



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