



The **United Rotary Clubs of Southern Oregon**—all nine clubs strong—joined forces for a foot-stomping, hand-clapping benefit concert in support of the **Dolly Parton Imagination Library of Jackson County**. The spotlight shone on the timeless music of the *Highwaymen*—Waylon Jennings, Johnny Cash, Kris Kristofferson, and Willie Nelson. The event netted \$5000, and will support 160 children, for one year of books!



But the biggest encore continues off the stage. Partnering with Jackson County Library Services and Jackson County Library Foundation since January of 2023, the results are nothing short of amazing! More than **6300 local children** have enrolled in DPIL, 1800 have graduated, and 4500 are active and receiving free books delivered right to their homes, sparking a love of reading that will last a lifetime.



Date: September 17, 2025

Title: 2025 Work Session Topics Overview

From: Kari May, Library Director; Executive Committee

Summary:

This memo presents an overview of the planned JCLD Board Work Session topics for the remainder of 2025. The work sessions are designed to support strategic planning, board development, and long-term facilities visioning.

Recommendation:

Discussion only. No formal board action is required at this time.

Resource Requirements:

Proceed with the outlined work session topics as presented. These topics were selected to align with current strategic priorities and to prepare the Board for key decisions related to policy, facilities planning, and governance.

Policies, Plans, and Goals Supported:

- 2022-26 Strategic Plan
- Board Development and Governance Goals
- Facilities Master Plan Initiatives
- Commitment to Transparency and Community Engagement

Background and Additional Information:

- **October 1, 2025 – Metrics & Strategic Objectives**
This session will focus on reviewing current performance metrics and aligning them with the district's strategic objectives. The discussion will help ensure that the Board is tracking meaningful indicators of success.
- **November 5, 2025 – United for Libraries Virtual Conference / Board Goals**
Board members will participate in watching the United for Libraries Virtual Conference recordings. This session supports ongoing board education and will include time for discussion on setting or refining Board goals based on takeaways from the conference.
- **December 3, 2025 – Facilities Master Plan**
This session will focus on the Facilities Master Plan report, including findings from community input and preliminary recommendations that will feed into the Strategic Planning process.

AMENDMENT 4 TO MEMORANDUM OF UNDERSTANDING

Effective Date: July 1, 2025

Parties: **Jackson County Library District (“JCLD”)**
Jackson County Library Foundation (“JCLF”)

Recitals

A. On July 1, 2021, the parties entered into a Memorandum of Understanding (“MOU”) under which JCLD would provide assistance to JCLF to facilitate its operation and fulfillment of its stated mission in exchange for JCLF seeking and providing financial support through its operations for the direct benefit of JCLD and the community JCLD serves.

B. The initial term of the MOU was for a period of three (3) years as of July 1, 2021, ending June 30, 2024. The MOU provides for an option to amend and extend the MOU upon written consent by the Parties under terms and conditions that are mutually agreeable to both Parties.

C. The MOU was amended, effective July 1, 2022, pursuant to Amendment 1 to MOU, to revise Section 2.0, remove Section 2.1, and replace Schedule A to the MOU.

D. The MOU was amended, effective June 21, 2023, pursuant to Amendment 2 to MOU, to revise Schedule A to the MOU.

E. The MOU was amended, effective July 1, 2024, pursuant to Amendment 3 to MOU.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

Agreements

1. The Recitals set forth above are incorporated herein and deemed a material part of this Extension and Amendment Four of the MOU.

2. The MOU, as amended, shall be extended for an additional term of one (1) year, commencing July 1, 2025 and terminating on June 30, 2026. With an option to renew for up to three (3) additional one (1) year terms, upon the mutual consent of both Parties. JCLD specifically reserves the right to not consent to enter into renewal terms if, in its sole discretion, it determines renewal is not likely to generate a favorable term on its investment, is not approved by the JCLD Board, or JCLD loses funding to maintain the support.

3. Except as modified by this Amendment 4 to MOU, the MOU, as previously amended, is ratified and affirmed by the parties.

IN WITNESS WHEREOF, the parties have executed this Amendment 4 to MOU as of the date set forth above.

JACKSON COUNTY LIBRARY DISTRICT

Date: _____

By: Susan Kiefer
Title: Board President

Approved as to legal sufficiency:

Jacquelyn Bunick, Library District Counsel

JACKSON COUNTY LIBRARY FOUNDATION

Date: _____

By: Sue Collins

Title: Board President

Approved as to legal sufficiency:

Jennifer Nicholls, Jackson County Library Foundation Counsel



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

**Board Conference Room
Medford Branch Library and via Zoom**

**[CLICK HERE FOR LINK](#)
205 S Central Ave, Medford, OR
August 28, 2025, at 9:00 a.m.**

Present: Sue Collins, Patty Vanikiotis, Susan Keifer, Patty Jensen, Ginny Auer, and Kari May (notetaker)

REVIEW OF PREVIOUS MINUTES

- **July 17, 2025** –added attendees

REPORTS

Note: MOU Amendment needs to be brought forward at Sept Board meetings for approval.

NEW BUSINESS

- **Review of Charter and Workplan 2025-2026**
 - Under Responsibilities: Report grant and fundraising on a regular basis to JCLD and JCLF Board – The Committee discussed how this information will be reported back to both boards. The report should include both funds raised at JCLF, as well as grants/disbursements of funds to the Library.
 - Discussed establishing quarterly “meet & greets” in each region, with board members from both boards to attend, along with Library leadership. Patty V will work through the Outreach Committee; Patty J/Advocacy Committee will facilitate. Involve Josh.
 - Feb 20, 2026: joint board social to celebrate their support for our libraries – a reception before the Rogue Reads Author event.
- **Review 5-17 Gift Acceptance Policy**
 - Section II: Types of gifts – should Cash be moved to JCLF list? Ginny & Joan will modify that section. The Library may accept tangible personal property such as books and artwork. All monetary donations, including cash/the following list..... are encouraged to go through JCLF.
- **Joint Board Meeting**
 - The Committee had originally talked about having this meeting in early November but then discussed moving this meeting to January. After checking the calendars of the Committee members, it looks like maybe first 2 weeks of February would work best.
 - **Agenda Topics**
 - Help the two boards be more familiar with each other and their responsibilities.
 - Benchmarks report
 - Strategic Plan, feeding into the budget process. Ginny suggested that maybe the Friends also be invited to the meeting, to assist with systemwide budgeting and calendaring.
- **Foundation Director Evaluation**
 - Kari will send 360 eval to Relationship Committee and appropriate JCLF Board members.
 - Process will include goals/benchmarks for next year’s evaluation
- **Joint JCLD/JCLF Social Gathering Planning**
 - Recommended: Feb 20, 2026 – a Celebration of Libraries at a reception prior to the Shelby van Pelt Rogue Reads author event

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Val Nowak at 541-774-6406 or vnowak@jcls.org.

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

COMMENTS AND ANNOUNCEMENTS

NEXT MEETING DATES

- November 13, 2025 at 2:00 pm

ADJOURNMENT – at 10:17 am