



**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  
Or, click the link below to attend using Zoom:  
<https://zoom.us/j/96595276734>  
March 18, 2026, at 4:00 p.m.

**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

N/A

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA (5 minutes)**

1. February 4, 2026, Special Board Meeting Minutes.....1
2. February 11, 2026 Board Work Session Meeting Minutes.....2
3. February 18, 2026, JCLD Regular Board Meeting Minutes.....3
4. February 20, 2026 Board Work Session.....7
5. February 25, 2026 Board Work Session.....8
6. February 27, 2026 Board Work Session.....9

**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)**

7. Hunter Communications E-Rate Contract- Kelda Vath **(5 minutes)** .....10
8. Phoenix Pollinator Garden Contract-Kelda Vath **(5 minutes)** .....12
9. Solar Spectrum- Kelda Vath **(5 minutes)** .....14
10. Resolution 2026-06 Contract Emergency Procurement -Legal Counsel **(5 minutes)** .....16
11. Interim Library Director Contract- Legal Counsel -Legal Counsel **(5 minutes)** .....19
12. Resolution 2026-07 Financial Authority- Legal Counsel **(5 minutes)** .....28

**UNFINISHED BUSINESS**

N/A

**REPORTS (Inform)**

13. Mark Wolf- Labor Lawyer **(20 minutes)** .....
14. JCLF Benchmark Report- Ginny Auer **(5 minutes)** .....
15. Library Report- Kelda Vath **(10 minutes)** .....30

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

16. Strategic Planning Committee **(5 minutes)** .....42

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- April 1, 2026, Board Work Session/Budget  
April 15, 2026, Regular Board Meeting  
April 19-25 National Library Week  
April 22-24, 2026, Portland, OR OLA Conference

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



## MINUTES

### ATTENDEES

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

Additional attendees: Jacquelyn Bunick (Legal Counsel), Kelda Vath, Josh Letsinger, Joan Vigil, Yoli Diaz (note taker)

President Kiefer called the meeting to order at 3:37p.m. Roll call was taken. The Land Acknowledgement was read.

### EXECUTIVE SESSION

Board convened into Executive Session pursuant to ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection.

### When the Board came out of closed session, they approved two motions:

**Motion:** Director Tarantsey moved to approve that the board enter a termination without cause agreement between the Jackson County Library District and Kari May with the addition exhibits A and B. Director Keating seconded the motion, and it passed unanimously.

#### Vote:

Kiefer- Yes  
Shepherd- Yes  
Jensen- Yes  
Tarantsey- Yes  
Keating- Yes

**Motion:** Director Tarantsey moved to approve authorization for Kelda Vath to contract with an independent investigation not to exceed \$10,000. Director Jensen seconded the motion, and it passed unanimously.

#### Vote

Kiefer- Yes  
Shepherd- Yes  
Jensen- Yes  
Tarantsey- Yes  
Keating- Yes

The Board discussed next steps toward appointing an Interim Library Director. The Board will meet again for a Special Board Meeting on Wednesday, February 11th, at 3:45 p.m.

**ADJOURNMENT** Director Kiefer adjourned the meeting at 5:17 p.m.

/s/ Yoli Diaz, Recording Secretary



## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Marta Tarantsey, Patty Jensen, and Kevin Keating (arrived 3:47). Marissa Shepherd (Absent)

Additional attendees: Ginny Auer, Brynn Fogerty, Josh Letsinger, Heather Scott, Kelda Vath, Joan Vigil, and Yoli Diaz (Executive Assistant).

President Kiefer called the meeting to order at 3:44p.m. Roll call was taken. The Land Acknowledgement was read.

### DISCUSSION ITEMS (Inform/Discuss)

#### Interim director process and potential candidates

The board discussed the interim director position, focusing on defining clear responsibilities, authority, and a duration of 6–12 months. Members emphasized the need for strong budget experience, leadership during implementation of investigation findings, support for recruiting a long-term library director, and maintaining key relationships, including with the foundation. The board discussed the expectation that the interim director would report directly to the board, exercise the authority of the permanent director while delegating day-to-day operations to the administrative team, and focus on stabilizing internal processes and public relations. Directors also discussed the importance of conducting a full, competitive recruitment process for the regular library director position and potentially working with specialized consultants. There was general conversation about timing, including the benefit of waiting to begin the search until the organization is well positioned for success.

#### Resolutions

Finance Manager Heather Scott shared financial resolutions, including a proposal to move \$220,000 from contingency funds to cover termination costs, legal fees, and professional development. Legal expenses were estimated at approximately \$80,000, with total Director termination-related costs projected around \$130,000, and another \$10,000 for professional development for the Board. The proposed transfer would leave \$280,000 remaining in contingency. The board acknowledged that additional resolutions may be required in the future for union negotiations and interim director compensation.

The board also discussed the need for clarity regarding Assistant Director of Support Services Kelda Vath's responsibilities during the transition of Interim director. There was acknowledgment that some uncertainty around approval authority has created occasional operational challenges for the Administrative Team. The board plans to bring forward a formal motion at the next meeting to clearly define the authority structure during the transition, helping ensure smooth operations while the search for an interim director moves forward.

### ADJOURN

President Kiefer adjourned the meeting at 4:47 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), Heather Scott (Finance manager), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Josh Letsinger (Community Engagement Manager), Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (note taker)

### 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

NA

### CONSENT AGENDA

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

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

N/A

### NEW BUSINESS

#### Resolutions

Finance Manager, Heather Scott presented the Board with three separate resolutions. She provided a brief overview of each resolution, outlining the purpose, financial implications, and recommendations. Board members were given the opportunity to ask questions and discuss the details prior to consideration. Director Tarantsey asked how often leadership processes or signs transactions that require authorization. Scott responded that there are approximately three transactions per month to transfer funds to cover check runs, which is where all property tax revenue is deposited. Typically, she handles these transactions; however, she expressed the need to have a backup signer available.

**Resolution 2026-03 Appropriation Transfer**, this is to process a budget transfer from the General Fund to cover the additional costs that are anticipated due to the termination of the Library Director. Estimated legal fees, additional board for professional development and severance and vacation payout. Total transfer: \$220,000 from the Contingency Fund to Administrative Services (General Fund).

**MOTION: MOTION:** Director Jensen moved to approve Resolution 2026-03, Director Tarantsey seconded

Roll call vote:

Director Kiefer – Yes

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

The motion passed.

**Resolution 2026-04 Banner Signers**, removing Library Director Kari May as an authorized signer of the District's Banner Account.

**MOTION: MOTION:** Director Keating moved to approve Resolution 2026-04, Director Jensen seconded

Roll call vote:

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

The motion passed.

**Resolution 2026-05 LGIP Signers**, removing Kari May as an authorized signee and adding Assistant Director-Support Services Keda Vath with temporary authorization to transact on account on behalf of Jackson County Library District.

**MOTION: MOTION:** Director Jensen moved to approve Resolution 2026-05, Director Tarantsey seconded

Roll call vote:

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

The motion passed.

## **REPORTS**

### **SOHS Report**

Jan Wright was unable to attend due to the weather. She provided the Board with a report in advance, and the Board expressed appreciation for the thorough and well-prepared report.

### **JCLF Benchmark Report**

Ginny Auer Executive Director for the Foundation shared that the Foundation now has 5 years of Data since she started under the MOU in 2021, allowing for meaningful comparisons and trend analysis. She noted a spike in distributions in one year due to an \$80,000 contribution toward the DART van and increased support following the launch of the Dolly Parton Imagination Library, with distributions otherwise remaining steady. Over the past three years, new donor growth and donor retention have nearly doubled annually through targeted campaigns, and the foundation is on track to continue that trend. She also clarified that multi-year pledges are recorded in full in the year they are committed, which explains some fluctuations in the graphs.

### **Spanish Services Report**

Milagros Morales, Spanish services coordinator under the Community Engagement Department gave a thorough

and engaging first year overview of all Spanish Language Services. She explained the role was created in response to Jackson County's growing Latinx population to better connect Spanish-speaking residents to library resources. Her work focuses on programming, outreach, and internal collaboration. Highlights included the annual Dia de Los Ninos celebration, which drew approximately 240 attendees in 2025 and distributed 270 books districtwide. Expanded Hispanic Heritage months programming serving more than 300 participants and significant growth in bilingual and Spanish-tagged programs with 71 offered so far for FY 2026. Bilingual storytimes have expanded to additional branches, and outreach efforts have strengthened partnerships with schools, community organizations, and higher education institutions resulting in strong community engagement and library card sign-ups. She concluded by previewing upcoming events and collaborations.

### **FY26 Mid-year Statistic Report**

Regina Mannino, Data & Analytics Coordinator, presented the statistical report and strategic plan metrics for the first half of FY2026 (ranging from July-December 2025). She highlighted steady overall performance and continued growth in digital services. She reviewed six key performance indicators, noting total circulation reached 941,000 slightly above last year's midyear total, with a projected year-end estimate of 1.8-1.9 million (8.4 per capita). Physical circulation and computer session remained stable, 6,720 new cardholders were added, and library visits were strong despite the temporary door counter data issue. Strategic plan updates showed growth in Library of Things circulation, shifting physical to digital trends, varied program attendance patterns, strong outreach and community resource interactions, and ongoing staff training efforts. Director Jensen commented on the importance of positioning libraries as civic innovators. Director Shepherd requested a list of top 50 circulating titles across all categories, and Director Tarantsey suggested exploring alternative ways to present computer data use to make it more relatable than per capita figures. The Board expressed appreciation for the thorough presentation.

### **Library Report**

Kelda Vath, Assistant Director of Support Services, highlighted key activities from the report. She shared her experience at the January "Big Ideas" program in Ashland, focused on Oregon and featuring Representative Pam Marsh and Eddie Cuddy, noting that it offered valuable insight into the state. She also shared Central Point's well-attended sound healing session with Kellie Rose Wellness, White City's creative "Ocean Camouflage" program, and at Rogue River a patron who checked out *Girls Garage*, inspiring the creation of a community Tool Time group, an example of the library's role in fostering community engagement. Board members expressed appreciation, and Director Tarantsey thanked Brystan Armstrong for a previous presentation, acknowledging the context around attendance in events and sustainability and commending staff for their excellent work and thorough reporting.

## **COMMITTEE REPORTS**

### **Finance Data & Metrics**

Kelda Vath shared that during the Committee meeting Regina Mannino shared the same data presented to the Board, prompting some discussion about the use and relevance of per capita metrics in reporting. As Director Tarantsey and Director Keating noted that in some cases per capita figures did not significantly enhance understanding and discussed the possibility of refining future reports. The committee is considering adjustments for FY27, including incorporating alternative measures such as active cardholder data to provide clearer context and more meaningful insights. The Finance Data & Metrics meeting minutes were reviewed, with no additional updates beyond what was included in the board packet.

### **The Board went into Executive Session**

When the board came out of closed session, it was noted that Director Shepherd had to step away, and a quorum remained. Director Kiefer and the board requested a Board Work Session for Friday February 21, 2026 at 1pm to discuss options for an Interim Director. The Board discussed the need to refine the Interim Director position description, noting it will differ from the permanent Director job description. Outreach has been made to SDAO and retired State Librarian Late Allyn for assistance and additional HR resources and templates will be

explored. The goal is to have someone in place by March.

Director Kiefer adjourned the meeting at 6:08 p.m.

/s/ Yoli Diaz - Recording Secretary



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## MINUTES

### ATTENDEES

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

Additional attendees: Josh Letsinger, Kelda Vath, Joan Vigil, Ginny Auer, Brynn Fogerty, and Yoli Diaz (Executive Assistant).

President Kiefer called the meeting to order at 1:03 p.m. Roll call was taken. The Land Acknowledgement was read.

### DISCUSSION ITEMS (Inform/Discuss)

#### Interim director process and potential candidates

The board discussed the interim director position with MaryKay Dahlgreen, a former state librarian and current SDAO consultant. She offered to facilitate a conversation with the board about next steps and clarifying the responsibilities of the board versus the executive director. Dahlgreen will assist with the hiring process for the interim director, help develop a position description, and potentially identify candidates. Director Kiefer explained the need for someone in a short-term role with responsibilities that differ from those of a permanent director. Director Tarantsey noted that the interim would need to assume authority typically held by the executive director, support senior staff, and serve as the public face of the library. Director Keating stressed the importance of strong management experience and the ability to address the current challenges the library is facing.

The interim director will need to handle specific issues while senior staff maintains day-to-day operations, they will need management experience and be able to handle HR investigations. There was also discussion whether the interim position needed to be posted or if the board can proceed with the 4 current resumes they already have. Director Kiefer stated JCLD's attorney had indicated they could use emergency provision without posting. Clarification is being sought.

In conclusion, MaryKay Dahlgreen will help develop the interim position description based on the board's wish list. She will also check with HR Answers about proper hiring procedures. Director Kiefer will send MaryKay their wish list, current executive director job description, and candidates resumes. A meeting for senior staff will also be scheduled at a later date and time.

The Board will meet next Wednesday for a Board Work Session with MaryKay and hold an executive session on Friday at 1:00 PM. The joint District/Foundation Board meeting that is currently scheduled for Monday 2/23 will be postponed to a later date.

### ADJOURN

President Kiefer adjourned the meeting at 2:05 p.m.

/s/ Yoli Diaz  
Recording Secretary



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## MINUTES

### ATTENDEES

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

Additional attendees: Josh Letsinger, Kelda Vath, Joan Vigil, Ginny Auer, Josh Letsinger (Community Engagement Manager)

President Kiefer called the meeting to order at 3:31 p.m. Roll call was taken. The Land Acknowledgement was read.

### DISCUSSION ITEMS (Inform/Discuss)

#### Interim director process and potential candidates

The Board discussed hiring an interim Library Director and reviewed qualifications, process, compensation, and next steps. With guidance from Mary Kay Dahlgreen, the Board agreed that hiring an interim director is an important step before launching a full search for a permanent director. Desired qualifications include strong human resources experience, knowledge of special districts, experience managing large and complex organizations, labor union negotiation experience, and the ability to serve as an effective communicator between staff and the Board. Rebuilding trust and improving communication were identified as key priorities.

Five candidates will be considered: Brian (need last name) Frank Phillips, Laura Kimberly, Robert Field, and Josh Letsinger (internal candidate). Director Keating presented three external candidates, Director Tarantsey presented Robert Field, and Josh current Community Engagement manager expressed interest as an internal candidate. MaryKay noted the value an internal candidate may bring. Kelda Vath, Assistant Director of Support Services, noted that in general she would like the selected candidate to have experience managing an organization of similar size and complexity. All five candidates will be interviewed.

The Board agreed to conduct 45-minute virtual interviews with 15-minute breaks on March 6. Director Kiefer will draft interview questions along with Director Tarantsey, Brynn (HR) will assist with coordination and formatting, and the Board may identify up to two finalists for follow-up interviews if needed.

The salary range suggestion is between \$8,500–\$10,000 per month with an internal candidate being less costly. The position will be a personal services contract without benefits, with the possibility of month-to-month renewal.

The Board intends to conduct a full search for a permanent director following the successful recruitment of an interim director. The interim director will focus on stabilizing the organization, clarifying roles, and rebuilding trust before the permanent search begins.

### ADJOURN

President Kiefer adjourned the meeting at 4:55 p.m.

/s/ Yoli Diaz  
Recording Secretary



## MINUTES

### ATTENDEES

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

Marissa Shepherd (Absent)

Additional attendees: Jacquelyn Bunick (Legal Counsel)

### CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 1:03 p.m. Roll call was taken, and the Land Acknowledgement read.

Board of Director's met for a Special Meeting. The Board took roll and immediately went into a closed executive session. Per Oregon State Law, only the board, invited persons, and members of the media are allowed to attend these closed sessions.

### EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(f): to consider information or records that are exempt by law from public inspection.

#### **When the board came out of closed session, they approved the following motion:**

The Board voted to suspend the previously initiated investigation to be done by Amy Ahrendt after determining that continuing would not produce useful findings for the Board, staff, or those who raised concerns, as its broad scope cannot be achieved at this time. They asked for patience from staff and the community and affirmed that all issues will still be addressed. The Board also clarified that the investigation was never intended to target individual staff members, but rather to better understand staff culture, and that the pause allows them focus on specific issues and the hiring of an interim director.

**Motion:** Director Keating moved to pause the investigation being conducted by Amy Ahrendt until further notice, Director Tarantsey seconded the motion, all in favor and it passed.

#### **Interim Director:**

The Board briefly discussed next steps for filling the interim Library Director position. Five candidates have been selected for interviews. The Board agreed to schedule the interviews close together, which will take place virtually on Friday, March 6, 2026, with 45-minute time slots.

### ADJOURNMENT

Director Kiefer adjourned the meeting at 1:48 p.m.

/s/ Yoli Diaz - Recording Secretary



Date: March 18, 2026

**Title:** Hunter Communications E-Rate Services Contract

**From:** Kelda Vath, Assistant Director of Support Services

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**Summary:**

**Recommendation:**

Staff recommend that the Board approve entering a contract with Hunter Communications for the products and services outlined in the RFP, as agreed upon in the contract presented.

**Resource Requirements:**

For FY27, the ongoing annual cost to JCLS will be \$25,262.95. (Note that the estimated cost, including taxes and fees before the E-Rate discount/subsidy is applied was \$222,866.57 – a savings of \$197,603.62). Additionally, for FY27, JCLS will upgrade all network switches. This one-time cost in FY27 will be \$25,201.51. (Before E-Rate Category 2 discounts/rebates apply, the cost was \$142,808.54. This is a savings of \$117,607.04.)

Total cost to JCLD for FY27 is \$50,464.46.

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

JCLS' mission is to connect everyone to information, ideas, and each other. This internet services contract including the network switches upgrade, not only provides necessary infrastructure for library operations across all 15 branches, but the resulting high-quality internet access is also a fundamental service offering of JCLS, helping to bridge the digital divide in our communities by offering public computers, and public meeting spaces with up-to-date technology resources.

**Background and Additional Information:**

JCLS issued an RFP for E-Rate Services including Internet Access, Wide Area Networking, and Equipment and Services on November 3, 2025. Hunter Communications was the selected proposer. A team consisting of Kelda Vath, Assistant Director of Support Services, Jason Whyte, Network Administrator, Ron Sharp, Senior IT Administrator, and Cindy Cabral, E-Rate consultant with Tech Ed Services followed Oregon procurement rules in alignment with the Federal E-Rate program requirements to arrive at this recommendation.

For FY27, internet speeds will remain consistent with current services. The hardware upgrade for the network switches in all locations will be an enhancement. The new network switches, once installed, will provide dual power supplies offering redundancy and added protection for the component most prone to damage over time. The switches life cycle is anticipated to be 5 year.

Note that the contract contains agreed upon terms should JCLS choose to pursue increased bandwidth in the future within the contract duration. If so, it will be necessary to upgrade the firewall equipment, also quoted, representing a significant cost that will be offset by E-Rate rebates/discounts.

JCLS's E-Rate discounts are based on the National School Lunch Program participation of the students in the Medford School District. For this funding cycle, JCLS's E-Rate eligible Category 1 services are discounted at 90%, and Category 2 at 85%.



Date: March 18, 2026

**Title:** Phoenix Pollinator Garden Contract

**From:** Kelda Vath, Assistant Director of Support Services

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**Summary:**

JCLS intends to enter into a contract with Solid Ground Landscaping Inc., the responsive proposer for the Invitation to Bid for the pollinator garden implementation at the Phoenix Branch.

**Recommendation:**

Staff recommend that the Board approve entering a contract with Solid Ground Inc. to implement the pollinator garden designed by local firm, Arkitek.

**Resource Requirements:**

The budgeted contract amount for this project in FY26 is \$335,400.00. This is to come from budget allocated in the Capital Improvement Fund in addition to support from the Jackson County Library Foundation.

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

The pollinator garden at the Phoenix Branch supports the strategic plan Goal 1, Strategy 2 – to energize library services and resources through improving facilities and is specifically named in the FY26 strategic plan priorities.

**Background and Additional Information:**

The idea for the Phoenix Pollinator Garden project was to offer the Phoenix community a beautiful outdoor space as part of its recovery from the Almeda Fire in 2020. The library’s goal was to transform the under-utilized, expansive grounds at the Phoenix branch into a usable, welcoming space for the community. It began in the Fall of 2022 with listening sessions held at the library gathering community input. Next, the library engaged local design firm Arkitek who worked with Phoenix Branch Manager Jody Fleming, Area Manager Kristin Anderson, Operations Coordinator Crystal Zastera, Foundation Executive Director Ginny Auer, and Assistant Director of Support Services Kelda Vath to create design plans that considered community input, accessibility, and branch needs.

The library initially posted an Invitation to Bid (ITB) in February 2025. That solicitation ended with a non-award and so in consultation with Arkitek, the project team re-grouped and set a new timeline to re-post the ITB. The timing was intended to be seasonally appropriate and work well with contractor schedules for bidding and implementation.

A revised ITB was posted on November 24, 2025. The project received two bids. After initially issuing a Notice of Intent to Award on January 14, 2026, the Library issued a Notice Rescinding that Notice of Intent to Award on February 24, 2026. Negotiations then began with the other proposer, Solid Ground Landscape, Inc., which has resulted in the contract before the Board today.



Date: March 18, 2026

**Title:** Solar Spectrum Artist’s Agreement

**From:** Kelda Vath, Assistant Director of Support Services

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**Summary:**

Solar Spectrum Artist, Peter Erskine has offered to include JCLS in his project called, “The 100 Libraries – Healing Rainbow Light for Oregonians,” bringing living, site-specific art installations to 13 JCLS branch libraries.

**Recommendation:**

Staff recommend that the Board approve the agreement with Peter Erskine, Solar Spectrum Artist.

**Resource Requirements:**

The artwork to be installed is to be donated by the artist and includes design, project staff, materials, fabrication, travel, lodging and installation. JCLS will supply ladders, lifts, and labor assistance as needed. District costs are estimated not to exceed \$10,000.00 and may be substantially less.

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

The donation of Erskine’s prism artwork aligns with Strategic Plan Goal 1 – Strategy 3 to enliven and improve facilities.

**Background and Additional Information:**

Artist Peter Erskine visited all 15 of the JCLS libraries in January 2025 and was impressed with how many sites met or exceeded his criteria for placing his prism installations. Thirteen of JCLS's fifteen branches were selected based on the suitability of window placement and building orientation, and their relationship to natural sunlight.

Erskine designed custom prism installations for each site designed to maximize rainbow light projection into the building, that will change throughout the day and change with the seasons. Branches receiving installations are: Applegate, Ashland, Butte Falls, Central Point, Eagle Point, Jacksonville, Medford, Phoenix, Rogue River, Ruch, Shady Cove, Talent and White City.



Date: March 18, 2026

**Title:** Contract for Personal Services – Emergency Procurement – Interim Director

**From:** Jacquelyn Bunick, District Counsel

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**Recommendation:**

District legal counsel recommends the Board approve Resolution 2026-06 to utilize emergency procurement procedures to enter into a contract for an interim Director.

**Budget Impacts:**

N/A

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

Allows the District to utilize emergency procurement procedures as outlines in ORS 279B.080 to directly contract with an independent contract to fill the position of interim director following the vacancy of the Executive Director position

**Background and Additional Information:**

Oregon law requires specific finding to utilize the emergency procurement procedure.

**RESOLUTION 2026-06 - A RESOLUTION ADOPTING EMERGENCY PROCUREMENT PROCEDURES FOR THE HIRING OF AN INTERIM DIRECTOR**

The Board of the Jackson County Library District, a transportation district organized and existing under the laws of the State of Oregon (“JCLD”) do hereby consent to, adopt, ratify and approve in writing the following actions:

**RECITALS**

**WHEREAS**, pursuant to ORS 279B.080, the Board of Directors may make or authorize others to make emergency procurements of goods or services in an emergency;

**WHEREAS**, JCLD experienced an immediate vacancy in the position of Executive Director following the termination of the Executive Director by the JCLD Board, which became effective on February 12, 2026;

**WHEREAS**, the efficient functioning of JCLD requires the immediate entry into a contract for the services of an interim director to fill the position of the Executive Director until a permanent replacement can be found; and

**WHEREAS**, the Board of Directors conducted work sessions to develop a job description and identify potential candidates to interview, after which interviews were held. The Board of Directors then met to discuss the candidates and voted to award a contract to Frank Phillips as interim director from the available candidates on March 10, 2026.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. The Board of Directors make the following findings related to the contract for professional services of Frank Phillips as interim director:
  - a. The vacancy in the position of Executive Director created an emergency need to enter into a contract for an interim director; and
  - b. The method used for the selection of Frank Philips as interim director is documented both above, and in the minutes and records from the Board of Director’s public meetings and/or work sessions held on February 25 and 27, and March 4, 6, and 10, 2026.
2. The Board of Directors shall enter into a contract with Frank Phillips for the position of interim director pursuant to ORS 279B.080.

This Resolution is adopted by majority vote of the Board of Directors via public meeting dated this 18<sup>th</sup> day of March, 2026.

JCLD BOARD OF DIRECTORS

\_\_\_\_\_  
By: Susan Kiefer, President

**Board Vote:**

Susan Kiefer \_\_\_\_\_  
Kevin Keating \_\_\_\_\_  
Marrisa Shepherd \_\_\_\_\_  
Marta Tarantsey \_\_\_\_\_  
Patty Jensen \_\_\_\_\_



Date: March 18, 2026

**Title:** Contract for Personal Services – Interim Director

**From:** Jacquelyn Bunick, District Counsel

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**Summary:**

Provide a brief overview of the item

**Recommendation:**

District legal counsel recommends the vote to enter into this Contract for Personal Services – Interim Director to hire Frank Philips as an independent contract to serve as the District’s interim director until a permanent Executive Director is hired.

**Budget Impacts:**

Up to \$100,000.00 depending on duration of the contract and reimbursable expenses

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

Provides interim leadership while affording the District time to conduct a thorough search for a permanent Executive Director

**Background and Additional Information:**

Contract term runs through the end of November but includes an option for the District to terminate early if a permanent Executive Director is hired sooner.

Has been reviewed by Frank Phillips.

**JACKSON COUNTY LIBRARY DISTRICT  
CONTRACT FOR PERSONAL SERVICES – INTERIM DIRECTOR**

This contract is between JACKSON COUNTY LIBRARY DISTRICT, a library district organized under Chapters 198 and 357, hereinafter called “District”, and FRANK PHILLIPS hereinafter called “Contractor”. The parties agree as follows:

**CONTRACTOR’S INFORMATION**

NAME: FRANK PHILLIPS

ADDRESS: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

Non-resident alien:     Yes     No

Federal Tax ID Number: \_\_\_\_\_

Oregon Business License #: \_\_\_\_\_

This information herein will be reported to the Internal Revenue Services (IRS) under the name and taxpayer ID number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject Contractor to 31% backup withholding.

**DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE**

**Exhibit A – Scope of Work**

**COMPENSATION**

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds, at the rate of \$10,000.00 per month and SHALL NOT EXCEED THE MAXIMUM SUM OF \$100,000.00. Reimbursable and other expenses of the Contractor shall be reimbursed by District as specifically provided herein as a supplementary condition.

- a.    **Reimbursable and other expenses:** Reimbursable and other expenses anticipated to be incurred in providing services include, but are not limited to, mileage for travel to/from JCLD branch libraries while performing duties within the Scope of Work, and travel expenses and meals associated with attending educational or advocacy events, trainings, and conferences.
- b.    **Cost calculation:** Costs and reimbursement generally will be calculated by the actual cost. Mileage reimbursement will be consistent with the Internal Revenue Services’ standard mileage rate.
- c.    Interim payments shall be made to Contractor on a monthly basis, or as otherwise agreed upon between the Contractor and the District’s finance department.
- d.    District will not pay any amount in excess of the maximum compensation amount of this contract, including any reimbursable and other expenses. If the maximum compensation amount is increased by amendment of this contract, the amendment must be fully effective before Contractor performs work subject to the amendment. Contractor shall notify District’s Library Director or her designee in writing 30 calendar days before this contract expires of the upcoming

expiration of the contract. No payment will be made for any services performed before the beginning date or after the expiration date of this contract. This contract will not be amended after the expiration date.

- e. Contractor shall submit monthly billings for reimbursable and other expenses of the Contractor. The billings shall itemize and explain all expenses for which reimbursement is claimed. Billings shall be provided to Jackson County Library District, 205 S Central Ave, Medford, OR 97501.
- f. Payment and any protest shall be made within 30 days of receipt of the billing statement.

#### EFFECTIVE DATE AND DURATION

This Contract shall become effective on March 19, 2026 and is approved as required by applicable law. Unless earlier terminated or extended, this contract shall expire on November 30, 2026, or when Contractor's completed performance has been accepted by District, **whichever event occurs first**. However, such expiration shall not extinguish or prejudice District's right to enforce this contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured. This Contract may be extended, if agreed upon by both parties in writing.

#### CONTRACT DOCUMENTS

This contract between the parties consists of this Contract for Services and Scope of Work (**Exhibit A**) which contain all the terms and conditions of the contract.

#### AMENDMENTS

The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

#### INDEPENDENT CONTRACTOR; RESPONSIBILITY FOR TAXES AND WITHHOLDING; RETIREMENT SYSTEM STATUS

- a. Contractor shall perform the work required by this contract as an independent contractor. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the work to be performed and (ii) to evaluate the quality of the completed performance, the District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.
- b. Contractor represents and warrants that Contractor (i) is not an employee of Jackson County Library District (ii) is not currently employed by the Federal Government, and (iii) meets the specific independent contractor standards of ORS 670.600, as certified below in paragraph 24.
- c. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amounts(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this contract, except as a self-employed individual.

#### SUBCONTRACTS AND ASSIGNMENT

Contractor shall not enter into any subcontracts for any of the Work required by this Contract or assign or transfer any of its interest in this Contract.

#### SUCCESSORS AND ASSIGNS

The District shall not subcontract, assign, or transfer its interest in this Contract without the express

written consent of Contractor, and such consent shall not be unreasonably withheld. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

#### NO THIRD-PARTY BENEFICIARIES

District and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

#### FUNDS AVAILABLE AND AUTHORIZED

District has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the District's fiscal year budget and/or contingency fund. Contractor understands and agrees that District's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on District appropriations, or other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the District has insufficient appropriations, limitations or other expenditure authority, District may terminate this contract without penalty or liability to the District, effective upon the delivery of written notice to Contractor, with no further liability to Contractor.

#### TERMINATION

- a. Mutual Consent or No-Cause. This contract may be terminated at any time by mutual consent of both parties or upon 30 days' written notice by either party.
- b. For Cause. District may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:
  - i. If District hires a permanent Library Director such that an interim director is no longer needed;
  - ii. If District funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
  - iii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or
  - iv. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
- c. For Default or Breach.
  - i. Either District or Contractor may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice.
  - ii. The rights and remedies of District provided in this subsection c are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.
- d. Obligation/Liability of Parties. Termination or modification of this contract pursuant to

subsections a or b above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by District in the notice of termination. Further, upon termination and District's request, Contractor shall deliver to District all contract documents, information, works-in-progress and other property that are or would be deliverables had the contract been completed. District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.

#### RECORDS MAINTENANCE; ACCESS; OWNERSHIP OF WORK PRODUCT; LICENSE

- a. Records Maintenance; Access. Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles, and federal circulars (as applicable). In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that District and its duly authorized representatives shall have access to such fiscal records and to all other books, documents, electronic files, papers, plans and writings of Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. Contractor further acknowledges records generated as a result of this Contract may be subject to disclosure pursuant to the Oregon Public Records Act.
- b. Ownership of Work Product; License. All work products of the Contractor that result from this contract ("the work products") are the exclusive property of the District. In addition, if any of the work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so, all such work products, including but not limited to any information, designs, plans or works provided or delivered to the District or produced by the Contractor under this contract.

#### COMPLIANCE WITH APPLICABLE LAW

Contractor shall comply with all federal, state and local laws and ordinances as applicable to the work under this contract. Failure to comply with such requirements shall constitute a breach of Contract and shall be grounds for Contract termination. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following as applicable: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Section 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) The Health Insurance Portability and Accountability Act of 1996; (iv) The Americans with Disabilities Act of 1990, as amended; (v) ORS Chapter 659A; as amended (vi) All regulations and administrative rules established pursuant to the foregoing laws; and (vii) All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

#### GOVERNING LAW; JURISDICTION; VENUE

This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the District (and/or any other entity or department of the State of Oregon) and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon.

Contractor, by the signature herein of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts. In no event shall this section be construed as a waiver by District of any form of defense or immunity, based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction.

#### INSURANCE

Contractor shall at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance coverage with a combined single limit, or the equivalent, of not less than \$1,000,000/\$2,000,000 Aggregate for Bodily Injury and Property Damage.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

Notice of cancellation or change. There shall be no cancellation, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the District.

#### FORCE MAJEURE

Neither District nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, District's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

#### SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

#### WAIVER

The failure of District to enforce any provision of this contract shall not constitute a waiver by District of that or any other provision.

#### EXECUTION AND COUNTERPARTS

This contract may be exercised in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

#### NOTICE

Notices required by this contract must be given in writing by personal delivery or mail, at the following addresses, unless some other means or method of notice is required by law.

Jackson County Library District  
205 S Central Ave  
Medford, OR 97501

Frank Phillips  
\_\_\_\_\_  
\_\_\_\_\_

Each party will notify the other of any change of address.

#### MERGER CLAUSE

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

#### CERTIFICATIONS/REPRESENTATIONS:

Contractor, under penalty of perjury, certifies that (a) the number shown on this form is its correct taxpayer ID and (b) Contractor is not subject to backup withholding because (i) it is exempt from backup withholding or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Contractor further represents and warrants to District that (a) it has the power and authority to enter into and perform the work, (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with professional standards, and (d) Contractor is qualified, professionally competent and duly licensed to perform the work. Contractor also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the contract documents, and has checked four or more of the following criteria:

- (1) I carry out the labor or services at a location separate from my residence or in a specific portion of my residence, set aside as the location of the business.
- (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- (3) Telephone listing is used for the business separate from the personal residence listing.
- (4) Labor or services are performed only pursuant to written contracts.
- (5) Labor or services are performed for two or more different persons within a period of one year.
- (6) I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

---

Contractor

(Date)

**IN WITNESS WHEREOF, THE PARTIES OR THEIR DULY AUTHORIZED REPRESENTATIVES HAVE SIGNED THIS CONTRACT:**

\_\_\_\_\_  
Contractor (Date)

Title: \_\_\_\_\_

\_\_\_\_\_  
Jackson County Library District (Date)

Title: \_\_\_\_\_

DRAFT

## Exhibit A

### SCOPE OF WORK

- Assume roles as interim director of the Jackson County Library District until a permanent Library Director is hired by the Library District Board.
- Oversee the day-to-day operations of Jackson County Library Services, which shall include but is not limited to:
  - Executing contracts for services and procurement items on an as-needed basis;
  - Leading a cohesive, innovative, and accountable team who have a wide range of skills, knowledge, abilities, and responsibilities
  - Supervising personnel directly or through subordinates;
    - Assign, supervise, and evaluate the work of subordinates, including supervisory personnel; and
    - Handle grievances and administer disciplinary action, as needed.
  - Assist the finance department in reviewing monthly financial statements;
  - Assist in the preparation of the 2026-2027 fiscal year budget;
  - Monitor and approve deposits and expenditures in accordance with the District's approved budget;
  - Oversee the administration of grants, gifts, and state and federal funding; and
  - Foster an environment where diverse views are welcomed and respected while facilitating productive and timely discussions that generate effective results.
- Report to the Jackson County Library District Board on a bi-weekly basis for the first two months of service under this Contract.
- Attend Jackson County Library District Board regular meetings, special meetings, and work sessions.
- Attend and serve on internal or Board committees, as requested.
- Jackson County Library District has 16 branches with varying hours and days of operation. While the Contractor shall be responsible for setting their own hours and locations, it is expected that the Contractor will be onsite at one of the Library District Branch Libraries, or otherwise available remotely, at least 40 hours per week for the duration of the contract, and that the Contractor's primary location will be the Medford Branch where the District's administrative offices are housed.
- The Contractor shall not be responsible for assuming librarianship-related duties that would otherwise be fulfilled by a permanent Library Director.



Date: March 18, 2026

**Title:** Resolution 2026-07 – Financial Authority

**From:** Jacquelyn Bunick, District Counsel

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**Recommendation:**

District legal counsel recommends the vote to enter into Resolution 2026-07 to provide Frank Philips with the authority to enter into purchases or contracts on behalf of the District in an amount not to exceed \$25,000.00.

**Budget Impacts:**

None. The authority granted per the resolution would not necessitate any spending but would simply provide signing authority consistent with that of the Executive Director position.

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

Describe the policies, plans, goals, and other strategic initiatives that pertain to the action item, if any.

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

Prevents the need for obtaining Board approval of all expenditures.

**Background and Additional Information:**

N/A

**RESOLUTION 2026-07 - A RESOLUTION AUTHORIZING INTERIM DIRECTOR  
FINANCIAL AUTHORITY**

The Board of the Jackson County Library District, a transportation district organized and existing under the laws of the State of Oregon (“JCLD”) do hereby consent to, adopt, ratify and approve in writing the following actions:

**RECITALS**

**WHEREAS**, JCLD has awarded a contract to Frank Phillips to serve as the District’s interim director effective March 19, 2026.

**WHEREAS**, the efficient functioning of JCLD requires the interim director have the authority to enter into purchases or contracts on the District’s behalf.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. While serving as the interim director of the Jackson County Library District, Frank Phillips shall have the authority to enter into purchases or contracts up to \$25,000.00 on behalf of the District without the need for further authorization from the Board of Directors.

This Resolution is adopted by majority vote of the Board of Directors via public meeting dated this 18<sup>th</sup> day of March, 2026.

JCLD BOARD OF DIRECTORS

\_\_\_\_\_  
By: Susan Kiefer, President

**Board Vote:**

Susan Kiefer \_\_\_\_\_  
Kevin Keating \_\_\_\_\_  
Marrisa Shepherd \_\_\_\_\_  
Marta Tarantsey \_\_\_\_\_  
Patty Jensen \_\_\_\_\_



# 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



At the Butte Falls Library, staff worked with the Collection Development and Facilities departments to improve the flow and visibility of materials in the space. By removing some magazine shelving and relocating collections, the team created a more intuitive layout that brings all videos into one centralized browsing area, making the junior video section easier for patrons to find.

Facilities also helped remove excess shelving, allowing new materials to be more centrally located and creating additional space for face-out displays. At the same time, the YA (Young Adult) and LP (Large Print) collections were thoroughly weeded, making room for updated titles and keeping both sections current.

Following formal testing by staff at various levels across the organization, JCLS added Consumer Reports Online to its database offerings at the end of February. In early March, a campaign began to train staff and raise awareness among patrons, launched with a feature on the JCLS homepage and a dedicated detail page. Consumer Reports is a trusted source with strong name recognition in the community, and JCLS is proud to provide easy access to its reviews and articles free with a library card.

## Strategy 2: Diversify and Increase Programming and Events



Young patrons in White City participated in a bilingual program hosted by The Children’s Museum of Southern Oregon focused on learning about octopuses. After reading the Rogue Reads children’s book *The Octopus Escapes*, participants created their own octopus to display in the library while learning more about this fascinating sea creature. 🐙📖



At the Eagle Point Library, two community members have partnered with the library to share their love of crafting with the Eagle Point community. This sister duo volunteers their time to provide scrapbooking supplies and guide patrons in creating greeting cards. In February, participants ranging in age from about 2 to 80 came together to enjoy the program, making it a welcoming and creative experience for multiple generations.



The Shady Cove Library is gearing up for its annual seed giveaway. Volunteers gathered thousands of seeds and carefully sorted them into labeled packets, donating their time and expertise to help ensure the library can continue supporting neighbors in the community as they grow their gardens.

At the Shady Cove Library, community members gathered for a presentation about Egypt that explored many of the fascinating and mysterious aspects of this ancient civilization. The program was well received, with attendees enjoying both the engaging presentation by the Nielsens and Dorothy’s homemade treats. One attendee later shared in an email to the branch manager, “Last night’s presentation by the Nielsens on Egypt was superb. Not only was the lecture great, Dorothy’s homemade treats were loved by all! Everyone had a great time! Thanks to both of you, our wonderful library brings our community together for knowledge and a good time!”

At the Ashland Library, Teen staff, especially Teen Specialist Miki Hocker, created engaging passive activities and displays in the Teen Area. Highlights included a DIY felt-board Tetris activity and curated displays for Lunar New Year and Black History Month featuring relevant YA novels from the collection.



The Ashland children's team celebrated Lunar New Year with a hands-on zootrope project, giving children the supplies to create their own. Later in the month, two teachers from the Siskiyou School presented a Lunar New Year puppet show for young patrons.

In Phoenix, author and photographer Christopher Briscoe gave a talk on his new book, *The Women of Ukraine*. Briscoe has spent significant time in Ukraine since the war with Russia began, focusing on documenting the lives of ordinary people in war zones. Through powerful images and firsthand accounts, he brought the realities of life in Ukraine vividly to attendees.

In Medford, patrons gathered in the Adams Room for the Oh the PossibiliTEAS! class to learn about the benefits of herbal teas and how to blend loose-leaf teas. In a first for the program, the instructor taught the interactive class live over Zoom while staff hosted onsite, brewing three pre-blended teas for participants to taste. Attendees were actively engaged throughout, asking questions and taking notes.

This month, the Medford Adult Services team hosted a viewing of *The Wonderland*. The session was especially memorable when a young patron attended with their parent, who said they returned after seeing the program sign earlier because their child wanted to attend. Staff typically screen adult anime films (which was explained to the parent), but this coming of age fantasy worked well for the occasion. The young patron shared how much they enjoyed the movie and even helped clean up the room afterward. Pocky was also served for the first time and was a big hit with attendees.

Central Point Library has long offered Checkmates! Chess Club for Kids, 7+ in the large study room. Recently, Library Specialist Noel O'Brien noticed attendance increasing. This month, twenty kids attended to practice and learn from each other. Due to the growing interest, the program will move to the community meeting room after outgrowing its current space.

Technology Education Specialists Nicole Vukceвич, Tom Boyles, and Ryan Murphy led a tech learning session for foster grandparents at Pacific Retirement Services in Medford. They demonstrated how to use Libby and hoopla for participants. Several attendees scheduled one on one follow ups, and new library cards were issued.

Outreach Business Librarian Roslyn Donald presented "Sailing the Small Business Seas: Making a Plan" at the monthly Women Entrepreneurs of Southern Oregon meeting, where attendees learned why business plans are important and how the library can support entrepreneurs in developing successful plans. The presentation was well received, with one WESO member later writing, "I loooooooved your presentation last week could you please send me the doc we practiced with?"

### **Strategy 3 – Enliven and improve facilities**



In Prospect this winter, the bulletin board above the children's picture books and movies took on an ocean theme. It began with only kelp and an open sea, inviting kids to color or draw their own sea creatures to add to the scene. Participation started slowly, but once a few creatures appeared, more and more children joined in. The bulletin board has since grown into a lively ocean display, and many of the books about the ocean featured nearby have circulated.



Jacksonville also saw a noticeable improvement to its space with the installation of new carpeting throughout the branch. The meeting room carpet features a design that enhances the room's old-fashioned character while giving the space a fresh, clean look. Jacksonville was the second branch scheduled for carpet replacement this fiscal year, and the project was successfully completed in February 2026.

### **Strategy 4 – Ensure that user technologies remain current and accessible**

Technology Education staff also expanded their ability to support patrons by acquiring a new Apple laptop. Because older department devices used Intel chips, staff had previously been unable to replicate the experience of patrons using newer Apple devices with Apple's M-series processors. The new laptop now allows staff to better troubleshoot and demonstrate features, and with Tech Ed statistics showing increased patron use of Apple devices, the upgrade has already proven to be a significant benefit.

## **Strategic Plan Goal 2: Extend Access to the Library**

### **Expand and diversify marketing and promotion**

At the Central Point Library, staff helped a regular patron who had recently lost his job and was struggling to create a new resume. Frustrated after trying to copy older resumes into new documents, he was nearly ready to give up when branch staff pointed him to the website and Peterson's, the database of the month, which includes a resume builder. After setting up an account, he created a new resume in about 20 minutes and was excited that it saved automatically. He was even able to create two versions, one highlighting his metalwork experience and another focused on retail, allowing him to tailor applications to different jobs. Staff also connected him with the Job/Resume Workshop at the Medford Library the following week, where he received additional one-on-one support.

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

Collection Development Manager Laurin Arnold was also invited to speak on a panel for the Friends of Hannon Library Lecture Series titled How Libraries and Bookstores Pick Books: What Writers Need to Know. The panel included speakers from Hannon Library and Bloomsbury Books and provided local authors with insight into how JCLS selects titles for the collection. Arnold shared practical guidance for writers interested in having their work considered for library collections, offering a valuable behind-the-scenes look at the selection process.

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

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

In Eagle Point, Library Specialist Jenna Steigleder-VonArx visited Lakeland Senior Living to speak at a resident meeting about library services. During the presentation, she introduced programs and resources that may be especially useful for seniors, including At Home Services, Technology Education, and upcoming events. The outreach was well received and will now be scheduled quarterly. The Eagle Point Library also regularly provides event guides to Lakeland’s Life Enrichment Coordinator to help keep residents informed about library programs.

Meanwhile in Prospect, the library continues to welcome four classes each week from the elementary school next door, serving students in grades two through five. To help settle the group, the Branch Manager begins each visit by reading aloud before students browse for books and search for the two hidden sasquatches in the library. Second graders enjoy seasonally themed picture books with higher word counts, including a choose-your-own-adventure winter race story and a Chinese folktale for Lunar New Year. Students in grades three through five listen to a chapter each week from a junior novel, and by the end of this month they will finish their second chapter book of the year, with plans to begin one more before the school year ends.



Each year, the third-grade class at the Ashland Siskiyou School completes a shelter project block in which students design and build handmade shelters inspired by research into different countries or historical time periods. Because these projects represent a significant investment of time and creativity, the Ashland Children’s Department is proud to display the shelters in the library so the community can enjoy the students’ work.

During tax season, JCLS libraries also continue their annual effort to provide income tax materials and partner with local AARP Tax Prep services to ensure patrons can easily access the information packets required to participate. In Ashland, Adult Services staff distributed approximately 200 AARP packets and created a display of tax materials so patrons could pick up forms and information as needed.



Community partnerships also remain a key part of the Big Ideas series, which continues to strengthen connections not only with the AAUW group but with local organizations that present at the events. In February, two representatives from the Ashland Climate Collaborative spoke about how their nonprofit creates opportunities for neighbors to work together on changes that support the environment.



In Jacksonville, staff partnered with the Southern Oregon Chinese Cultural Association to participate in the town's annual Lunar New Year Celebration. Traditional Filipino, Korean, Hmong, Japanese, and Chinese gowns were displayed throughout the branch, while the foyer featured artifacts from various Asian countries. The meeting room stayed full throughout the day with presentations on topics including Chinese Pioneers of the West, Thai Lunar celebrations, and the early Chinese community in Jacksonville.

Meanwhile, Adult Services Librarian Kayla Samnath and Community Librarian Evelyn Lorence continued their partnership with the Juvenile Detention Center's Bridges to Barriers program by leading a lesson on artificial intelligence. The discussion explored questions such as what AI is, what it can do, and the potential benefits and challenges of the technology. Participants shared real-world examples and expressed strong interest in the future of AI, and staff concluded the session by encouraging them to continue their research using the Gale: Opposing Viewpoints database.

Community Resource Specialists Nick Stanley and Maddy Tuttle worked closely with the SaveLives Team to advocate for the library and its patrons. As a result, the SaveLives grant was expanded from \$5,000 every six months to \$12,000 per cycle, increasing support for Narcan, wound care supplies, menstruation products, and hygiene items that help address urgent community health needs.

Outreach also remained a strong focus this month as Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva connected with students and families across the region. Through lunchtime pop-ups at Phoenix and Eagle Point High Schools and Literacy Nights at Oakdale Middle School, Orchard Hill Elementary, Applegate School, and Kids Unlimited Academy, they helped register new library cards, promoted the UBOB challenge, and shared library resources. Outreach in Applegate was especially meaningful, as the team was able to waive Non-Resident card fees for Josephine County families with enrolled students through support from the Bixler Fund.

February also marked one of the most visible moments of the year for JCLS community engagement as the district concluded its annual Rogue Reads program, running from December through February and amplified by extensive media coverage. The countywide initiative encourages connection through shared reading with curated selections for all ages, engagement challenges, branch programming, and special events that bring the community together around books. Through Rogue Reads, the district delivered high-impact programming, strengthened its public visibility, and reinforced its role as a connector of community through reading, conversation, and shared cultural experiences.

The Rogue Reads season culminated with a featured author event on February 20 at the Craterian Theater in Medford, where Shelby Van Pelt, author of Remarkably Bright Creatures, spoke to a full audience. The evening included a talk, brief Q&A, and book signing and was sponsored in part by the Jackson County Library Foundation and Donna and Matt Epstein. Public interest was strong enough that registration filled early and required a waitlist, demonstrating the community's enthusiasm for author events and shared reading experiences.

The event also reinforced countywide participation in Rogue Reads, as Remarkably Bright Creatures encouraged discussion and increased circulation of related titles throughout the system. Coverage from the Rogue Valley Times and other regional outlets highlighted Rogue Reads as a major literacy initiative, emphasizing its aquatic theme, multi-age reading selections, and the community engagement goals led by Community Engagement Manager Josh Letsinger



Multiple outlets covered Shelby Van Pelt's visit, increasing visibility for the library district:

- [Rogue Valley Times](#) published a feature previewing the Feb 20 author talk and discussing the book's community appeal.
- [KOBITV NBC5](#) covered the event afterward, noting the full theater, the positive audience reception, and the cultural relevance of Remarkably Bright Creatures, including news of its upcoming Netflix adaptation.
- The JCLS website featured multiple announcements and resources tied to Rogue Reads throughout the month, including event listings, reading guides, and promotional materials.
- The official Shelby Van Pelt event was additionally highlighted on the author's national speaking calendar, lending added credibility and reach.

Rogue Reads continues to grow as a flagship initiative for JCLS, with activities designed to "connect the community through a common book or books," as noted in media interviews. This message reinforces the library's identity as a hub for community connection and literacy, positioning JCLS as a leader in bringing people together through shared reading and conversation

This year's Rogue Reads program demonstrated the strength of staff collaboration in delivering a high-quality community event. The coordination, creativity, and dedication shown at every stage were evident in the final outcome, which was made possible entirely by the talent and hard work of JCLS staff.

#### Social Media

##### **Facebook and Instagram**

- Total Audience: 7,526

Instagram: 2,496

Facebook: 5,031

- Total Impressions: 12,729

Instagram: 4,711

Facebook:

- Total engagements: 736

Instagram engagement rate: 4.73%

#### YouTube

For the past 28 days (as of 3/2/2026) JCLS

Beyond saw:

1,327 views

12,979 impressions

3.1% impressions click-through rate

95.4 hours of watch time

5 new subscribers

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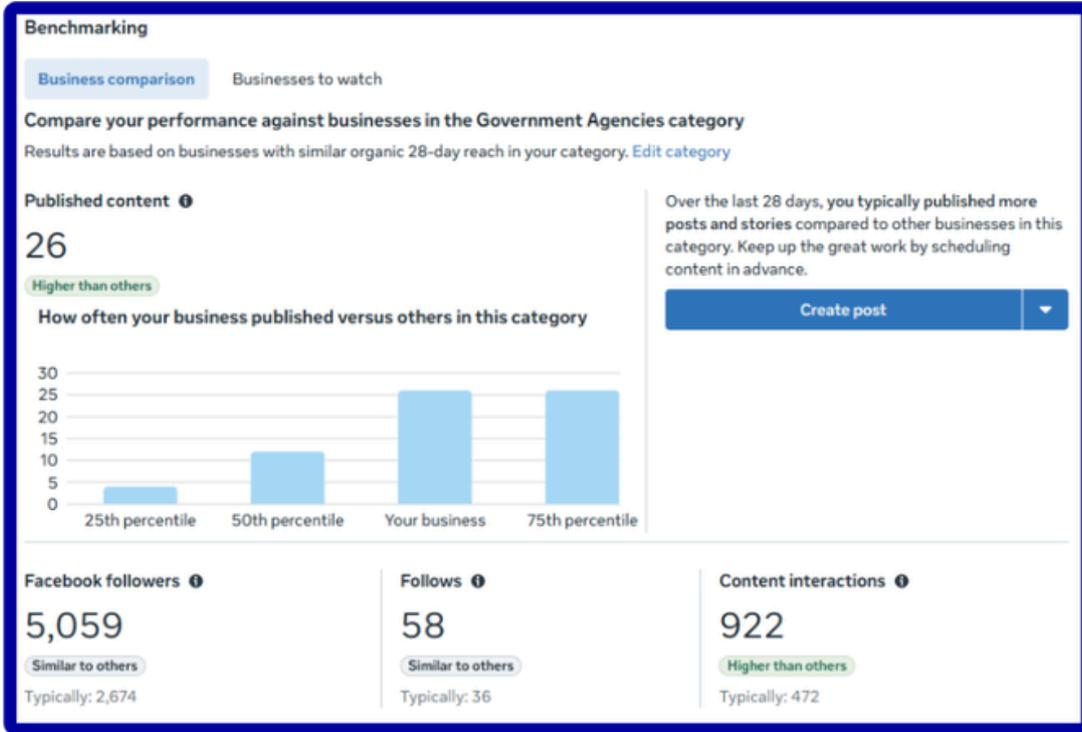
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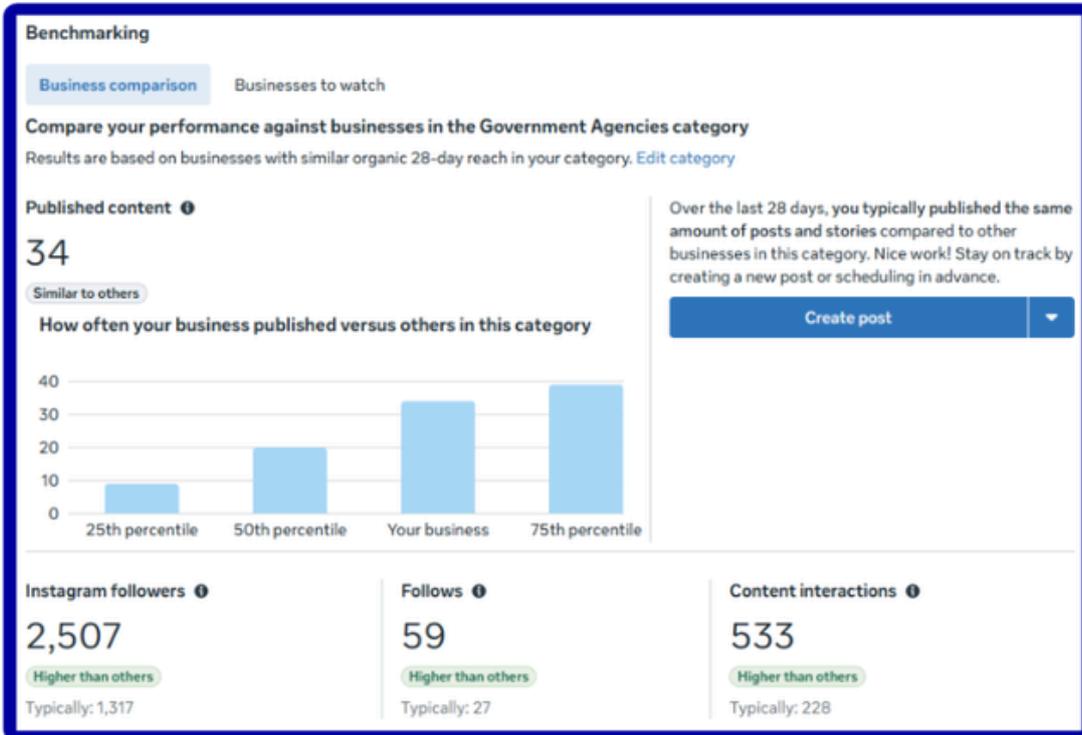
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# Benchmarking

Facebook:



# Instagram:



**STRATEGY 2 – Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents**

In Eagle Point, February's Jr. Librarian was Madison L., age 5, who shared her love of Barbie books with the community. Madison came dressed up for the occasion, proudly putting her best foot forward while representing the library.

### **Strategy 3 – Advance ongoing work to foster a welcoming and inclusive environment in facilities, services, and resources for all segments of the community, notably the Latinx population, unhoused individuals and families, tribal members, and homeschool groups**

In June 2025, Ruch staff set a goal to enhance face-to-face patron engagement by providing consistent, welcoming communication and promoting library resources and services. One focus was increasing awareness of the branch's meeting rooms, which had been underutilized because many patrons mistakenly believed they could only be used during open hours or required payment. Through intentional promotion, staff helped highlight the meeting rooms as a valuable community resource.

The impact has been clear. From June through February, attendance at patron-organized events in the meeting rooms increased by 24% compared to the previous year. In February alone, 295 people used the space for activities including a first aid course, a presentation about beetles by an internationally renowned scientist, a book club, and a homeschool meet-up. A wide range of organizations hosted events, including Alcoholics Anonymous, Little Apple Players, the McKee Bridge Historical Society, Save Applegate Forest for Everyone, the Applegate Siskiyou Alliance, and the Jackson County Democrats. It has been exciting to see so many community members discovering and making use of this "hidden gem."

Community Resource Specialist Zoe Qualls also provided critical support to a newly arrived Oregon resident by assisting with an application for Flex Funds through Jackson Care Connect and offering a comprehensive orientation on Oregon Health Plan benefits. This support helped the patron better understand available resources and improved access to essential health and social services.

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

### **STRATEGY 1 – Foster additional internal communication and engagement across all branches**

The Marketing team continued expanding its monthly internal newsletter to keep staff informed about new projects and processes. This month's edition highlighted the addition of print-ready flyers on the intranet, giving branches easy access to ready-to-use promotional materials. New branded templates were also added to Canva, empowering staff across the system to create their own materials while maintaining a consistent JCLS brand. In addition, general marketing supplies, including bookmarks and stickers, are now available to order through the internal supply site, making it easier for staff to access outreach materials alongside everyday office items.

In early February, JCLS held its first Annual Supervisors Retreat at the Medford Branch, bringing together supervisors and managers from across the system for a full day of training, connection, and support. Planned by the Administration and HR teams, the retreat included sessions on the role of middle managers, cascading communication, and training on the newly adopted 2026 JCLS Employee Handbook. The day began with a welcome and presentations over donuts, followed by lunch provided by the JCLS Foundation and catered by Rogue Salad Company. Afternoon sessions focused on communication skills and supporting staff mental health, with interactive activities designed to strengthen connections among supervisors. Feedback from attendees was overwhelmingly positive, and participants expressed enthusiasm for continuing the retreat in 2027.



Supervisors playing the game, Space Team, to learn communication skills.

#### **Strategy 4 – Strengthen support and engagement with the Friends groups and the Library Foundation**



Central Point Branch staff partnered with the Central Point Friends of the Library to create a new space for the ongoing book sale near the front entrance of the library. The move quickly proved successful, with patrons commenting on how accessible and visible the shelves were within hours of the change. The transition went smoothly thanks to strong communication and collaboration between staff and the Friends

group, supporting an important source of funding for Central Point programs.



## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Committee members Marissa Shepherd, Marta Tarantsey, Kelda Vath, Josh Letsinger, Joan Vigil.

### **REVIEW OF PREVIOUS MINUTES**

### **REPORTS**

#### **Community Listening Sessions- Recap and Overview**

The committee met to review new information collected for the Strategic Planning Process and discuss the next steps for developing a strategic roadmap ahead of the upcoming joint board meeting.

- The sessions were considered successful, with about 80 total participants across the sessions.
- The Committee discussed whether the sessions were robust enough and whether there were sufficient opportunities to get the word out to the community.
- Overall, there was a decent job done, reaching people; participation could always be higher.
- The listening sessions are one of three main information sources being used for the strategic planning process: Community Listening sessions, survey data, and environmental scan.
- Feedback from the sessions helped highlight how different communities use and value their local library branches.

### **NEW BUSINESS**

#### **Stakeholder Surveys**

- The Survey was sent directly to about 10 stakeholders
- It was also shared with the Latin Interagency Networking Committee, expanding the potential audience to roughly 150 people.
- Committee members acknowledge that the response rate was not very high, but it was not unexpected given survey required thoughtful, strategic responses rather than quick reactions.
- Despite modest responses, the survey still provided useful insights and meaningful outreach.

#### **Staff Survey**

- The staff survey was sent to 193 staff members with 63 responses received so far. The survey remains open until Sunday, with hopes of reaching around 50% participation.
- Overall, the responses are expected to provide helpful insight into staff perspectives and will be included in the data used to inform the strategic planning process.

#### **Environmental Scan update on progress discussion**

- Committee reviewed the draft environmental scan as part of strategic planning data.
- Provided context on demographics and economic conditions across Jackson County.
- Discussion highlighted the wide range in household incomes with the service area.

- Recognized as helpful background data to guide strategic priorities.

**Discussion:**

The committee discussed whether enough information has been gathered to move forward in the strategic planning process. Overall sentiment was that there is likely sufficient data from surveys, listening sessions and environmental scan to begin developing next steps. Committee members noted that additional insights could still be added later if gaps appear during drafting.

The committee discussed whether to suggest a shorter 1-2 year road map or a traditional 5 year strategic plan. Many members agreed with a 1-2 year roadmap due to the upcoming hire for a new library director, allowing flexibility for their input. A shorter roadmap would focus on foundational priorities and immediate needs.

The committee assigned members tasks to complete before next meeting and consist of the following: find relevant roadmap models from other organizations, compile survey data, finalize Environmental Scan, finalize Facilities Master Plan slides, create executive summary of community listening session data, create summary of current strategic plan outcomes, seek additional information as identified.

**NEXT MEETING DATE:**

March 11, 2026 at 4:00 p.m.

**ADJOURNMENT**