



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD OF DIRECTORS WORK SESSION**  
Medford Branch Library  
Board Room  
205 S Central Ave, Medford, OR  
March 4, 2026, 3:30 p.m.

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## 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