



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA**
Board 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
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
November 19, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

NA

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA (5 minutes)

1. October 1, 2025 Work Session Meeting Minutes.....1
2. October 15, 2025 JCLD Regular Board Meeting Minutes.....2
3. Holiday Schedule 2026– Brynn Fogerty.....5

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)

NEW BUSINESS (Discuss/Action)

4. State Librarian- Wendy Cornelisen**(20 minutes)**
5. Waiving Fines for Expired Patrons- Kelda Vath **(5 minutes)**7
6. Friends Foundation Library MOU- Joan Vigil **(5 minutes)**9
7. Applegate Land Donation- Kari May **(10 minutes)**.....

REPORTS (Inform)

8. Library Director – Kari May **(5 minutes)**18
9. JCLF Report- Ginny Auer **(5 minutes)**28
10. ULC Leadership Conference- Marta Tarantsey, Patty Jensen **(5 minutes)**
11. First Quarter Financial Report- Heather Scott **(5 minutes)**30

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

12. Policy Committee **(5 minutes)**37
13. Strategic Planning Committee **(5 minutes)**38

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(e): To Conduct deliberations with persons designated by governing body to negotiate real property transactions.

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- December 3, 2025 Board Work Session
- December 17, 2025 Regular Board Meeting
- February 6-8, 2026 SDAO Annual Conference- Seaside, OR

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 Executive Assistant at 541-774-6406 or director@jcls.org.

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS WORK SESSION
Medford Branch Library
Board Room
205 S Central Ave, Medford, OR
October 1, 2025, 3:30 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Marta Tarantsey, Marissa Shepherd, and Kevin Keating (arrived 3:40). Patty Jensen (Absent)

Additional attendees: Kelda Vath (Assistant Director of Support Services), Regina Mannino (Data & Analytics Coordinator), Yoli Diaz (Executive Assistant), Joan Vigil (Assistant Director of Public Services), Josh Letsinger (Community Engagement Manager), Brynn Fogerty (HR Manager)

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)

Data Analysis

The meeting began with a review of library data sources, led by Kelda Vath, Assistant Director of Support Services, and Regina Mannino, Data & Analytics Coordinator. Mannino and Vath introduced a variety of data sources, starting from broad national datasets and narrowing down to local library-level metrics. Tools such as PLA Benchmark, the Data Hive from the Urban Libraries Council (ULC), Public Library Statistics from the State Library of Oregon, and Power BI dashboards in Savannah were highlighted. These resources allow the team to track key performance indicators (KPIs), compare data with peer institutions, and identify trends in areas such as cardholder retention, circulation, programming, and community engagement.

A significant focus was placed on how these tools are helping inform strategic planning, both for the final evaluation of the current strategic plan and for shaping the next one. Participants discussed the importance of selecting meaningful metrics, ensuring staff have access to and understand the data, and using benchmarks from similar libraries to guide decision-making. There was a strong emphasis on internal data literacy, transparency, and ensuring the library stays aligned with community needs and national best practices. Vath will be sharing a few of the freely available data links with Board members so they can explore the tools and reports on their own.

State Statistical Annual Review

The current draft of State Statistical Report data, which was reviewed in a previous Data and Metrics Committee meeting, was shared with attendees who asked questions as the different sections of the report were reviewed.

It was noted that the State Report is part of a broader system of library data collection that flows from local libraries to the Oregon State Library, then to the Institute of Museum and Library Services (IMLS) and may eventually be included in national survey data like those from the Public Library Association (PLA) and how the state data is used for benchmarking, funding justification, and peer comparison. Regina was thanked for her work in compiling and presenting this data, which will be included in the October 15, 2025, Board Packet.

ADJOURN President Kiefer adjourned the meeting at 5:03 p.m.

/s/ Yoli Diaz Recording Secretary



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Jacqueln Bunick (Legal Counsel), and Erinn Agne (Finance Assistant)

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:04 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director Brown read a proclamation declaring October 20-26 as Friends of the Library Week 2025.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Director's Report

Programs Coordinator, Brystan Strong gave a detailed and engaging recap of this summer's reading program. She shared overall statistics, noting an impressive total of 47,236 books read and 985,154 minutes logged, a significant increase from last year. Participants used Beanstack, a digital platform that tracks reading progress and rewards readers with badges and other incentives, to log their activity throughout the summer. Strong also shared a comparative graph that showed that, while reading participation was up in 2025 as compared to 2024, program attendance was slightly down this year. She plans to follow up with staff to better understand what types of programs were most successful, and whether factors like timing or day of the week impacted attendance. She also went over Program Optimization Project (POP) Patron Survey sneak peek, with a total 287 total responses as of now. Despite the dip in program attendance, Strong expressed that she is pleased with how the summer reading program went overall.

Library Director May highlighted several exciting developments from the past month, starting with the celebration of Latinx Heritage Month. She also shared that the Applegate Branch launched its first class for the Entrepreneurs in Residence program, marking an important milestone. While visiting the Applegate Market this past summer, May had the opportunity to meet both of the entrepreneurs in residence, which made seeing the program in action even more meaningful. Another recent highlight was the successful wrap-up of a four-part OLLI series on library services, which showcased the many valuable resources the library offers. A recording of the series is now available on the JCLS Beyond YouTube channel. May also reflected on the Enchanted Library

Fair held at the Medford Library and noted that feedback from the event has been positive. She even ran into a Friends of the Library volunteer who shared how much they enjoyed the event, and how excited they are for the next one.

Looking ahead, May mentioned an exciting upcoming visit from Jess Walter, a nationally recognized author. She noted that his Tuesday evening writer's workshop at the Medford Library is already at capacity, showing strong community interest. On Wednesday, Jess Walter will give a public presentation on his newest novel, *So Far Gone*, which is partially set in Grants Pass and the Pacific Northwest.

And just for fun, May shared that the Central Point Branch joined in on Alaska's Fat Bear Week celebrations. The branch displayed charming posters and artwork created by local elementary school students, who chose their favorite bears and submitted their drawings. May had a chance to see the display during a recent visit and shared how delightful it was.

Staff Day

HR Manager Brynn Fogerty shared highlights from the recent Staff Day and expressed her appreciation to the Board members who were able to attend. This mandatory professional development day was held at Rogue X. The day included three breakout professional development sessions and two keynote speakers, offering staff a range of valuable learning opportunities. Brynn noted that the event was a great success overall and has received a lot of positive feedback from attendees.

UNFINISHED BUSINESS

JCLD JCLF MOU Amendment

Director Kiefer and Library Director May presented a noted redundancy in Section 2 of the agreement. The MOU has been amended to remove the phrase "*is not approved by the JCLD Board,*" as it was unnecessary and created confusion. The clarification ensures that if neither JCLD nor JCLF moves to approve the MOU, it simply will not continue.

MOTION: Director Jensen moved to approve JCLD JCLF MOU Amendment 4, Director Tarantsey seconded; the vote was unanimous, and the motion passed.

NEW BUSINESS

State Annual Statistical Report

Kelda Vath, Assistant Director of Support Services, shared the State Annual Statistical Report. Board members received it in the packet containing the most recent data collected for the FY25 state report, which included responses to all previously submitted board questions. She expressed confidence in the accuracy of this year's data and highlighted that the team continues to learn and improve with each reporting cycle. Most of the report data had been reviewed during an earlier work session, where board members examined data sources and discussed what information would be included in the final submission. The report is on track to be submitted by the end-of-month deadline.

Motion: Director Keating moved to approve Annual Statistical Report Director, Jensen seconded; the vote was unanimous, and the motion passed.

Policy 5-8 Internet Acceptable Use

Kelda Vath, Assistant Director of Support Services, presented redlined and final copies of Policy 5-8: Internet Acceptable Use. The Policy Committee met on October 6 to review and recommend updates. Revisions included reorganizing content for clarity, adding a new Wi-Fi section, and clarifying compliance with the Children's Internet Protection Act (CIPA) and age-related guidelines. The changes were developed in collaboration with IT Manager Cameron Tippins and were part of the regular policy review cycle.

Motion: Director Tarantsey moved to approve Policy 5-8 Internet Acceptable Use, Director Jensen seconded; the vote was unanimous, and the motion passed.

Policy 5-18 Land Acknowledgement

Brynn Fogerty, HR Manager, presented 5-18 Land Acknowledgement Policy. The Board discussed amendments to the Land Acknowledgement. Board members expressed differing views. Some raised concerns that referencing a specific group might be divisive or outside the library’s scope, while others found the terminology potentially exclusionary. Others supported keeping and refining the statement to acknowledge the land’s history and the experiences of Indigenous peoples. Legal Counsel Bunick and Library Director May noted that the purpose is to consider the revised versions of the existing policy, voting would concern only the proposed amendments and that voting against the motion would leave the current policy unchanged. Additional clarification was provided regarding the reading of the Land Acknowledgement at meetings including Board Work Sessions and regular Board Meetings at any meeting. Director Jensen suggested a future Board Work Sessin to allow for additional discussion and background view.

Motion: Director Jensen moved to approve Policy 5-18 Land Acknowledgment, Director Tarantsey seconded; the motion passed.

Roll call vote for Policy 5-18 Land Acknowledgement

- Kiefer- Yes
 - Tarantsey- Yes
 - Jensen- Yes
 - Shepherd- Yes
 - Keating- No
- The motion passed, 4 to 1

Budget Committee Recruitment

Director Kiefer discussed with the Board recruitment for Library’s District Budget Committee, noting terms of two citizen members expiring in December of this year. The Budget Committee, defined by state statute, includes the five elected Board members and an equal number of appointed citizen members, who serve three-year terms. Its main role is to review and approve the proposed annual budget before Board adoption. Typically, the committee meets in March and May, with the adoption of the budget made by the Board before the end of June.

The Board discussed the recruitment process. Director Shepherd emphasized the importance of casting a wide net to attract applicants with diverse skills, backgrounds, and representation from different parts of the District. The selection process involves application reviews and interviews by two Board Members, the Library Director, and Finance Manager, Heather Scott. The final recommendations are presented to the full board for appointment. The Board agreed to appoint Patty Jensen and Marissa Shepherd as the two board members who will participate in the selection process.

COMMITTEE REPORTS

Facilities Committee Meeting

The Facilities Committee reported that the art project has received approval, the installation has been scheduled, and the artist’s contract has been finalized with work already in progress. The final design was previously presented in the Director’s report. No further major updates were discussed. Committee members also expressed their appreciation for the well-organized and engaging staff day event

Director Kiefer adjourned the meeting at 5:05 p.m.

/s/ Yoli Diaz - Recording Secretary



November 19, 2025

Title: 2026 Holidays

From: Brynn Fogerty, HR Manager

Recommendation:

Human Resources Manager Brynn Fogerty recommends that JCLD approve the 2026 Holiday Closure Schedule as presented, for a total of twelve paid holidays.

Date	Holiday Observed
Thursday, 1/1/2026	New Year's Day
Monday, 1/19/2026	MLK Jr. Day
Monday, 2/16/2026	President's Day
Monday, 5/25/2026	Memorial Day
Friday, 6/19/2026	Juneteenth
Friday, 7/3/2026*	Independence Day
Saturday, 7/4/2026	
Monday, 9/7/2026	Labor Day
TBD	Staff Day (Library Closed, Staff to attend event)
Monday, 10/12/2026	Indigenous Peoples' Day
Wednesday, 11/11/2026	Veterans' Day
Thursday, 11/26/2026	Thanksgiving Day
Thursday, 12/24/2026	Christmas Eve
Friday, 12/25/2026	Christmas Day

*Since the Independence Day holiday falls on a Saturday, when a majority of staff are off, the District will be closed both Friday, July 3rd and Saturday, July 4th. Staff who are scheduled to work both Friday and Saturday would take accrued leave for the additional day, or work with their supervisor to work an alternate day.

Policies, Plans, and Goals Supported:

The holiday closure schedule reflects the policy outlined in the Employee Handbook.

Background and Additional Information:

This list of paid holidays aligns with the ones observed in 2025.

Budget Impacts:

For the 2026 calendar year, JCLD will provide twelve (12) paid holidays to all regular employees working 20 hours per week or more. The budgetary impact is neutral, as the holidays would be paid instead of regular wages.

Emergency Closures

Libraries may also need to be closed on a case-by-case basis due to inclement weather or other emergencies. The procedure for such closure decisions is outlined in the Employee Handbook:

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. Infectious disease outbreaks could also trigger an emergency. In extreme cases, these circumstances may require the closing of the District.

In the event that JCLS makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the Library Director or Human Resources Manager.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via email and other appropriate communication channels.

Dependent upon the nature and duration of emergency closure, and at the direction of the Board of Directors, exempt employees will be paid for all absences, full day or partial day and should be available to work from home if necessary.

When Administration decides to close any branch library in response to an emergency, staff will be paid for their regularly scheduled hours during the time the library is closed. Staff should mark their time as Administrative Paid Leave on their time card for their regularly-scheduled shift. If staff chooses to leave work early or does not report to work when the library is open, they are not eligible to utilize Admin Paid Leave, but may, with supervisory approval, use available vacation hours.

Extended closures may require additional Board action and guidance.



Date: November 19, 2025

Title: Request approval to waive fees on expired patron accounts

From: Kelda Vath, Assistant Director of Support Services

Summary:

JCLS is requesting approval to waive uncollected fees on library patron accounts that have been expired with no activity for more than 3 years in order to purge those records from the ILS database as part of an annual procedure. JCLS also requests approval to waive long-uncollected fees that migrated to Koha from the previous ILS in April 2020.

Background and Additional Information:

Resuming in 2023, the Board authorized staff to waive uncollected fees that lingered on expired patron accounts that had been inactive for more than 3 years as part of an annual procedure to properly maintain the patron database.

The ILS system requires that patron records be free of any charges before the system will allow their deletion. According to the State Library of Oregon, "It is recommended that patron records should be purged after three years of inactivity. Most public libraries do this purge on an annual basis."

JCLS intends that on or around January 1, 2026, the annual purge of expired patron records will take place. This timeframe allows for 3.5 years of grace for expired patrons to have the opportunity to re-activate their library cards while keeping the database current and in compliance with State Library of Oregon guidelines.

Additionally, this year staff are requesting to waive uncollected fees accrued by patrons in advance of JCLS's ILS migration from Polaris to Koha in April 2020. Due to technicalities in the migration process, charges on accounts pre-migration are not cleared from patron accounts even if items have been returned resulting in lingering, potentially inaccurate charges. Moreover, according to the Board approved Fee Schedule Policy, uncollected fees associated with items 5+ years old are inapplicable. Waiving these lingering uncollected fees will allow for an efficient batch procedure that will keep the database up to date and will negate the need for these fees to be waived by front desk staff handling case by case.

Recommendation:

Staff recommend that the Board approve waiving the fees on all patron records with no activity since before July 1, 2023, inactive for 3 years, as part of an annual database maintenance project. Staff also recommend the Board approve to waive uncollected fees that were migrated to Koha in 2020 as part of a one-time batch clean-up process.

Resource Requirements:

ILS Administrator, Kris Becker, has run reports to identify the uncollected monetary amounts to be waived in advance of the step to purge inactive patron records. Please note that there is little to no likelihood that these fees will ever be collected.

Number of expired patron records with fines to waive: 1,397

Amount of fees to waive: \$71,260

Amount of fees accrued >5 years ago that migrated into Koha: \$80,673

Note that per policy, we do not collect fees on items more than five years old.

Policies, Plans, and Goals Supported:

Maintaining an up-to-date patron database in accordance with State Library of Oregon recommendations is among the routine best practices for public libraries because it results in accurate data for analyzing trends and anticipating future needs.



Date: November 19, 2025

Title: Memorandum of Understanding among and between the Jackson County Library District, Friends of the Libraries, and the Jackson County Library Foundation

From: Assistant Director of Public Services, Joan Vigil

Summary:

The Library, along with representatives from the Friends of the Library and the Foundation, collaborated on this revised MOU. The updates improve clarity and alignment with current operations. The prior MOU was last updated five years ago.

Recommendation:

The Library, Friends of the Library and the Library Foundation recommend this MOU be adopted as presented.

Policies, Plans, and Goals Supported:

The MOU reinforces the partnership between the Library, the Friends, and the Foundation, ensuring continued collaboration. It directly supports Strategic Plan Goal 4, Strategy 4.

GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE Further the Library as an effective, efficient, well-supported organization with a cohesive and supportive internal culture

STRATEGY 4 – Strengthen support and engagement with the Friends groups and the Library Foundation

Background and Additional Information:

The MOU was last revised in 2020.

Key updates include:

- Updated wording throughout to improve clarity and readability.
- Clearer language outlining the Library’s responsibility to provide the Friends and the Foundation with timely budget requests.
- Added language emphasizing coordination among all three groups, particularly for fundraising activities.
- Clarified provisions related to gifts and donations.

Attachments:

MOU between JCLD/FOL/JCLF-Clean Version

MOU between JCLD/FOL/JCLF-Redlined Copy



MEMORANDUM OF UNDERSTANDING

among and between the

**Jackson County Library District, Friends of the Libraries,
and the Jackson County Library Foundation**

The following will constitute an operating agreement between the Friends of the Jackson County Library ~~Services system's~~ individual branch libraries (Friends), the Jackson County Library Foundation (Foundation) and the Jackson County Library District (Library). ~~Once approved by the boards of the organizations, it will~~ The agreement will stand until and unless it is modified by mutual agreement of the boards of all of the organizations. The boards of all organizations agree to review this memorandum every three years.

The missions of the Friends and Foundation are to raise funds and public awareness in the community, and provide other resources, to support the services and programs of the Library. The Foundation and some Friends groups are independent 501 (c)(3) nonprofit organizations; others operate as volunteer community organizations. As non-profit, 501(c)(3) organizations, however, In all cases both the Friends and Foundation are legally separate and distinct entities, and not a part of the Library.

The Friends and Foundation are also legally distinct organizations, governed by separate boards. With parallel missions in support of the Library, all groups are committed to supporting and sustaining the work of both organizations.

Section 1: The Library

1. **The Library** agrees to include the Friends and Foundation in the strategic planning process long-term planning processes by inviting key representatives to provide collective input and by giving updates on progress made to ensure that all organizations are included and aware of the goals and direction of the Library, as set by the elected Library Board. Friends and Foundation will meet with the library to discuss how their resources support strategic initiatives.
- ~~2. **The Library** annually agrees to share with the Friends and Foundation the Library's strategic initiatives and discuss how their resources and support might help forward these initiatives.~~
- ~~3.~~ **The Library** agrees to supply the Friends and Foundation with an itemized budget request each year as part of the budget planning process that indicates the anticipated Library initiatives and related budget needing their support.

3. **The Library** agrees to provide the Friends and Foundation with ~~modest~~, reasonable support to assist them with book sales, meeting coordination, promotions and publicity, special events, and other activities. The appropriate level of staff support, which will not reduce or alter public library service, will be determined by the Library Director, in consultation with the Friends and Foundation boards.

4. **The Library, Friends and Foundation agree to coordinate activities, with the Friends and Foundation and vice versa, including fundraising activities, and maintain a master calendar of events.**

4.5. **The Library** agrees to provide the Friends and the Foundation with appropriate, mutually-agreed upon space in the Library for book storage and sorting, book sales, book sales space, and office needs. The Library agrees to communicate with the Friends and the Foundation about any reallocation of space. The Library agrees to allow both the Friends and Foundation with access to meeting room space. In all cases, the use of Library space by the Friends and Foundation will not take precedence over Library operations or regular use of the spaces by the public.

5.6. **The Library** acknowledges that both the Friends and Foundation are independent organizations, and as such, donations to the Library from either organization will be determined by their respective boards.

7. **The Library** agrees to encourage all private donors to make their gifts to either the Friends or Foundation as per JCLD's Gift Acceptance Policy, is appropriate. The [Library will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.

~~6.8.~~

9. **The Library Board** agrees to allow room on their meeting agendas for a report from either the Friends or Foundation, if requested by a Friends or Foundation board's president at least one week prior to the meeting.

10. **The Library agrees to provide the Friends and the Foundation with stories of impact to support fundraising twice per fiscal year in January and June.**

~~7.11.~~ **The Library agrees to publicly advocate and acknowledge the Friends and Foundation.**

Section 2: Friends and Foundation

1. **The Friends and Foundation** agree to publicly advocate and support the Library and its policies.
2. **The Friends and Foundation** agree to respect the privacy of Library patrons.
3. **The Friends and Foundation** agree to include a member from the library's administration (i.e. branch manager or library director) as a non-voting presence at appropriate ~~all~~ board and

membership meetings and to allow room on the agenda for a Library report if requested in advance.

- ~~4. **The Friends and Foundation** agree that any and all monies raised will be spent for Library programs, services, and other needs defined by the Library, or for their own operations, unless otherwise agreed to by the Friends, the Foundation, and the Library. The Friends and Foundation will only support initiatives approved by the Library Board or determined by the Library Director.~~
- ~~5. **The Friends and Foundation** agree to coordinate activities, especially fundraising activities, with each other and maintain a master calendar of events. The Friends and Foundation will support each other's work, including publicizing major activities to each organization's donor or membership base.~~
- ~~6. **The Friends and Foundation** agree that the Library Board has the final say in accepting or declining any and all gifts made to the Library as per JCLD Gift Acceptance Policy. If a donor to either the Friends or Foundation makes a gift with a restricted purpose at the Library, and the Library Board accepts such gift, the Library will abide by the restrictions set forth by the donor or the support organizations. When possible, the Friends and Foundation will consult with the Library Director before accepting any restricted gifts on behalf of the Library.~~

7.4. **The Friends and Foundation** agree to create and maintain appropriate policies and procedures to assure strong financial stewardship of their resources, the privacy of their donors, appropriate acceptance of donated gifts, and other matters as required by law or that are standard non-profit best practices. Additionally, all organizations agree to submit annual reports as required by local, state or federal law, and to make their financial records available to the Library.

8.5. **The Friends and Foundation** agree that if a the Friends ceases to actively support/fundraise and promote the Library, the Friends will disband. If a the Friend's groups disbands or dissolves, any assets they hold will be transferred to the Foundation in a branch-restricted fund. Should the Friends group reorganize in the future, any or all of the funds remaining in the branch-restricted fund may be made available to the Friends group.

Section 3: Friends

1. **The Friends'** primary roles and responsibilities will be to raise funds to support their branch library. The Friends may develop additional activities including community awareness that support its mission statement ~~of the Library, in consultation with the Branch Manager, Library Director.~~
2. **The ~~Library and~~ Friends** will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
3. **The Friends** will provide an annual written report, including budget information and highlights from the year to the Library and the Foundation.
- ~~3.4.~~ The Friends are encouraged to collaborate with the Foundation, library, and other Friends groups and attend each other's meetings.

Section 4: The Foundation

1. **The Foundation's** primary roles and responsibilities will be to raise funds through annual campaigns; work with major donors, corporations and foundations; planned giving; for capital projects; and major special events. The Foundation may develop additional activities, such as advocacy, public awareness, and programming, in consultation with the Library Director.
2. **The Foundation** agrees to oversee any gifts, endowments, or permanent funds that are created to support the Library.

~~3.~~

Approved by the Jackson County Library Board on _____.

Approved by the Board of the Friends of _____ the Jackson County Libraries on _____.

Approved by the Board of the Jackson County Library Foundation on _____.



MEMORANDUM OF UNDERSTANDING

among and between the
Jackson County Library District, Friends of the Libraries,
and the Jackson County Library Foundation

The following will constitute an operating agreement between the Friends of the Jackson County Library Services individual branch libraries (Friends), the Jackson County Library Foundation (Foundation) and the Jackson County Library District (Library). The agreement will stand until and unless it is modified by mutual agreement of the boards of all of the organizations. The boards of all organizations agree to review this memorandum every three years.

The missions of the Friends and Foundation are to raise funds and public awareness in the community, and provide other resources, to support the services and programs of the Library. The Foundation and some Friends groups are independent 501 (c)(3) nonprofit organizations; others operate as volunteer community organizations. In all cases both the Friends and Foundation are legally separate and distinct entities, and not a part of the Library.

The Friends and Foundation are also legally distinct organizations, governed by separate boards. With parallel missions in support of the Library, all groups are committed to supporting and sustaining the work of both organizations.

Section 1: The Library

1. **The Library** agrees to include the Friends and Foundation in the strategic planning process by inviting key representatives to provide collective input and by giving updates on progress made to ensure that all organizations are included and aware of the goals and direction of the Library, as set by the elected Library Board. The Friends and Foundation will meet with the library to discuss how their resources support strategic initiatives.
2. **The Library** agrees to supply the Friends and Foundation with an itemized budget request each year as part of the budget planning process that indicates the anticipated Library initiatives and related budget needing their support.
3. **The Library** agrees to provide the Friends and Foundation with, reasonable support to assist them with book sales, meeting coordination, promotions and publicity, special events, and other activities. The appropriate level of staff support, which will not reduce or alter public library service, will be determined by the Library Director or designee, in consultation with the Friends and Foundation boards.

4. **The Library**, will agree to coordinate activities with the Friends and Foundation and vice versa, including fundraising activities, and maintain a master calendar of events.
 5. **The Library** agrees to provide the Friends and the Foundation with appropriate, mutually-agreed upon space in the Library for book storage and sorting, book sales, book sales space, and office needs. The Library agrees to communicate with the Friends and the Foundation about any reallocation of space. The Library agrees to allow both the Friends and Foundation with access to meeting room space. In all cases, the use of Library space by the Friends and Foundation will not take precedence over Library operations or regular use of the spaces by the public.
 6. **The Library** acknowledges that both the Friends and Foundation are independent organizations, and as such, donations to the Library from either organization will be determined by their respective boards.
 7. **The Library** agrees to encourage all private donors to make their gifts to either the Friends or Foundation as per JCLD's Gift Acceptance Policy. The Library will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
 8. **The Library Board** agrees to allow room on their meeting agendas for a report from either the Friends or Foundation, if requested by a Friends or Foundation board's president at least one week prior to the meeting.
 9. **The Library** agrees to provide the Friends and the Foundation with stories of impact to support fundraising twice per fiscal year in January and June.
 10. **The Library** agrees to publicly advocate and acknowledge the Friends and Foundation.
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Section 2: Friends and Foundation

1. **The Friends and Foundation** agree to publicly advocate and support the Library and its policies.
2. **The Friends and Foundation** agree to respect the privacy of Library patrons.
3. **The Friends and Foundation** will support each other's work, including publicizing major activities to each organization's donor or membership base.
4. **The Friends and Foundation** agree to include a member from the library's administration (i.e. branch manager or library director) as a non-voting presence at appropriate board and membership meetings and to allow room on the agenda for a Library report if requested in advance.

5. **The Friends and Foundation** agree that any and all monies raised will be spent for Library programs, services, and other needs defined by the Library, or for their own operations, unless otherwise agreed to by the Friends, the Foundation, and the Library.
 6. **The Friends and Foundation** agree that the Library Board has the final say in accepting or declining any and all gifts made to the Library as per [JCLD Gift Acceptance Policy](#).
 7. **The Friends and Foundation** agree to create and maintain appropriate policies and procedures to assure strong financial stewardship of their resources, the privacy of their donors, appropriate acceptance of donated gifts, and other matters as required by law or that are standard non-profit best practices. Additionally, all organizations agree to submit annual reports as required by local, state or federal law, and to make their financial records available to the Library.
 8. **The Friends and Foundation** agree that if a Friends ceases to actively support and promote the Library, the Friends will disband. If a Friend's group disbands or dissolves, any assets they hold will be transferred to the Foundation in a branch-restricted fund. Should the Friends group reorganize in the future, any or all of the funds remaining in the branch-restricted fund may be made available to the Friends group.
-

Section 3: Friends

1. **The Friends'** primary roles and responsibilities will be to raise funds to support their branch library. The Friends may develop additional activities including community awareness that support its mission statement and that of the Library, in consultation with the Branch Manager.
 2. **The Friends** will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
 3. **The Friends** will provide an annual written report, including budget information and highlights from the year to the Library and the Foundation.
 4. **The Friends** are encouraged to collaborate with the Foundation, library, and other Friends groups and attend each other's meetings.
-

Section 4: The Foundation

1. **The Foundation's** primary roles and responsibilities will be to raise funds through annual campaigns; work with major donors, corporations and foundations; planned giving; for capital projects; and major special events. The Foundation may develop additional activities, such as advocacy, public awareness, and programming, in consultation with the Library Director.
2. **The Foundation** agrees to oversee any gifts, endowments, or permanent funds that are created to support the Library.

3. The Foundation, in recognition of its collaborative relationship with the Jackson County Library District and the Friends of the Library, shall include no more than three (3) Ex Officio Members on the Jackson County Library Foundation Board:

1. The current Jackson County Library District Director;
2. One (1) current Designated Representative from the Jackson County Library District Board;
3. One (1) current Designated Representative from the Friends of the Library Presidents Forum.

Any members of these (3) groups may only serve in an Ex Officio capacity on the Jackson County Library Foundation Board of Directors

Approved by the Jackson County Library Board on _____.

Approved by the Board of the Friends of _____ the Jackson County Libraries on _____.

Approved by the Board of the Jackson County Library Foundation on _____.



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

Collection Development staff visited the Prospect Branch to assess and refresh the collection. After review, the team identified opportunities to reduce the size of the music CD and audiobook collections while expanding Large Print, Fiction, and DVD offerings to better meet community demand. Through a focused weeding and shifting project, withdrawn materials were redistributed to neighboring branches with Friends of the Library groups. The result is a more balanced, spacious, and browsable collection, particularly in Large Print and DVDs creating room for new titles and a more inviting browsing experience for patrons.

In library industry news, Baker & Taylor, a major distributor of print and audiovisual materials founded in 1828, announced it will shut down by January 2026. While not a materials vendor for JCLS, Baker & Taylor has provided cataloging services, including records and cover images for Aspen, the public catalog. Technical Services Manager Ashley Johnson and Collection Development Manager Laurin Arnold met with representatives from vendors such as Brodart, Barnes & Noble, and Amazon to explore alternatives and ensure JCLS continues to offer the best possible user experience for patrons.

TeachingBooks, an online resource for children's and teen literature owned by OverDrive, now offers a new functionality that lets patrons borrow titles directly from JCLS's Libby collection. Using their library card, patrons can access eBooks and audiobooks seamlessly through this integration, providing an easy new way to enjoy JCLS's digital collections.

Strategy 2: Diversify and Increase Programming and Events

JCLS was thrilled to welcome author Jess Walter to Southern Oregon on October 21–22 for a weekend of conversations about writing, creativity, and his newest book, *So Far Gone*.

The visit began with a writers' workshop, where Jess shared insights on crafting engaging stories, hooking readers early, and the works that have inspired his own. Attendees enjoyed an interactive Q&A session, and feedback from the group was overwhelmingly positive.

That evening, he joined the Library Director's Book Club at Hummingbird Estate, gathering library supporters for a warm discussion on the stories and connections that shape our libraries, followed by a book signing and sale.

Wrapping up on October 22, readers came together once more to hear Jess discuss *So Far Gone*, the influence of journalism on his writing, and the power of character. Guests had the opportunity to ask questions, purchase books, and meet the author. JCLS extends heartfelt thanks to the Jackson County Library Foundation, the Friends of the Medford Library, and Rebel Heart Books for making this inspiring visit possible.

At the Jacksonville Branch, a grandmother visited with her 9-year-old grandson and shared with Branch Manager Rina Pryor that they had attended Paws to Read a few years earlier. After losing both parents at age six, the program had helped the boy come out of his shell and feel comfortable reading aloud. When asked if he remembered it, he smiled and said, "I loved it! And now I'm at the highest level I can get to!" This was a touching reminder of the program's lasting impact.

The Applegate community once again came together to enjoy local musicians at the Applegate Music Festival. Attendees appreciated having live music close to home, noting they loved it "where they don't have to drive into the city or drink wine!"



The Central Point Branch hosted a fun Halloween/Star Wars party for all ages. Guests crafted light sabers from pool noodles, made Star Wars character keychains with Perler beads, and built their own droids. Movie fans enjoyed a screening of *The Empire Strikes Back* with popcorn. The event was sponsored by the Central Point Friends of the Library.

The Ashland Children's Department teamed up with Siskiyou School teachers to present a puppet show celebrating the Chinese Mid-Autumn Moon Festival. The well-attended event welcomed new visitors and gave the children's team a chance to highlight library services and upcoming programs.



Ashland Adult Services teamed up with community members and Bloomsbury Books to welcome author Daniel Pollack-Pelzner to the Ashland Library for a discussion of his new book, *Lin-Manuel Miranda: The Education of an Artist*. Drawing on interviews with Miranda, his family, teachers, friends, and early collaborators, the biography explores his formative years. Pollack-Pelzner shared stories, read excerpts, and was joined by OSF actor Kate Hurster for a conversation about writing the book. Bloomsbury Books facilitated a book sale and signing following the event.

Business Librarian Roslyn Donald presented Peterson's Career and Test Prep database to the Goodwill Southern Oregon job coach team, which supports clients across Jackson, Josephine, Klamath, and Douglas counties. The presentation highlighted GED prep, practice tests, and career test prep in medical, transportation, and food handling fields.

Donald also hosted seven Rural Entrepreneur in Residence workshops at the Applegate Branch, funded by the OCF Thriving Entrepreneurs grant. The series featured two local business owners sharing insights on starting and growing a rural business, with topics like "Identifying Synergy within the Local Economy" and "Pricing Your Art and Offering Merch."

Outreach Services Supervisor Amanda Maya Dickson presented to the Jacksonville/Applegate Rotary Club, introducing JCLS's new Community Engagement department and emphasizing its early successes, meaningful collaborations, and positive impact in the community.

Finance Assistant Kristina Sommers and Maya Dickson attended the last Applegate Evening Market of the 2025 season, engaging many community members and raffling an Amazon Kindle. The raffle winner, Zoey, an Applegate student, shared their excitement for the library and its book selection.

The Tech Ed team successfully delivered all scheduled programs for branches and community partners. Patrons benefited from sessions including Intro to Apple iCloud, Everything You Wanted to Know About Telehealth, End of Life Planning for Online Accounts, and Cybersecurity Basics.

Most JCLS branches, welcomed Spanish Services Coordinator Milagros Morales for programs celebrating Hispanic Heritage Month and Día de los Muertos. Patrons and students participated in Community Ofrenda programs, honoring loved ones and pets, and enjoyed hands-on activities like decorating sugar skulls and making mini piñatas. Feedback was overwhelmingly positive, with many patrons praising the meaningful tribute and the celebration of diverse cultures.

Morales also continued the Make Your Own Mini-Piñata program in Jacksonville, Central Point, and Applegate, drawing enthusiastic crowds. Across multiple branches, her Paint Your Own Sugar Skull program was well attended, with patrons expressing appreciation for more Spanish-language offerings and a keen interest in learning about traditional Día de los Muertos practices.

During Community Ofrenda programs at Central Point, Ruch, Eagle Point, Shady Cove, and White City, patrons decorated frames to place on branch altars in remembrance of loved ones. Staff noted that many visitors returned throughout the month to view the altars, often asking if they could add photos of their own family members.



Applegate market



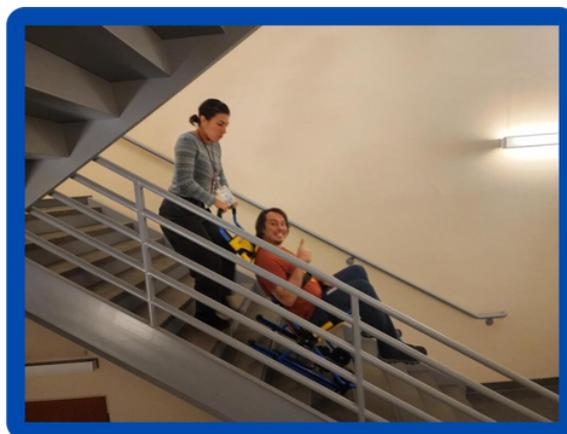
Ruch



White City

Strategy 3: Enliven and Improve Facilities

Thanks to the Safety Committee and Operations Coordinator Crystal Zastera, the Medford and Ashland branches now have evacuation chairs to help patrons or staff who cannot use stairs during an emergency. Mounted near stairwells, the manual chairs use gravity and smart design to safely assist someone in descending, and staff have completed training on how to operate them.



Strategic Plan Goal 2: Extend Access to the Library

Strategy 2 – Expand and diversify marketing and promotion

Thanks to Marketing’s efforts, the Ashland Teen Department now has a refreshed flyer template to promote teen events to the Ashland School District. Distributed through Peachjar in both English and Spanish (with help from Spanish Services Coordinator Milagros Morales), the new flyer will help the team reach students and parents directly and better promote teen programs in the community.

In the News: The Ashland Library Branch received a \$10,000 gift from the Carnegie Corporation of New York, highlighted in a press release and featured by local media. <https://ashland.news/ashland-public-library-receives-10000-gift-from-carnegie-corporation-of-new-york/>

<https://kobi5.com/news/top-stories/ashland-library-gets-10k-from-carnegie-corp-286217/>

JCLS was also in the spotlight during Banned Books Week (Oct. 5–11), reaffirming its commitment to intellectual freedom and the right to read.

Additionally, Brystan Strong, Kristin Anderson, and Josh Letsinger appeared on the Jefferson Public Radio segment JX Reads to discuss the horror genre and share their favorite spooky titles. <https://www.ijpr.org/show/the-jefferson-exchange/2025-10-13/jx-reads-spooky-reads>

Social Media & Digital Engagement

October’s digital outreach featured strong engagement around Banned Books Week, Día de los Muertos, and the Teen Scary Story Contest. The launch of Opal the Octopus, the new Rogue Reads mascot, received enthusiastic early reactions. Marketing also supported Strategic Planning Listening Sessions, encouraging community feedback through targeted posts and newsletters.

Strategy 3 – Work to remove barriers to use of the Library

Spanish Services Coordinator Milagros Morales and Librarian Jonathan Ulrich collaborated on a five program series of Spanish-language films with English subtitles for adults at the Medford Library this fall, expanding film programming to be more accessible to Spanish speaking patrons.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

The Community Resource Department focused on community engagement and interagency collaboration. The team officially joined the Jackson County Continuum of Care (CoC). They also reestablished their presence on the UniteUs coordinated care platform, improving referral pathways for patrons seeking essential services.

Community Resource Manager Thaddeus Crawford visited all 15 JCLS branches to assess local needs and strengthen communication, while the team increased participation in community meetings and collaborative initiatives. These efforts continue to position the library as a trusted connector to vital community resources.

The Collection Development team recently created the Local Newspapers Resource, sharing it with Southern Oregon Historical Society archivist Jan Wright. She was very appreciative.



The Ruch Library maintains a strong, ongoing partnership with the Ruch Outdoor Community School. Students participate in storytimes and read-alongs, explore library resources and services, and borrow books, while teachers learn how JCLS can support their curriculum, often requesting class sets of books for current units.

This month, JCLS administration, Facilities, and Rogue River Branch Manager David Haywood finalized an MOU with the City of Rogue River, allowing the branch to serve as an alternate operations site for the city council in emergencies. Haywood also gave City Administrator Ryan Nolan a tour of the library, who expressed gratitude for the library's support.

Central Point Library Specialist Noel O'Brien had a successful outreach visit to Scenic Middle School. Presenting to the MAPS transition-to-high-school program, Noel highlighted the benefits of new library cards, collections, programs, and the Spark Space/teen hangout area. Students received stickers, keychains, and information on Libby and Hoopla, catering to those interested in audiobooks. Those who applied for library cards in advance received them at the end of the program, earning applause from their peers. The students were engaged, attentive, and enthusiastic, making it a very successful event.



The Butte Falls Library hosted John Jackson's Butterflies and Moths program for elementary students. Kids explored beautiful insects, learned about lifecycles and environmental importance, and got to see some of the largest and rarest preserved specimens from around the world. Attendees received handouts on the differences between butterflies and moths, along with butterfly stickers, and they were encouraged to ask questions and interact with the displays.



Discovery Corner Preschool has visited Phoenix Library regularly for over a decade, with children selecting books and joining storytime whenever possible. This month, students surprised Branch Manager Jody Fleming and Library Associate Parsina Dias with a handmade love letter inspired by *A Love Letter to My Library* by Lisa Katzenberger. Several children carried in a beautifully decorated paper heart and presented it with a heartfelt "Thank you!"

Talent Library Club (Friends of the Library) hosted their annual Fall Booksale alongside the city of Talent's Harvest Festival. The event attracted nearly 200 patrons, with fifty children receiving a free gently used book just for stopping by. Library staff welcomed new visitors, issued library cards, and gave tours, while a JCLS Outreach booth added to the festive activities outside the library.

Ashland Head of Adult Services Ellie Anderson and Librarian Ken Loders partnered with the City of Ashland Housing and Human Services Committee to host a Community Resource Fair in the library's meeting rooms. Committee representative Montana Hauser praised their efforts, saying, "It was a huge success for organizations and attendees." JCLS Community Resource Specialists were on hand to connect with patrons and organization representatives.



At Table Rock Elementary's Back to School Night, the Educational Services team reached one of its largest crowds, interacting with many attendees. Childcare Outreach Specialist Eva Nava provided bilingual support, helping numerous families sign up for library cards and connect with library resources.

Education Services Librarian Evelyn Lorence and Library Specialist Bella Silva connected with nearly 100 schools and youth partners to share Brainfuse HelpNow, expanding access to homework help and library resources. Presentations to SOESD Curriculum Directors and Rogue River principals, plus six new Service Agreements, broadened library support for students.

Lorrence and Silva also partnered with the At Home Services Team for Project Cozy, leading many North Medford High students in creating gift bags for homebound patrons. Rural outreach included class visits at Pinehurst School with Storytime, UBOB activities, homework help resources, and book giveaways. Other visits included Eagle Rock Literacy Night, lunchtime pop-ups at Hedrick Middle and North Medford High, and Patrick Elementary's 5th-grade UBOB game.

Adult Services Librarian Kayla Samnath and Lorence hosted author Daka Hermon at Barriers 2 Bridges, inspiring teens to engage with reading and writing.

Students shared:

"I hope to share my writing with you one day."

"You're a big inspiration to me and your readers."

"You made me want to keep writing and not give up."

Outreach to Childcare Specialists Bethany Peabody and Eva Nava, with Outreach Supervisor Amanda Maya-Dickson, represented JCLS at the Rogue Valley Growers Market, promoting library card sign-ups and sharing books and information. They had many interactions and connected with potential partners, including Medford Senior Center, Jackson County DHS, and Children's Sanctuary.



Outreach to Childcare Specialist Peabody delivered Baby's First Books to Asante Hospital's birth center.

In Ashland, JCLS staff members Cody Reese, Sasha Bassett, and Emilio Bedolla represented the library at this year's Southern Oregon Pride event, connecting with hundreds of attendees during the vibrant, inclusive celebration.



Continuing this spirit of connection, the DART van—driven by Technology Education Specialists Luntha Tahuna and Jordana Cordovi—joined the annual Ashland Pride Parade. They were accompanied by several JCLS staff walkers, all proudly showing their support for the community and celebration of inclusivity.



That same day, JCLS also participated in the Talent Harvest Festival, which drew over 10,000 visitors. Finance Assistant Erin Agne and Outreach Services Supervisor Amanda Maya Dickson engaged with hundreds of people making it a successful day of community outreach.



Cody Walburn, Ashland's Children Library Specialist at Return of the Salmon Festival.

At North Mountain Park in Ashland, the community gathered to celebrate The Return of the Salmon. Children's Library Specialist Cody Walburn and Outreach Supervisor Amanda Maya Dickson hosted a JCLS exhibitor booth, where children designed their "dream park" using felt boards or Nature Asset Maps. Ashland Parks and Recreation staff enjoyed seeing the creative park ideas come to life, featuring lakes, trampolines, zip lines, flowers, and plenty of shade.

The booth also included a themed iSpy game created by Education Services, which drew visitors in and sparked conversations about library programs and services.

Spanish Services Coordinator, Milagros Morales attended Rogue Community College's Latinx Club Lotería Night, where students and community members gathered to enjoy traditional Mexican board games. Attendees visited the JCLS table to learn about library resources and how the library can support them. Many students were excited to discover they could use library spaces for studying and group meetings completely free of charge.

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



Shady Cove library joined the town's Scarecrow Contest with a playful Cat in the Hat creation. Made mostly from repurposed items like a box, pillow stuffing, a plastic pumpkin, and a hat from a previous Dr. Seuss program. The scarecrow came to life with Library Associate, Pauline Zuntz, drawing the pumpkin's face, and Branch Manager, Marion Mensing, assembling the rest. Patrons of all ages enjoyed the display, with some even taking photos alongside it.



Shady Cove celebrated Halloween with a Trunk or Treat in the parking lot. Children then visited the library for treats and information about the Dolly Parton Library, with crafts available in the meeting room for those who wanted to participate. A visiting family enjoyed the festivities, with the youngest joining the Yarnia group to learn new skills and the whole family later taking part in the craft session.

Goal 4: Nurture the Library's Infrastructure

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

In October, the Database of the Month program returned, led by Digital Selection Librarian April Bozada-Armstrong. This month's featured database, HelpNow, is designed to support students with homework help, writing assistance, and tutoring making it particularly useful as the new school year begins.

JCLS hosted its first annual blood drive on October 31 in partnership with the American Red Cross and the JCLS Wellness Committee. Open to both staff and patrons, the event welcomed 25 donors and launched a new community partnership. The Red Cross has since committed to holding quarterly drives at the Medford branch. Staff shared that donating while on shift was a meaningful way to give back and make a positive impact.

Strategy 3: Support Professional Development

In October, Anne Billeter from the Rogue Valley Genealogical Society contacted the Collection Development team to share information about a free class for librarians on genealogical resources for Jackson County and its residents. Collection Development connected Billeter with the two Heads of Adult Services and helped register a group of JCLS staff, who attended the class in the first week of November.

The bi-monthly All-Hands meeting in October offered staff valuable professional development opportunities. Training sessions covered cybersecurity awareness, a new Paylocity rewards and recognition system, and information on the ADA accommodation process and leave options. Courier Rosie Webb also provided a hands-on demo on properly packing Better World Books donations, reinforcing JCLS's commitment to literacy and sustainability.

Finally, a big congratulations to Brynn Fogerty, who was named Manager of the Year at the National NextGen Government Training Summit in late October. The NextGen Public Service Awards honor exceptional individuals in public service for their leadership, innovation, and dedication to improving government.



JACKSON COUNTY LIBRARY FOUNDATION

Executive Director's Report November 19, 2025



Jackson County Library Foundation Executive Director, Ginny Auer, attended the first Oregon Partner Summit for DPIL and joined Emily Storm on KOBI's *Sunrise* this past month to talk about how the Dolly Parton Imagination Library has benefited the Rogue Valley, and how local people can help. To find out more, visit [HERE](#).



A SECOND POUR

Thanks to Roxy Ann Winery and all who attended our second Well Re(a)d Book Club event! It was a wonderful evening of robust discussion, good wine and lovely weather. Our next book club will be at Long Walk Vineyard on December 4 at 5 p.m. Our book club pick is *Wild* by Cheryl Strayed. To RSVP click [here](#).



The Library Director's Book Club brought together some of our most generous supporters for an inspiring evening at Hummingbird Estate with author Jess Walter, celebrating the stories and connections that shape our libraries.



The Well Re(a)d Book Club now has wine glasses for sale for \$10.

THE WELL RE(A)D



Book club

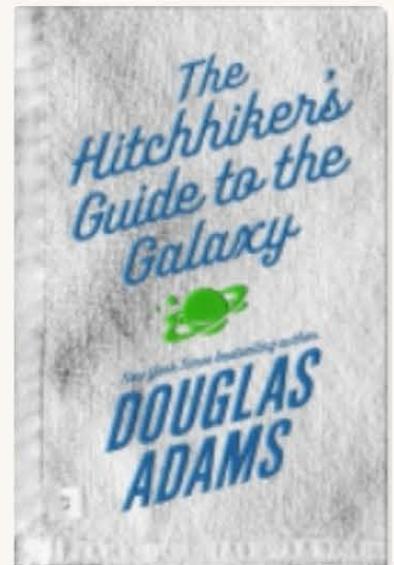
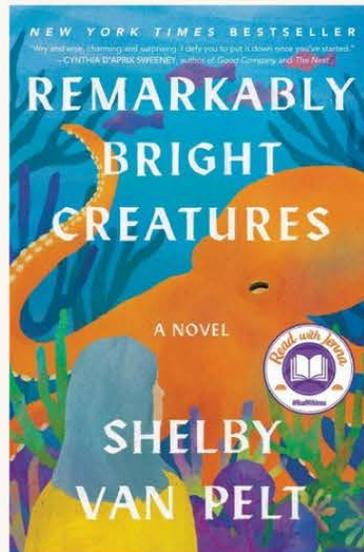
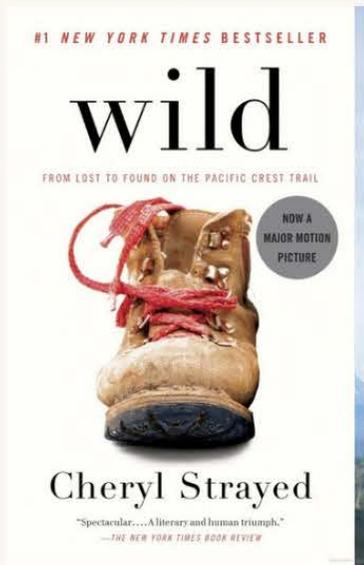


Where the wine is poured and the pages are turned

DECEMBER 4
5 p.m.

FEBRUARY 12
6 p.m.

APRIL 11
4 p.m.



Wild
Cheryl Strayed
Long Walk Vineyard



Remarkably Bright Creatures
Shelby Van Pelt Naumes
Suncrest Vineyard



Hitchhikers Guide to the Galaxy
Douglas Adams
Quady North



Date: November 19, 2025

Title: Q1 2025 Financial Reports

From: Heather Scott, Finance Manager

Recommendation:

The Finance Committee recommends that the JCLD Board accept the YTD September 2025 Finance Report as presented.

Analysis:

The District has adopted a revenue budget of \$17,553,381. As of the end of September 2025, \$479,631 has been received, representing 3% of budgeted revenue. Current year property tax revenue collections are at 1% which is normal for this time of year. The significant portion of property tax revenue will start coming in November. Prior year tax collections reached 20% of forecast, and interest income is over target at 19% of forecast. Interest income should increase later in the year after more tax deposits come in.

The District has adopted a total expense budget of \$19,939,094 of which \$4,054,772 or 20% 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 22% of budget.

Object Classification

- **Personnel Costs** – 22%
- **Materials & Services** - 23%

Program

- **Public Services** – 21%
- **Support Services** – 24%
- **Community Engagement** – 21%
- **Administrative Services** – 22%

Significant Differences

- **Advertising/Recruitment** – 49%, Labor posters for all branches were purchases, which represent a large portion of the budget.
- **In-District Mileage** – 35%, we will continue to monitor, but we will likely be over budget for the year.

- **Staff Recognition** – 34%, staff day expenses hit in September and October. This will even out over the year.
- **Alarm Services** – 92%, annual contracts were paid. Total budget is only \$3,000, and the contracts are below the threshold to record as prepaid expenses. This will stay below total budget for the year.
- **Custodial Supplies** – 31%, currently over budget, but being monitored and it is anticipated that this will fall back in line over the next quarter.
- **Building Repair/Maintenance Non-Contract** – 60%, invoices for elevator repair came through in this fiscal year, but were expected to come in the previous fiscal year. We will continue to monitor this account, however; there is a good chance it will be over budget due to these costs, which were approximately \$20,000.
- **Minor Equipment** – 37%, Currently impacted by two large purchases for drinking fountains and book easels. This will even out over future periods.
- **E-Rate Services** – 31%, this contract is paid in thirds.
- **Electricity** – 29%, includes higher usage summer months.
- **Utilities** – 37%, there was an issue with the sprinkler systems in White City and Phoenix, which created high water and sewer bills. This has since been corrected, but will likely cause a slight overage for the year.
- **Telecom-Voice and LD** – 38%, includes a quarterly billing, \$2,000 for one time services, as well as an unanticipated 25% rate increase. This account will most likely be over budget for the year and will be monitored.
- **Telecom-Hot Spots** – This account is only budgeted for a partial year.

200- Capital Improvement Fund:

Object Classification

- **Materials & Services** – 0%
- **Capital Outlay** – 4%

Program

- **Support Services** – 3%

Significant Differences – none yet, projects are ramping up for the year.

300- Grants:

Object Classification

- **Personnel** – 0%
- **Materials & Services** – 15%
- **Capital Outlay** – 0%

Program

- **Public Services** – 22%
- **Support Services** – 12%
- **Community Engagement** – 6%
- **Administrative Services** – 127% (Small dollar amount-offset entirely by grant revenue)

Significant Differences – None noted

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 September 30, 2025.



Current Activity to Budget - % Used

September 2025 Combined

25% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Current Property Tax Collections	113,313	15,765,000	15,651,687	1%
Prior Year Property Tax Collections	50,373	250,000	199,627	20%
Interest Income	130,347	695,000	564,653	19%
Restricted Grant Revenues	173,295	793,381	620,086	22%
Printing/Copying/Fines	12,303	50,000	37,697	25%
Transfer In from Other Funds	0	1,310,000	1,310,000	0%
Revenue Total	479,631	18,863,381	18,383,750	3%
5001 - Salaries and Wages	1,925,503	8,878,464	6,952,960	22%
5002 - FICA and Medicare- payroll taxes	141,285	657,006	515,721	22%
5003 - Worker comp- payroll taxes	592	26,635	26,044	2%
5004 - Health/Dental Insurance	377,205	1,580,367	1,203,161	24%
5005 - Retirement Contribution	126,357	581,877	455,520	22%
5006 - Other Employee Benefits	1,616	17,757	16,141	9%
5008 - Parking permits	5,629	23,000	17,371	24%
5011 - HSA	17,125	88,785	71,660	19%
5012 - Unemployment	0	13,318	13,318	0%
5016 - Oregon Paid Family Leave	6,133	44,392	38,259	14%
6004 - Auditing Services	18,000	42,500	24,500	42%
6006 - Bank Fees/Interest Expense	747	3,750	3,003	20%
6008 - Consultant Fees	660	32,000	31,340	2%
6009 - Background Checks	326	1,500	1,174	22%
6012 - Insurance	47,503	193,000	145,497	25%
6013 - Legal Services	2,962	25,000	22,039	12%
6014 - Memberships, Dues and Subscriptions	4,991	36,238	31,248	14%
6015 - Supplies	38,848	267,139	228,291	15%
6016 - Postage	3,851	21,872	18,021	18%
6018 - Travel- airfare, lodging, meals etc	0	3,000	3,000	0%
6020 - Employee Cell Phone Allowance	2,500	11,400	8,900	22%
6021 - Advertising/Recruitment	2,222	4,500	2,279	49%
6022 - In District Mileage	12,785	36,289	23,504	35%
6023 - In District meetings, meals, events	224	8,284	8,060	3%
6024 - Professional Development	3,681	52,500	48,819	7%
6025 - Volunteer Recognition	30	500	470	6%
6026 - Staff Recognition	4,993	16,150	11,157	31%
6031 - Alarm Services	2,753	3,000	247	92%
6032 - Building Repair/Maintenance	129,641	866,270	736,629	15%
6033 - Custodial Services	184,202	740,000	555,798	25%
6034 - Custodial Supplies	7,835	25,000	17,165	31%
6036 - Landscape Services	37,175	155,000	117,825	24%
6038 - Property Rental/Lease Expense	0	500	500	0%
6039 - Security Services	68,470	300,000	231,530	23%
6042 - Building Repair/Maintenance Non-Contract	29,792	50,000	20,208	60%
6080 - Copier/Fax Expense	19,460	75,000	55,540	26%
6081 - Equipment Repair/Maintenance	2,482	9,500	7,018	26%
6082 - Facility Furnishing Expense	7,604	125,000	117,396	6%
6084 - Minor Equipment	17,331	46,500	29,170	37%
6085 - Computers and technology	0	81,000	81,000	0%
6089 - Computer Software and Licensing	72,163	369,839	297,676	20%
6106 - E Rate Services	13,616	44,000	30,384	31%
6110 - SOHS contract	7,500	30,000	22,500	25%
6111 - Advertising	4,414	75,000	70,586	6%
6130 - Library Materials- physical	226,156	1,080,500	854,344	21%
6131 - Library materials- digital	131,530	724,463	592,934	18%
6132 - Library materials- other	5,753	22,000	16,247	26%
6133 - Library databases	34,037	150,000	115,963	23%
6134 - Inter-Library Loan Fees	0	300	300	0%
6140 - Professional Services	39,502	217,650	178,148	18%
6145 - Printing Services	4,238	25,000	20,762	17%
6207 - Electricity	76,905	266,575	189,670	29%
6208 - Natural Gas	1,881	48,425	46,544	4%
6209 - Garbage Service	5,423	25,000	19,577	22%
6210 - Utilities	41,634	111,350	69,716	37%
6213 - Telecom-Voice and LD	11,447	30,000	18,553	38%
6214 - Telecom-Wide Area Network	60,733	250,000	189,267	24%
6218 - Telecom- Hot Spots	13,597	25,000	11,403	54%
6300 - Maintenance & Fuel for Vehicles	3,880	25,000	21,120	16%
6400 - Capital Outlay	47,855	1,275,000	1,227,145	4%
6500 - Contingency	0	500,000	500,000	0%
6600 - Interfund Transfers	0	1,060,000	1,060,000	0%
Expense Total	4,054,772	21,499,094	17,444,322	19%
Net Income (Loss)	-3,575,142	-2,635,713	939,429	136%

Budget Category Totals

Personnel	2,598,317	11,900,000	9,301,683	22%
Materials & Services	1,408,601	6,764,094	5,355,493	21%
Capital Outlay	47,855	1,275,000	1,227,145	4%



Current Activity to Budget - % Used

September 2025 General Fund

25% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Current Property Tax Collections	113,313	15,765,000	15,651,687	1%
Prior Year Property Tax Collections	50,373	250,000	199,627	20%
Interest Income	64,424	435,000	370,576	15%
Restricted Grant Revenues	53,149	200,000	146,851	27%
Printing/Copying/Fines	12,303	50,000	37,697	25%
Transfer In from Other Funds	0	1,060,000	1,060,000	0%
Revenue Total	293,562	17,760,000	17,466,438	2%
5001 - Salaries and Wages	1,925,503	8,868,464	6,942,960	22%
5002 - FICA and Medicare- payroll taxes	141,285	657,006	515,721	22%
5003 - Worker comp- payroll taxes	592	26,635	26,044	2%
5004 - Health/Dental Insurance	377,205	1,580,367	1,203,161	24%
5005 - Retirement Contribution	126,357	581,877	455,520	22%
5006 - Other Employee Benefits	1,616	17,757	16,141	9%
5008 - Parking permits	5,629	23,000	17,371	24%
5011 - HSA	17,125	88,785	71,660	19%
5012 - Unemployment	0	13,318	13,318	0%
5016 - Oregon Paid Family Leave	6,133	44,392	38,259	14%
6004 - Auditing Services	18,000	42,500	24,500	42%
6006 - Bank Fees/Interest Expense	747	3,750	3,003	20%
6008 - Consultant Fees	660	32,000	31,340	2%
6009 - Background Checks	326	1,500	1,174	22%
6012 - Insurance	47,503	193,000	145,497	25%
6013 - Legal Services	2,962	25,000	22,039	12%
6014 - Memberships, Dues and Subscriptions	3,107	29,738	26,632	10%
6015 - Supplies	20,550	148,458	127,908	14%
6016 - Postage	3,851	21,872	18,021	18%
6018 - Travel- airfare, lodging, meals etc	0	3,000	3,000	0%
6020 - Employee Cell Phone Allowance	2,500	11,400	8,900	22%
6021 - Advertising/Recruitment	2,222	4,500	2,279	49%
6022 - In District Mileage	12,785	36,289	23,504	35%
6023 - In District meetings, meals, events	224	8,284	8,060	3%
6024 - Professional Development	3,681	52,500	48,819	7%
6025 - Volunteer Recognition	30	500	470	6%
6026 - Staff Recognition	4,993	14,650	9,657	34%
6031 - Alarm Services	2,753	3,000	247	92%
6032 - Building Repair/Maintenance	129,641	516,270	386,629	25%
6033 - Custodial Services	184,202	740,000	555,798	25%
6034 - Custodial Supplies	7,835	25,000	17,165	31%
6036 - Landscape Services	37,175	155,000	117,825	24%
6038 - Property Rental/Lease Expense	0	500	500	0%
6039 - Security Services	68,470	300,000	231,530	23%
6042 - Building Repair/Maintenance Non-Contract	29,792	50,000	20,208	60%
6080 - Copier/Fax Expense	19,460	75,000	55,540	26%
6081 - Equipment Repair/Maintenance	2,482	9,500	7,018	26%
6082 - Facility Furnishing Expense	7,604	50,000	42,396	15%
6084 - Minor Equipment	17,331	46,500	29,170	37%
6085 - Computers and technology	0	81,000	81,000	0%
6089 - Computer Software and Licensing	72,163	355,220	283,057	20%
6106 - E Rate Services	13,616	44,000	30,384	31%
6110 - SOHS contract	7,500	30,000	22,500	25%
6111 - Advertising	4,414	70,000	65,586	6%
6130 - Library Materials- physical	190,027	900,000	709,973	21%
6131 - Library materials- digital	89,530	450,000	360,470	20%
6132 - Library materials- other	5,753	14,000	8,247	41%
6133 - Library databases	34,037	150,000	115,963	23%
6134 - Inter-Library Loan Fees	0	300	300	0%
6140 - Professional Services	11,956	49,950	37,994	24%
6145 - Printing Services	4,238	25,000	20,762	17%
6207 - Electricity	76,905	266,575	189,670	29%
6208 - Natural Gas	1,881	48,425	46,544	4%
6209 - Garbage Service	5,423	25,000	19,577	22%
6210 - Utilities	41,634	111,350	69,716	37%
6213 - Telecom-Voice and LD	11,447	30,000	18,553	38%
6214 - Telecom-Wide Area Network	60,733	250,000	189,267	24%
6218 - Telecom- Hot Spots	13,597	25,000	11,403	54%
6300 - Maintenance & Fuel for Vehicles	3,880	25,000	21,120	16%
6500 - Contingency	0	500,000	500,000	0%
Expense Total	3,881,061	17,952,131	14,071,070	22%
Net Income (Loss)	-3,587,499	-192,131	3,395,368	1867%
Budget Category Totals				
<i>Personnel</i>	2,598,317	11,890,000	9,291,683	22%
<i>Materials & Services</i>	1,282,744	5,562,131	4,279,387	23%
By Program				
<i>Public Services</i>	1,535,466	7,482,150	5,946,684	21%
<i>Support Services</i>	1,596,734	6,533,553	4,936,819	24%
<i>Community Engagen</i>	399,791	1,881,190	1,481,400	21%
<i>Administrative Servic</i>	349,070	1,555,238	1,206,168	22%
<i>Transfers Out</i>	0	250,000	250,000	0%
<i>Contingency</i>	0	500,000	500,000	0%



My Current Activity to Budget - % Used

September 2025 Capital Improvement Fund

25% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Interest Income	57,452	230,000	172,548	25%
Transfer In from Other Funds	0	250,000	250,000	0%
Revenue Total	57,452	480,000	422,548	12%
6032 - Building Repair/Maintenance	0	350,000	350,000	0%
6400 - Capital Outlay	47,855	1,150,000	1,102,145	4%
6600 - Interfund Transfers	0	825,000	825,000	0%
Expense Total	47,855	2,325,000	2,277,145	2%
Net Income (Loss)	9,597	-1,845,000	-1,854,597	-1%
Budget Category Totals				
<i>Materials & Services</i>	0	350,000	350,000	0%
<i>Capital Outlay</i>	47,855	1,150,000	1,102,145	4%
By Program				
<i>Support Services</i>	47,855	1,500,000	1,452,145	3%
<i>Transfers Out</i>	0	825,000	825,000	0%



Current Activity to Budget - % Used

September 2025 Grant Funds

25% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Interest Income	8,471	30,000	21,529	28%
Restricted Grant Revenues	120,146	593,381	473,235	20%
Revenue Total	128,617	623,381	494,764	21%
5001 - Salaries and Wages	0	10,000	10,000	0%
6014 - Memberships, Dues and Subscriptions	1,884	6,500	4,616	29%
6015 - Supplies	18,298	118,681	100,383	15%
6026 - Staff Recognition	0	1,500	1,500	0%
6082 - Facility Furnishing Expense	0	75,000	75,000	0%
6089 - Computer Software and Licensing	0	14,619	14,619	0%
6111 - Advertising	0	5,000	5,000	0%
6130 - Library Materials- physical	36,130	180,500	144,370	20%
6131 - Library materials- digital	41,999	274,463	232,464	15%
6132 - Library materials- other	0	8,000	8,000	0%
6140 - Professional Services	27,546	167,700	140,154	16%
6400 - Capital Outlay	0	125,000	125,000	0%
6600 - Interfund Transfers	0	235,000	235,000	0%
Expense Total	125,857	1,221,963	1,096,106	10%
Net Income (Loss)	2,760	-598,582	-601,342	0%
Budget Category Totals				
<i>Personnel</i>	0	10,000	10,000	0%
<i>Materials & Services</i>	125,857	851,963	726,106	15%
<i>Capital Outlay</i>	0	125,000	125,000	0%
By Program				
<i>Public Services</i>	35,745	160,381	124,636	22%
<i>Support Services</i>	78,129	669,463	591,334	12%
<i>Community Engagen</i>	10,075	155,619	145,544	6%
<i>Administrative Servic</i>	1,908	1,500	-408	127%
<i>Transfers Out</i>	0	235,000	235,000	0%



MINUTES

ATTENDEES AND NOTE TAKER

Board members Kevin Keating and Susan Keifer; Joan Vigil, Kelda Vath, Brynn Fogerty, Cameron Tippins, Yoli Diaz (note taker)

NEW BUSINESS

1. Policy 5-18 Land Acknowledgement– Brynn Fogerty, HR Manager

The committee reviewed proposed updates to the Land Acknowledgement policy. There was a range of perspectives shared around the policy's purpose and implementation. Committee member questioned elements of the historical framing and whether the acknowledgement should be mandatory at all meetings. Others emphasized the value of recognizing Indigenous communities, citing similar practices in countries like Australia, New Zealand, and parts of Africa. One correction was noted, changing “ancestral” to the correct spelling “ancestral.” Clarification was also provided that the Modoc tribe was included based on ancestral ties to the area. While there was general agreement on minor edits, no formal action was taken at this meeting. Board Member Keating requested to receive sources on why JCLS continues to acknowledge the Modoc Tribe in its Lands Acknowledgement. Fogerty will provide more information on that request via email and will update the Land Acknowledgement Policy to correct the spelling of “ancestral” and make any final text edits. The revised policy will be brought forward to the Board for review and decision at the October 15 meeting.

2. Policy 5-8 Internet Acceptable Use Policy – Cameron Tippins, IT Manager and Kelda Vath, Assistant Director of Support Services

The committee reviewed the Internet Acceptable Use Policy, which included significant updates. Tippins walked through the filtering capabilities, noting limitations with personal devices using VPNs. It was clarified that staff and patrons on public computers cannot download VPNs or similar software. Committee members discussed how the policy should address situations involving patrons viewing inappropriate content, and the library’s ability to respond when needed. The policy was reorganized into clearer sections, introduction, policy statement, filtering, behavior expectations, and a children’s section. New content was added about Wi-Fi usage on personal devices. A point of discussion centered on age requirements for filtered internet access. Currently, the age threshold is 17 under CIPA, while adult library card eligibility starts at 18. The committee agreed to update the filtering age to 18 for consistency with library policy. Vath agreed to incorporate those updates, and the policy will be brought forward to the Board for review and decision at the October 15 meeting.

Upcoming Policy Reviews – Joan Vigil, Assistant Director of Public Services

The committee reviewed the timeline for future policy reviews. The **Gift Acceptance Policy** will be the next to come forward. The **Program Policy** is scheduled for February but will be reviewed in January to stay ahead. The **Rules of Conduct** will be reviewed in March, and the **Collection Development Policy** is planned for June.

NEXT MEETING DATE: TBD



MINUTES

ATTENDEES AND NOTE TAKER

Committee members Marissa Shepherd, Marta Tarantsey, Kari May (note taker), Kelda Vath, Joan Vigil, Josh Letsinger

REVIEW OF PREVIOUS MINUTES

REPORTS

UNFINISHED BUSINESS

1. Overview & Planning Community Sessions:

- Community Manager Josh Letsinger led the discussion using whiteboard.
- Outlined a general timeline from now through December.
- Focused on structuring community sessions consistently across 4–5 different communities to ensure standardized data collection.
- Emphasis on asking uniform questions in all sessions to compare responses effectively across communities.

2. Community Session Design:

- Discussions focused on how to frame questions, so they aren't library-specific, but instead focus on broader community needs.
- Aim is to make these sessions engaging, consistent, and data-driven.
- Plan to identify five top priority topics to guide discussions during the sessions.

3. Stakeholder Engagement:

- Discussion on how to engage high-level stakeholders in a meaningful and impactful way.
- Explored the idea of having Branch Managers email stakeholders directly to invite them or share information.
 - This is not finalized; further discussion is needed on best practices for stakeholder communication.

4. Outreach Tools:

- Consideration of developing a splash page with an open form, possibly linked from the Library District website, to collect community input.
- This would broaden access and provide another channel for community feedback.

5. Strategic Planning Resources:

- Marta shared documents and links from the 2022 Strategic Planning process.

- Yoli will create a folder within the Strategic Planning Committee’s shared drive to make these resources available to committee members.

6. Scheduling Community Sessions:

- Josh and Yoli are collaborating on setting dates for upcoming sessions.
- Yoli has contacted Branch Managers to gather their availability for scheduling from:
 - Ashland
 - Medford
 - Central Point
 - Eagle Point
 - Rogue River

NEXT MEETING DATE:

TBD



MINUTES

ATTENDEES AND NOTE TAKER

Committee members Marissa Shepherd, Marta Tarantsey, Kari May (note taker), Kelda Vath, Joan Vigil, Josh Letsinger.

REVIEW OF PREVIOUS MINUTES

REPORTS

[Strategic Planning Communications Outline](#)

UNFINISHED BUSINESS

1. Finalizing proposed dates for Community Listening Sessions

- Community Manager Josh Letsinger led the discussion giving an update on dates for Community Listening Sessions.
 - Ashland: Thursday, November 20, 5-7PM
 - Eagle Point: Tuesday, November 25 from 10 AM- 12 PM
 - Medford: Thursday, December 4 from 5-7 PM
 - Rogue River: Thursday, December 18 from 5-7 PM
 - Central Point: Thursday, January 15 from 5-7 PM

2. Stakeholder Mapping:

- Request to input stakeholder information in management sheet with an emphasis on involved stakeholders

NEW BUSINESS

3. Review and approve Stakeholder Communications Outline document:

- Outline approved with minor corrections to wording
- Josh to make small changes and send to web development for landing page
- Josh to send survey to data coordinator to create surveys

4. Review Stakeholder Management Documents

NEXT MEETING DATE:

TBD