



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA**
Board 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>
April 15, 2026, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

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- 4. March 18, 2026 JCLD Regular Board Meeting Minutes7

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)

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- 7. Adult Literacy- Joan Vigil

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COMMITTEE AND BOARD MEMBER REPORTS (Inform)

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ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- April 22-24, 2026, Portland, OR OLA Conference
- May 6, 2026, 3:30pm Budget Committee Meeting
- May 13, 2026, 3:30pm Budget Committee Meeting, if needed
- May 20, 2026, 4:00pm Regular Board Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Yoli Diaz 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 Erinn Agne at 541-774-6408. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



JACKSON COUNTY LIBRARY SERVICES

205 S. Central Ave.
Medford, OR 97501

National Library Week 2026 Proclamation

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and grow.

WHEREAS, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **“Drawn to the Library”**;

NOW, THEREFORE, be it resolved that I, Susan Kiefer, Jackson County Library District Board Chair, proclaim April 19-25, 2026, as **National Library Week**. During this week, we encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

Susan Kiefer, JCLD Board President

Date



MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Kevin Keating (Vice President), Patty Jensen, Marta Tarantsey (Absent), Marissa Shepherd (joined at 4:16 p.m.).

Additional attendees: Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager), Daniel Madrigal (Senior Accountant), and Yoli Diaz (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Susan Kiefer called the meeting to order at 3:40 p.m. Roll call was taken. The Land Acknowledgement was read.

Agenda amendment to discuss Friday Interim Interviews.

DISCUSSION ITEMS (Inform/Discuss)

Review 6-month Financial FY 25-26 and Budget Calendar FY 26-27

Finance Manager Heather Scott presented the six-month financial review for FY 2025–26 and explained the upcoming budget process and calendar for FY 2026–27. The report combines all funds, including grants and capital improvement funds, to give a high-level view of how the district is performing compared to the budget.

Property tax collections are currently about 93% of the budget, which is consistent with the normal annual rate of 93–94%. Prior-year tax collections are slightly higher than at the same time last year. Because most revenue comes in a large installment early in the year, the current figures appear stronger earlier in the fiscal year. Personnel spending is 48% while the year is 50% complete, which Scott said indicates the district is on track.

Scott noted unemployment expenses were higher than budgeted due to unexpected claims. The district is self-insured for unemployment, meaning it pays actual costs rather than insurance premiums to the state. Because of the recent expenses, Scott said the district will likely budget more for unemployment next year. Director Kiefer asked whether the district had studied whether self-insuring is more cost-effective, and Scott said it has not been formally studied but historically low turnover has made self-insurance beneficial.

Scott also explained higher building repair and maintenance costs. Two major items, an elevator repair and drinking fountains purchased the previous year were invoiced in the current fiscal year, requiring them to be recorded this year. A 25% telecom rate increase from Hunter Communications also affected expenses after the budget had already been approved.

Director Jensen asked about the fiduciary responsibility of the Budget Committee. Scott explained that the committee's role is to ensure the budget is reasonable and fiscally responsible before approving it to go to the board for adoption. Scott added that the district is currently at the maximum levy rate of \$0.60 per \$1,000 of assessed value, which was increased last year. If expenses were significantly lower in the future, the levy rate could potentially be reduced. Regarding the April 1 Budget Committee Work Session, Scott said the meeting will review the committee's roles and duties, the budget process, and the timeline. It will also serve as the first formally noticed public meeting where community members can attend and ask questions about the budget process and Oregon

budget law.

Interim Director

Director Kiefer informed the board that interviews for interim director candidates will take place on Friday prior to beginning the full director search. She noted that Brynn Fogerty, HR Manager, prepared question sheets and a scoring rubric for board members to use during the interviews. Copies were made available for pickup, and the materials were also emailed to board members. Interviews will include 45 minutes with each candidate and 15-minute breaks between candidates. At the previous meeting, the board discussed selecting two finalists for in-person interviews. The Board also discussed the possibility of meeting on a Saturday. The purpose of that meeting would be to narrow candidates to the top two. Fogerty suggested that because the interim director would be hired as an independent contractor, holding in-person finalist interviews is optional. Director Jensen asked if the meeting would be an executive session; Director Kiefer noted that if the board is only discussing candidates and not making a final decision, the meeting cannot be held in an executive session and must be a public meeting.

Due to staff availability for a Saturday meeting, the board tentatively scheduled a Special Meeting on Monday at 11:00 a.m., with a Zoom option, to discuss the candidates.

ADJOURN

President Kiefer adjourned the meeting at 4:40 p.m.

/s/ Yoli Diaz

Recording Secretary



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
JCLD SPECIAL BOARD MEETING
INTERIM DIRECTOR CANDIDATE INTERVIEWS
Zoom Interviews
Board Meeting Room
205 S Central Ave, Medford, OR
March 6, 2026, 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Brynn Fogerty (HR Manager)

CALL TO ORDER/ROLL CALL

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

INTERIM CADIDATE INTERVIEWS

The Board interviewed three candidates for the Interim Director position: Josh Letsinger, Frank Phillips, and Robert Field. Director Kiefer opened each interview and asked candidates about their background and qualifications. Board members then asked a standardized set of questions, ensuring each candidate addressed the same topics, including leadership, personnel management, union negotiations, and community service. The board identified key priorities for the interim director such as improving staff cohesion, managing the budget, and developing a 12–18 month strategic roadmap for the organization. Each candidate brought different professional backgrounds and approaches to the role. Following the interviews, Director Kiefer recommended that board members use the interview scoring sheets to evaluate each candidate. Brynn Fogerty, HR Manager, offered to compile the board members' scores into a spreadsheet by question. Director Tarantsey encouraged board members to complete their evaluations promptly while the interviews were still fresh in their minds.

The board will review the evaluation sheets and decide on top interim candidates at the Special Board Meeting scheduled for Monday at 11:00 a.m.

ADJOURN

President Kifer adjourned the meeting at 6:52 p.m.

/s/ Yoli Diaz, Recording Secretary



MINUTES

ATTENDEES

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

Additional attendees: Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager), Ginny Auer (Foundation Executive Director), Yoli Diaz (note taker).

President Kiefer called the meeting to order at 4:33p.m. Roll call was taken. The Land Acknowledgement was read.

Discuss Interim Candidates:

Director Tarantsey recommended evaluating the candidates Josh Letsinger, Robert Field, and Frank Phillips, based on rank order rather than total scores. The Board discussed staff feedback, with Director Shepherd expressing support for Letsinger or Phillips, while Director Keating raised concerns about fairness related to unsolicited support. The Board also considered the impact of potentially moving Josh Letsinger from his current role. Directors Keating and Jensen voiced concern about leaving his current position unfilled. Director Kiefer acknowledged Letsinger's familiarity with the organization and the confidence of his colleagues, clarifying that her concern was not about his ability to perform well, but about the importance of his current role within the library. Director Shepherd noted Letsinger's strong interview performance but questioned his experience with personnel issues.

Director Tarantsey emphasized that Letsinger's current position should not limit his opportunity to be considered for Interim Director and opposed factoring candidates' existing roles into the decision. Director Kiefer referenced an earlier discussion about interviewing the top two candidates. Directors Tarantsey, Jensen and Shepherd indicated they each had a preferred top two, some Board members proposed eliminating Robert Field focusing on Letsinger and Phillips. Director Shepherd shared that she was impressed with Letsinger's interview, noting that he provided specific, detailed answers, which she appreciated. Her primary concern was whether he would be able to handle HR investigations, which contributed to her interest in an external candidate such as Phillips, despite acknowledging his minimal library experience. Director Kiefer noted that, although Phillips lacks library experience, he would be supported by a competent and talented administrative team that currently manages the library's day-to-day operations. Directors Keating and Jensen stated that library experience was not a requirement for the interim position. Director Tarantsey stated that her top candidate is Josh Letsinger, emphasizing that the Board is hiring an interim director for the district, not for the Board itself. Directors Jensen, Kiefer, and Keating emphasized that, although the library system is currently well-managed by the executive team, the interim role should prioritize strong leadership, budgeting, and personnel management over library-specific experience. Director Keating suggested appointing Frank Phillips as Interim Director and proceeded to call for a motion.

Motion: Director Keating Move to direct the board council and the HR department to move forward with the hiring of Frank Phillips as the Director of Jackson County Library District, Director Jensen Seconded, the vote was unanimous, and the motion passed.

Roll Call Vote

Shepherd- Y

Tarantsey- Y
Jensen-Y
Keating-Y
Kiefer-Y

Salary:

The Board discussed the compensation for the proposed Interim Director position. Director Tarantsey proposed a starting salary of \$9,000 per month. Director Keating expressed support for a salary of \$10,000 per month, citing the candidate's experience and the scope of responsibilities. It was clarified that the position would be classified as an independent contractor role and would not include benefits. Director Tarantsey made a motion to set the monthly salary at \$9,000. The motion did not receive a second and therefore failed.

Motion: Director Keating moved to approve the \$10,000 monthly salary, and Director Jensen seconded, the motion passed.

Roll Call Vote

Keating- Y
Kiefer- N
Jensen-Y
Tarantsey-Y
Shepherd-Y

Next steps:

Director Kiefer outlined the next steps, including engaging Legal Counsel, Jacquelyn Bunick to assist in drafting a contract and initiating discussions with Mr. Phillips. HR Department Manager, Brynn Fogerty will support the onboarding process to prepare Mr. Phillips for engagement. Director Keating will contact Mr. Phillips to inform him that the Board has selected him for the Interim Director position. An as-soon-as-possible start date was discussed.

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), Keavin Keating (Vice President), Patty Jensen, Marissa Shepherd, Marta Tarantsey (joined at 4:19 p.m.).

Additional attendees: Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager) Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (Executive Assistant)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Director Kiefer introduced Frank Phillips as the new Interim Director for JCLD.

CONSENT AGENDA

MOTION: Director Keating moved to approve the consent agenda and move Mark Wolf up on the agenda; Director Jensen seconded, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

NEW BUSINESS

E-rate Hunter Communications Contract

Kelda Vath, Assistant Director of Support Services, presented the E-Rate Hunter Communications contract for internet services. The contract, reviewed by legal, is for three years with two optional one-year extensions, includes a major switch upgrade, and begins in July. Director Jensen noted the significant savings of \$117,607.04 (about a 90% discount). Vath clarified this reflects a 90% discount on Category 1 eligible items and an 85% discount on equipment and other Category 2 items, resulting in substantial overall savings.

MOTION: Director Keating moved to approve the E-rate Hunter Communication Contract, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Phoenix Pollinator Garden Contract

Kelda Vath, Assistant Director of Support Services, presented the Phoenix Pollinator Garden contract to proceed with Solid Ground Landscaping for implementation at the Phoenix branch. Director Keating asked about the process, referencing page 13 of the packet and a prior ITB in 2025, followed by a contract approval in January that was later rescinded. He asked if Solid Ground is a new proposer. Vath confirmed yes, explaining the previous bidder was deemed non-responsive based on several criteria, and it was in the District's best interest not to proceed with that contract.

MOTION: Director Jensen moved to approve the Phoenix Pollinator Garden Contract with Solid Ground Landscaping, Director Kiefer seconded, the vote was unanimous, and the motion passed.

Solar Spectrum

Kelda Vath, Assistant Director of Support Services, presented the Solar Spectrum contract with artist Peter Erskine of the 100 Libraries Project, who visited last January. Thirteen library branches will receive donated prism panel artworks that create rainbows using sunlight. Director Kiefer asked about cost; Vath said the artist is donating time, materials, and installation, worth an estimated value of \$150,000 for 13 pieces. The District's cost is limited to providing equipment necessary for installation (e.g., lift/ladder), estimated at \$10,000. Director Keating asked whether the artist would need to work through the Foundation for a tax write-off. Vath said this had not been discussed, noting the artist has worked with multiple Oregon libraries without that issue, and she will follow up with more information.

MOTION: Director Keating moved to approve the Solar Spectrum Contract, with artist Peter Erskine, Director Jensen seconded, the vote was unanimous, and the motion passed.

Resolution 2026-06 Emergency Procurement

Jacquelyn Bunick, Legal Counsel, presented the Board with Resolution 2026-06: Emergency Procurement. She explained that, in order to directly procure a service contract for an interim director under these circumstances, the most appropriate option is to rely on an Oregon statute that permits direct procurement in the event of an emergency. In this case, the emergency is defined as the termination of the library director and the immediate vacancy that followed. Rather than leaving the position vacant for an extended period while the Board conducts a full search for a permanent replacement, this resolution outlines the requirements and establishes the foundation for determining that an emergency need exists, thereby allowing for the direct appointment of the contract.

MOTION: Director Keating moved to approve the Resolution 2026-06 Emergency Procurement to enter into a contract for an interim director, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Roll call vote

Kiefer- Y

Keating- Y

Shepherd- Y

Tarantsey- Y

Jensen- Y

Interim Library Director Contract

Jacquelyn Bunick, Legal Counsel, presented the Board with a draft of the Interim Library Director contract for the hiring of an interim director as an independent contractor. She noted that three potential changes have come up since the draft was prepared. Bunick recommended that the Board consider a motion to approve the contract with a possible modification that had not yet been finalized, emphasizing that she does not believe the contract is ready for signature at this time. She explained that the first change appears on page 24 of the packet, within the insurance section. Specifically, subsection A regarding workers' compensation insurance would be omitted, as the independent contractor will not have employees, eliminating the need for that coverage and streamlining the provision.

The second change related to professional liability insurance. Mr. Phillips indicated that he can have this coverage in place within one week. As such, the contract would be revised to include language requiring that the insurance be secured within one week of the contract's effective date. Bunick stated that this is acceptable, as she does not anticipate any significant decision-making occurring during that initial period, and the insurance would not be effective until it is in place.

The third change involved a request to include indemnification language. Mr. Phillips asked that, in the event a claim or lawsuit arises from actions he takes on behalf of the district, the Library District would provide defense and indemnification. Bunick explained that some of these scenarios may already be covered under general or professional liability insurance, depending on the circumstances. While employees are typically covered by the district in this way, an independent contractor creates a potential gap. She advised that this issue should be resolved before entering into the contract. She has reached out to the district's insurance provider but has not yet received a response and does not expect one until possibly the end of the week.

Bunick recommended that, if the rest of the contract is acceptable, the Board consider a motion to approve entering into the contract pending counsel's approval of the indemnification language, assuming it is also acceptable to the contractor. Director Jensen asked about the start date. Bunick responded that the intention was for the contract to begin tomorrow; however, she advised waiting until clarification is received from SDAO and the insurance provider, at which point the effective date would be updated accordingly. The current draft lists March 18, and the agreement includes an eight-month term, with the option to extend or amend if additional time is needed. She also noted that the contract includes provisions for reimbursement of direct expenses, such as training or conferences the Board may wish the interim director to attend.

MOTION: Director Tarantsey moved to approve that the Board approve the contract, pending the indemnification clarification from our council with the start date to be adjusted accordingly upon clarification, Director Keating seconded, the vote was unanimous, and the motion passed.

Roll call vote

Kiefer- Y
Keating- Y
Shepherd- Y
Tarantsey- Y
Jensen- Y

Resolution 2026-07 Financial Authority

Jacquelyn Bunick, Legal Counsel, presented the Board with Resolution 2026-07: Financial Authority. She noted that, because the Board has not yet entered into a contract with the interim director, the resolution is premature. The intent of the resolution is to grant Frank Phillips the authority to enter into transactions up to \$25,000, similar to the authority previously held by the former library director, in order to avoid bringing routine contracts back to the Board for approval each time. Bunick explained that, in its current form the resolution does not work because it is written to take effect tomorrow and assumes that a contract with Mr. Phillips has already been executed, which is not the case. Her recommendation was to table the resolution until the next meeting. Director Kiefer asked whether the Board could amend the effective date to coincide with the date the contract is signed. Bunick responded that this would be possible; however, she noted that if, for some reason, the contract is not ultimately executed, the Board would then need to rescind the resolution.

Motion: Director moved to approve Resolution 2026-07 Financial Authority to provide Frank Phillips with the authority to enter purchases or contracts on behalf of the District , in the amount not to exceed \$25,000 effective on his hire date, Director Jesnsen seconded the vote was unanimous and the motion passed.

Roll call vote

Kiefer- Y
Keating- Y
Shepherd- Y
Tarantsey- Y
Jensen- Y

REPORTS

Mark Wolf (Labor Law Attorney, Eugene, OR) presented an overview of collective bargaining, including

terminology, guidelines, compliance, and the Public Employees Collective Bargaining Act (PECBA), which outlines obligations, timelines, and bargaining requirements. Director Shepherd requested a copy of the presentation. Director Kiefer asked about board participation on the negotiating team; Wolf said there is no prohibition but cautioned against a quorum and noted the time commitment. Kiefer also asked how teams are chosen; Wolf said typically HR, financial staff, and operations personnel. Director Keating asked about legal representation; Wolf said he would assist initially and help determine ongoing needs. Keating also asked about attending negotiations without being on the team; Wolf said it may be possible but should be addressed in ground rules. Director Jensen asked about timing; Wolf said the 150-day timeline has not started but is expected to begin soon.

Jackson County Library Foundation Report

JCLF Executive Director, Ginny Auer, provided an update to the Board. She shared details about a recent foundation event held on March 3 in support of Dolly Parton's Imagination Library, which included a luncheon at the Rogue Valley Country Club. The event was well attended, with over 200 participants. She thanked Director Jensen and Director Kiefer for attending and showing their support. Auer reported that the foundation has raised \$55,000 so far toward its \$62,000 goal, with donations still coming in. She explained that there are approximately 2,000 babies born in Jackson County each year and the goal is to have the resources necessary to enroll every Jackson County newborn in Dolly Parton's Imagination Library this year. The annual cost to support that effort is about \$62,000, which is why the fundraising goal is set at that amount. She also shared that the foundation is currently in the midst of its Library Giving Day campaign, with the official day taking place on April 1. A \$30,000 matching gift is available, meaning that all donations received between now and April 1 will be doubled, up to that amount. Auer noted that the Well Read Book Club continues to go well, with the next meeting scheduled for April 11. The selected book is *The Hitchhiker's Guide to the Galaxy*. She also shared that Quady North Winery will be donating 10% of its A4242A Syrah sales during the month of April to the foundation. Finally, she reported that now the Pollinator Garden project has been approved, and she will begin working with contractors and grant writers to pursue funding opportunities to support the project. Auer expressed excitement about moving forward with the Pollinator Garden.

Library Director's Report

Kelda Vath, Assistant Director of Support Services, shared updates on the many engaging activities and events taking place across all JCLS branches. She shared the library now offers access to ConsumerReports.org. She noted that staff response to the launch was extremely positive, with many sharing that patrons began using and recommending the resource almost immediately. Vath highlighted a few examples of community engagement. In Shady Cove, volunteers recently gathered to help organize seed packets in preparation for an upcoming seed giveaway, demonstrating strong community involvement. In Central Point, staff assisted a patron who needed help updating their resume. The patron was referred to the library's Peterson's Guide online resource, which includes a resume builder tool, and was able to quickly complete their resume. She concluded by sharing encouraging data related to community engagement, emphasizing the wide range of positive activities happening within the department.

COMMITTEE AND BOARD MEMBER REPORTS

Director Tarantsey shared that the Strategic Planning Committee met last week and agreed on an 18-month strategic roadmap duration, with its anticipated adoption in June for a July 1 start. The roadmap will guide operations through December 2027. The timeline allows ample opportunity for a new permanent director to contribute their vision and have it reflected in a future longer-term strategic plan. She thanked Josh Letsinger for his work, along with the administrative team, and acknowledged the valuable feedback gathered from community surveys, partner and stakeholder outreach, and input collected during the Facilities Master Planning process. Director Shepherd chimed in, noting that the committee aligned several key priorities: strengthening the library's foundation, improving communication, and continuing the strong work already underway. This includes maintaining and expanding connections with community partners such as La Clinica, and ensuring the library remains a visible and active presence in the community. She also recognized Josh for already leading meaningful efforts in this area.

ADJOURN

President Kiefer adjourned the meeting at 5:10 p.m.

/s/ Yoli Diaz

Recording Secretary

RESOLUTION: 2026-08

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2025-2026 BUDGET.

This matter comes before the Board of Directors of Jackson County Library District regarding a budget transfer in the fiscal year 2025-2026 adopted budget.

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

- A. The Jackson County Library District Board of Directors adopted the 2025-2026 budget and made appropriations for the 2025-2026 fiscal year; and
- B. Subsequent to the budget adoption, unexpected costs will be incurred related to the termination of the Library Director, estimated as follows
 - a. \$30,000 in Consultant Fees for Interim Director
- C. Budgeted contingency in the District’s general fund exists in amounts sufficient to cover the additional costs; and
- D. ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund contained in the original adopted budget.

BE IT RESOLVED:

- 1. **The Board of Directors of the Jackson County Library District authorizes the following budget transfers and revisions to the FY 2025-2026 adopted budget as follows:**

General Fund	Previous AMENDED BUDGET	TRANSFER	New AMENDED BUDGET
<u>Program:</u>			
Administrative Services	\$1,775,238	\$30,000	\$1,805,238
<u>Not Allocated to Organizational Unit or Program:</u>			
Contingency	\$280,000	(\$30,000)	\$250,000

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 15th day of April, 2026.

By: _____

Attest: _____

Susan Kiefer, Board President

Yoli Diaz, Recording Secretary

Board Vote:

- Susan Kiefer_____
- Patty Jensen_____
- Marta Tarantsey_____
- Marissa Barrientos Shepherd_____
- Kevin Keating_____



Date: April 15, 2026

Title: FY 27 COLA Recommendation

From: Brynn Fogerty, HR Manager, and Frank Phillips, Interim Library Director

Summary:

As part of the annual budget process, the HR Manager conducts a study to determine Cost of Living Adjustments (COLA). A COLA is an increase in wages to counteract inflation. Based on the Board-approved COLA methodology, the HR Manager recommends a 2.5% COLA for FY27.

Recommendation:

The HR Manager recommends the Board adopt a COLA of 2.5% FY27.

Resource Requirements:

A 2.5% COLA will be incorporated into the salary schedule and budget for FY27. The estimated total cost of the increase is \$375,000.

Policies, Plans, and Goals Supported:

Fair and competitive compensation is a pillar of Goal 4 in JCLS' Strategic Plan: Nurture the Library's infrastructure.

Background and Additional Information

Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees and maintain a competitive compensation package. The study has concluded and used the COLA methodology presented to the Board in March 2023, which is as follows:

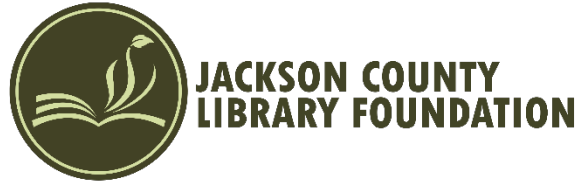
A cost-of-living adjustment, or COLA, is an increase in wages to counteract inflation. Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees, and keep a competitive compensation package.

In an effort to achieve a fair and comparable COLA, JCLS has adopted the following methodology: Library systems which are similar in size, structure and serve communities with comparable demographics and cost of living, are surveyed on a yearly basis. Amongst these systems, are other Special Districts within the State of Oregon, and local government organizations. These organizations have been identified as "comparables" for the Jackson County Library District.

Each year, in the early spring, the list of comparables are surveyed. They are asked about benefits, compensation and the COLA that is planned for their staff. In addition to the comparables, the Social Security Administration publishes a Consumer Price Index, or CPI, each January, which is added to the data. The survey results are captured and an average is taken. The average COLA is recommended to the JCLS Budget Committee during the budgeting process, for adoption.

Based on this methodology, the HR Manager conducted an analysis, a summary of which is provided here.

2027 COLA Comparisons			
Local Governments		SSA CPI	2.80%
City	2.00%		
City	3.60%	Libraries	
City	2.00%	Library	3.00%
District	2.40%	Library	3.00%
Education	3.50%	Library	2.30%
Regional	1.50%	Library	2.50%
Regional	2.64%	Library	2.50%
Local Average	2.52%	Library	1.50%
		Library	3.00%
		Library	3.00%
			2.60%
Average			2.6%

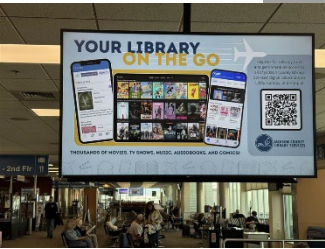


Executive Director's report for April 2026



Fundraising

- The Phoenix pollinator garden grants are being submitted now that the contract has been signed. The fundraising committee will be working on further fundraising projects in the coming months to support the garden.
- Dolly Parton Imagination Library luncheon raised \$61,000 toward a goal of \$62,000 to date.
- Library Giving Day campaign unlocked the \$30,000 match, helping us raise \$61,000



Marketing

- The Foundation is partnering with the marketing department of JCLS on airport advertising screens.
- We are pursuing the opportunity for an airport lending library with the JCLS marketing team also, but there are many details to consider.
- A Where's Dolly? Campaign is in the planning phase to include businesses in building awareness of the program.



Outreach

- The Foundation outreach committee is tabling at Comic Con on May 16 and 17.
- The Well Re(a)d Book Club will be meeting on April 11, 2026, at 4 pm at Quady North Winery. The winery is giving 10% of proceeds from its A4-2 Syrah to the Foundation throughout the month of April. The book is *The Hitchhiker's Guide to the Galaxy* by Douglas Adams.
- June book for Well Re(a)d Book Club will be *Libertie: A Novel*, at 6 p.m., June 17, Anchor Valley Winery, Phoenix, Oregon.



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 2: Diversify and Increase Programming and Events

Rogue Reads is JCLS’s winter community reading program, designed to bring the valley together around shared reading. For the 2025–2026 season, the Rogue Reads committee selected two books: *Remarkably Bright Creatures* by Shelby Van Pelt, and the children’s picture book, *The Octopus Escapes* by Maile Maloy. *Remarkably Bright Creatures* follows the intertwined stories of a giant Pacific octopus, an older woman working at an aquarium, and a man searching for his father. As their lives intersect in meaningful ways, the story explores themes of connection, grief, and belonging, ideas that align closely with the mission of Rogue Reads. Both titles were available in Spanish and already in the collection. Both titles saw a dramatic circulation increase during the program:

Title	Pre-Program	During Program
<i>Remarkably Bright Creatures</i> (all formats)	496	1,113
<i>Remarkably Bright Creatures</i> (Spanish)	4	24
<i>The Octopus Escapes</i>	58	297
<i>The Octopus Escapes</i> (Spanish)	5	59

Circulation for both titles increased most sharply at the start of the quarter as the community began engaging with the Rogue Reads selections. The ocean theme carried through into 83 related programs, including ocean-themed escape rooms, crochet octopus workshops, sea life and ecology presentations, storytimes, and storytelling events. Because death and dying are central themes in the adult title, the program also included Death Café events that created space for community conversation around those topics. Select programs were offered in Spanish to engage broader participation. Program highlights included a life-size inflatable whale and partnerships with the Children’s Museum of Southern Oregon, storyteller Will Hornayk, and science educator John Jackson. New partners this year included the Hatfield Marine Center, the Oregon Museum of Science and Industry (OMSI), and Solada, a local organization that hosts Death Cafés across Southern Oregon.

The program culminated on February 20 with an author event at the Craterian Theater in Medford. Nearly 500 attendees gathered to hear Shelby Van Pelt discuss her writing process, the inspiration behind *Remarkably Bright Creatures*, and her thoughts on the upcoming film adaptation. The evening included a moderated Q&A followed by a book signing. Prior to the event, a reception was held for board members, foundation representatives, donors, and other stakeholders. The event was sponsored by the Jackson County Library Foundation and Donna and Matt Epstein.



Ruch Library's 2nd Annual Community Plant & Seed Swap was a big success, bringing together people of all ages to exchange seeds, plants, and gardening knowledge. Many joined the new Ruch Seed Savers Club, and attendees came from across the region. Participants praised the event's growth, strong community spirit, and access to free plants and heirloom seeds, with several saying they plan to return each year or use the seeds for personal gardens and farm stands.

Shady Cove also held its popular annual Seed Library giveaway, where hundreds of seed packets are distributed and patrons swap seeds, making it a highly anticipated event each planting season.

This month's Medford Writers' Workshop reached its highest attendance yet. A new participant told Library Specialist Jackie McGarry they weren't a writer, but shared a delightful piece after the prompt, prompting Jackie to respond, "See, you ARE a writer!" A returning attendee shared a poem with artwork and spoke about personal struggles, noting they feel comfortable at the workshop and were inspired to attend a previous program led by McGarry and Librarian Jonathan Ulrich.

The Medford Windows in Time lectures, sponsored by the Southern Oregon Historical Society and Jackson County Library Services, highlight regional history through talks by writers and historians. Since 2020, the program ran in a hybrid format, requiring two staff members to manage both in-person and Zoom components. Due to staffing challenges and stronger in-person attendance, the committee shifted the program to fully in-person, with recordings shared on the JCLS Beyond YouTube channel. Librarian Meghan Thompson hosted, with support from Librarian Kayla Samnath and Marketing Team Member Ryan Pfiel, and SOHS staff appreciated focusing on a single audience.

On Women in Music Day, the Rogue River Library hosted award-winning Ukrainian-born classical pianist Iryna Kudielina. The event took place on a day when protests were happening in the community, and staff were unsure what turnout would be. Instead, the music proved to be exactly what people needed. Her haunting piano performance filled the library, and many patrons were visibly moved, some even teary-eyed. After the concert, several attendees stayed to talk with Iryna and her family, sharing conversations filled with support, hope, curiosity, and humor, creating real connections with the community.

The library is this place where magical things really do happen; where people can be fully authentic with each other; and where everyone can all take a break from life's stressors, tensions and distractions. It's transformative!



White City young patrons were able to enjoy an afternoon filled with healthy snacks and learned how to make them at home without any need for cooking, by local journalist turned cooking instructor, Sarah Lemon. The young patrons were able to create their own yogurt parfait, try a spin on deviled eggs, and enjoyed the twist on the classic ants on a log.



At Eagle Point, Library Specialist Jenna Steigleder organized a sensory bag program funded by JCLF, with Spark Space Specialist Amy Fann leading the session. Patrons created customizable gel-filled sensory bags with small objects, making engaging, hands on toys.

Prospect launched a new program, Taste the World, featuring monthly snack boxes from different countries. March highlighted Brazil, with trivia, a themed playlist, recipes, and snacks. Branch Manager, Anna Rands, enhanced the experience with a visual PowerPoint, and related library materials were displayed. The program shows strong potential for success in the community.



March brought a lively Lego Challenge to the Talent Library, where participants built creations based on the theme "Cryptids." Many were unfamiliar with the concept, but Branch Manager Patrick Mathewes provided books on cryptids and Lego building for inspiration. The group included both new and returning attendees, all eager to come back for upcoming challenges in April and May.



The final Big Ideas talk of the season featured speakers from the Ashland Community Food Bank and Rogue Food Unites, who discussed food insecurity, inequity, and current strategies to address growing needs. The program concluded with a lively Q&A, and staff and the American Association of University Women partners have already begun planning next fall's series.

A new program plan was implemented this month following input from interdepartmental TEACH (Technology Education Assessment Cohort) meetings. The Technology Education team began scheduling requested programs for the 2026–27 cycle, running from March through February. Branches selected preferred classes and dates through a new form, and nearly all participated, with many expressing appreciation for the streamlined process. Technology Education Specialists delivered classes at six branches this month, alongside ongoing partner programs and the recurring Resume Workshop with Medford Adult Services.

Outreach Services Supervisor Amanda Maya Dickson attended the WESO Grow It Conference at the Phoenix Civic Center, where more than participants gathered to support women entrepreneurs in Southern Oregon. She shared a video highlighting the rural Applegate entrepreneurship program, promoted library databases, and encouraged sign-ups for the Business Librarian Monthly Newsletter.

Business Librarian Roslyn Donald presented the Peterson's Career & Test Prep database to job counselors at ODHS Vocational Rehabilitation, who showed strong interest in the GED practice tests and resume builder tools. She also promoted the final session of the three-part business series, "Launch It! Make a Successful Business Plan," which drew a small group of attendees. Led by Kim Freeze of the SO Innovation Hub, the series has encouraged patrons to engage more deeply with library business resources.

At Home Services launched a pilot partnership with the Medford Senior Center to create a monthly countywide senior book club. The first informational meeting drew a small group of attendees, who selected a book, scheduled their next meeting, and expressed enthusiasm about returning and inviting others.

Strategy 3 – Enliven and improve facilities

Patrons visited the Job & Resume Workshop in Medford, facilitated by Librarian Meghan Thompson and Technology Education Specialist Luntha Tahuna. One attendee shared gratitude for the support while actively seeking employment, and another asked for a flyer to pass along to others in need. The program continues to highlight JCLS's commitment to connecting patrons with practical resources that help remove barriers and support success.

In Rogue River, a familiar family stopped by during a Paws to Read session. Their 7-year old, who dreams of becoming a librarian, was initially fearful due to a past experience with dogs. With gentle encouragement and reassurance from staff, she felt comfortable observing from a distance and later surprised everyone by returning to pet the service dog. Her pride in that moment reflected the trust she feels in the library as a safe, welcoming space, and it was a meaningful experience for both her and staff.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

Community Resource Specialist Zoe Qualls facilitated a collaboration with Family Solutions, establishing a new strategic partnership that strengthens local support networks. This connection enhances the network of available resources by providing access to comprehensive support services, including guidance and interventions addressing a broad spectrum of physical and mental health needs among community members.



March was a busy month for civic engagement at the Jacksonville branch. To mark the 250th Anniversary of the Declaration of Independence, the branch partnered with the Jacksonville Democracy Project to host prominent attorney, writer, and former National Endowment for the Arts Chairman John Frohnmayer for a discussion on the Constitution. Shortly after, Professor Prakash Chenjeri led a Community Conversation through Oregon Humanities titled "Civicus: What Does It Mean to be a Citizen?" Both events were well attended and sparked lively discussions on the foundations of the country.

Meanwhile, the Butte Falls Library continued its weekly Storytime partnership with the local preschool, Butte Falls Charter School District, and Community School Partnership. The children, some experiencing their first school bus rides, gather to hear stories, explore early literacy concepts, and choose books to take back to their classroom for the week. The preschool teacher then reads these books in class, reinforcing literacy skills and fostering a love of reading. This collaboration provides hands-on learning, builds positive school experiences, and helps nurture lifelong readers in the Butte Falls community.



For the second year, Ashland Adult Services teamed up with local yarn and fiber arts store The Websters to host a free community yarn swap. In the two weeks leading up to the event, community members donated yarn, needles, hooks, and more. On swap day, donors had first pick, followed by the general public. Attendance doubled from last year, and The Websters praised the event. Programs like this strengthen local partnerships, attract new visitors, and encourage community engagement.



Tech Ed also debuted a new tool to attract attention at events, a looping slideshow created by the Marketing department which showcased the library's digital collections and displayed Tech Ed contact information.

Education Services Librarian Evelyn Lorence and Specialist Bella Silva kept busy supporting K–12 students and educators this month. They tabled at Hillside Elementary's Literacy Night, hosted read-aloud Class Visits for three kindergarten classes and the MAPS class at Rogue Primary School in celebration of Read Across America Week, connected three schools with the Cover to Cover program, and began planning StoryWalk partnerships with the Medford Park District's Recreation Supervisor alongside Outreach Supervisor Amanda Maya Dickson.

The team also launched a Book Club Courtesy Bag Collection, allowing educators to check out class sets of novels with curated lesson extensions. An educator at Rivers Edge Academy Charter School used two of these resources for her 3rd and 4th grade book clubs and found them so engaging that she requested follow-up titles.

Silva and Lorence also conducted three Library Orientation Class Visits around the county, introducing students to Library2Go/Libby, catalog searching, Kids/Teen pages, and Beanstack. During a visit to Shady Cove's 6th graders, Spanish Services Coordinator Milagros Morales provided bilingual support, making the lesson accessible to all. The teacher noted that several students cited the library trip as the highlight of their day. At Hillside Elementary, a substitute teacher remarked, "I don't know whatever mojo you two brought into this classroom today but this is the most well-behaved and attentive they've been all week."

At Home Services Specialists Mackenzie Pollock and Kateri Warnick attended the ACCESS Senior Fair at Rogue X with Technology Education Specialist Nicole Vukcevic and Community Resource Specialist Leigh Madson. With over 2,500 attendees, staff shared library resources for seniors beyond books, signed up new patrons with library cards, and received heartfelt feedback from patrons. The event also offered networking opportunities for potential future partnerships.

Marketing advanced system-wide programs, outreach, and visibility efforts. The House of Threads documentary reached its final cut in mid-March, with a teaser trailer released on March 28 and the full premiere scheduled for April 4 on YouTube. Marketing is coordinating community screenings at the Applegate, Ruch, and Jacksonville branches later this summer.

Airport advertising transitioned from static to digital placements, featuring two ads each for JCLS and JCLF promoting timely events such as Library Giving Day and National Library Week. Marketing also finalized materials for the NLW Food Truck Campaign, confirmed 18 food trucks, and coordinated print ads for the Talent News & Review and Medford Sneak Preview.

Digital updates included a major refresh of the Education Services webpage, with planning underway for improvements to the Outreach to Childcare page in April and May. Summer Reading preparations progressed with ads placed in the Ashland Playguide and Medford Activity Guide, StoryWalk promotions, creation of the 2026 Summer Reading mascot, and coordination of outreach and branch-wide material orders.

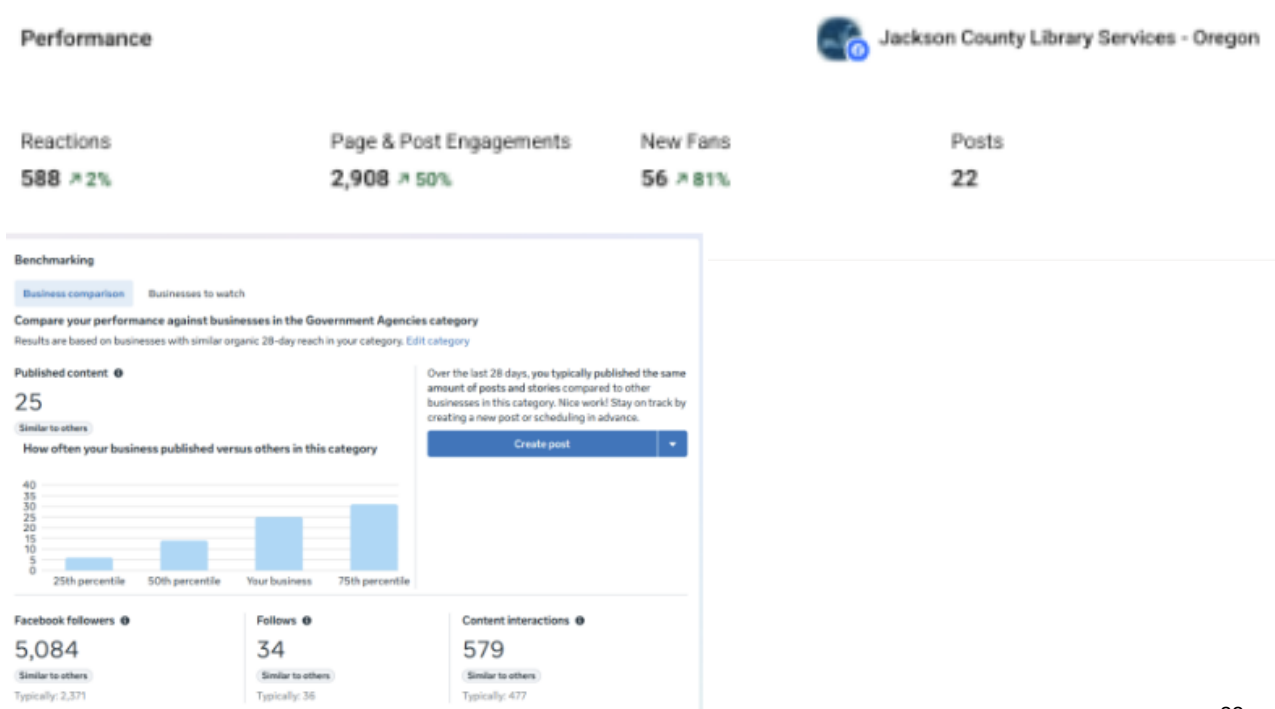
Finally, the Marketing team began work on the DART van refresh. Initial conversations with Southern Oregon Signs started in March, and a staff survey presenting three redesign themes was distributed, with voting open through April 6 to ensure system-wide input on the final design.

Strategy 2: Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents

Materials for Día were finalized and distributed across all branches, including branded stickers and bookmarks, and promotional ads ran in both ValPak and the Upper Rogue Independent. In addition, event-specific materials, such as passports and “How did you hear about this event?” surveys, were completed for all four Día celebrations taking place in White City, Phoenix, Central Point, and Medford.

Social media followers continue to steadily increase with a consistent posting schedule. Engagement is down in some areas due to competing against the high visibility and fanbase of February’s Shelby Van Pelt author talk. Our YouTube channel saw a jump in views driven primarily by our popular Ambient Storytelling video that was published in 2022 that continues to receive views.

FACEBOOK



INSTAGRAM

Performance



Posts

26 ↗ 9%

Impressions

11,287 ↘ 8%

Post Reach

4,098 ↘ 19%

Likes

234 ↘ 33%

Comments

10 ↘ 61%

New Followers

43 ↘ 2%

Total Followers



Post summary

Posts

26 ↗ 9%

Impressions

7,818 ↘ 22%

Reach

3,907 ↘ 21%

Likes

234 ↘ 33%

Comments

10 ↘ 61%

Engagement Rate

3.81% ↘ 21%

Stories summary

Stories

7 ↘ 50%

Impressions

486 ↘ 73%

Reach

482 ↘ 73%

Replies

0

Exits

84 ↘ 63%

Engagement Rate

0%

Benchmarking

Business comparison

Businesses to watch

Compare your performance against businesses in the **Government Agencies** category

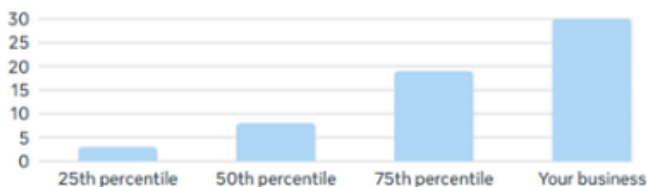
Results are based on businesses with similar organic 28-day reach in your category. [Edit category](#)

Published content

30

Higher than others

How often your business published versus others in this category



Over the last 28 days, you typically published **m** posts and stories compared to other businesses in this category. Keep up the great work by scheduling content in advance.

Create post

YOUTUBE

In March, people watched your videos 2,100 times



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

A young patron approached the Medford Library Reference Desk to return a book. While trying to assist him in getting a full-service card, Library Specialist Christine Yee found out the patron was unhoused and unemployed and actively looking for work. Christine Yee referred him to the Job/Resume Workshop where the patron was able to improve his resume and find out about other job opportunities.

Strategic Plan Goal 4: Nurture the Library Infrastructure

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

Library Associate Chase Hyma, collaborated with the Medford Teen department to create a Closed Terrarium program for teen patrons. The program was a huge success, highlighting Chase's attention to detail and dedication to providing high-quality experiences for patrons of all ages. In addition to guiding teens through terrarium creation in person, Chase provided care instructions and tips for handling mold, ensuring participants could enjoy their terrariums long after the program ended.



MINUTES

ATTENDEES AND NOTE TAKER

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

REVIEW OF PREVIOUS MINUTES

REPORTS

NEW BUSINESS During

The strategic planning committee meeting we reviewed information that the committee has been gathering over the past few months. These included:

- Survey summaries for the three public surveys
- Community Listening Session summary
- Environment Scan final data
- Various roadmap examples
- Facilities Master Plan data slides

From this review the committee determined that an 18-month roadmap beginning July 1, 2026 would be the best option for the organization's current position. From there the committee developed a framework to strengthen the foundation of the organization. Based on feedback that was presented during the meeting (see above document examples) the committee determined it was best to identify pillars of the organization that would be appropriate opportunities to strengthen over the course of the next strategic roadmap.

NEXT MEETING DATE:

April 8, 2026 at 3:00PM

ADJOURNMENT