



**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  
Click the link below to attend using Zoom:  
<https://zoom.us/j/96595276734>  
May 20, 2026, at 4:00 p.m.

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA (5 minutes)**

- 1. April 1, 2026, Board and Budget Committee Work Session Minutes .....1
- 2. April 15, 2026, JCLD Regular Board Meeting Minutes .....3

**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)

**PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2026-2027 BUDGET**

**ADOPTION OF FISCAL YEAR 2026-2027 BUDGET AND APPROPRIATIONS (Action) 20 minutes**

- 3. Resolution 2026-09: Adopting the Fiscal Year 2026-2027 Budget .....6
- 4. Resolution 2026-10: Making Appropriations .....7
- 5. Resolution 2026-11: Imposing the Tax .....8
- 6. Resolution 2026-12: Categorizing the Tax .....9
- Supporting Documents:
- a. LB-1 Form Notice of Budget Hearing .....10
- b. Approved Budget for Fiscal Year 2026-2027 .....11

**NEW BUSINESS (Action)**

- 7. IGA– Jackson County Facilities Maintenance, Kelda Vath **(5 minutes)** .....37
- 8. IGA- Rogue Community College, Kelda Vath **(5 minutes)** .....39
- 9. Karen Miller with Bradbury Miller **(15 minutes)**
- 10. Mark Fiala with Organizational Architecture **(15 minutes)**
- 11. Sonja Rothman with Prothman **(15 minutes)**

**REPORTS (Inform)**

- 12. Library Director – Kelda Vath **(5 minutes)** .....58

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

- 13. Data & Metrics Committee **(5 minutes)** .....69
- 14. Facilities Committee **(5 minutes)** .....70
- 15. Policy Committee **(5 Minutes)** .....71
- 16. Strategic Planning **(5 minutes)** .....72

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

June 3, 2026, 3:30pm JCLD Board Work Session  
June 17, 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](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 Yoli Diaz 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: Board Members Susan Kiefer (President), Kevin Keating (Vice President) Patty Jensen, Marissa Shepherd (Absent) and Marta Tarantsey.

Additional attendees: Frank Phillips (Interim Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Daniel Madrigal (Senior Accountant) David Mathieu (Budget Committee), Alicia Van Riggs (Budget Committee), Dave Kanner (Budget Committee), and Yoli Diaz (Executive Assistant)

Kevin Keating joined via zoom at 3:50 p.m.

### CALL TO ORDER/ROLL CALL

President Kiefer called the meeting to order at 3:37 p.m. Roll call was taken. David Mathieu and Kevin Keating joined virtually. The Land Acknowledgement was read.

### DISCUSSION ITEMS (Inform/Discuss)

#### Budget Process Overview

Finance Manager Heather Scott introduced two new Budget Committee citizen members, Dave Kanner and Alicia Van Riggs. She reviewed the budget process and the committee's responsibilities, noting that this was not an official meeting and members may not deliberate on the budget document until the first noticed meeting on May 6, 2026. Scott outlined discussion limitations under Oregon Local Budget Law and reviewed key steps in the process, including reviewing the budget before and during the first meeting, hearing the budget message, considering public comment, approving the budget, and approving the maximum property tax amount. She also shared slides with additional information about the budget process.

#### Budget Calendar FY 26-27

Scott also reviewed key financial assumptions for FY 2026–2027. Personnel costs currently represent 68% of the operating budget, and staff are evaluating branch hours and FTE levels to reduce this closer to 66%. Projected cost increases include approximately 12% for health insurance, 7.5% for facilities and maintenance contracts, and a COLA estimate of about 2.5%. Revenue projections assume approximately 4% growth in assessed property value with a 94% tax collection rate.

- First official Budget Committee meeting: May 6, 2026 at 3:30 p.m.
- Second meeting if necessary: May 13, 2026 at 3:30 p.m.
- Budget hearing currently scheduled for June 17, 2026, but may move to May 20, 2026 at 4:00 p.m.

#### First Amendment to Contract for Personal Services-Interim Director

Director Kiefer presented First Amendment to the Contract for Personal Services for the interim director. The Board has received a recommendation from the district's legal counsel to vote on entering into this First Amendment to the personal services contract for the interim director. The purpose of this amendment is to ensure that attorney-client

privilege between legal counsel and the district also extends to the interim director. Because the interim director is an independent contractor rather than an employee, these provisions must be established through a contract, unlike regular employees where such measures are typically inherent.

**MOTION:** Director Tarantsey moved to approve that JCLD Board vote to amend and accept the 1<sup>st</sup> Amendment to the GCLD contract for personal services for the interim director to retain legal services for the district and act upon and receive advice from legal counsel for the district, Director Jensen seconded, the motion passed (3-0, with 2 absent).

**Roll Call Vote:**

Kiefer- Y

Jensen- Y

Keating- Absent

Tarantsey- Y

Shepherd- Absent

**HR Answers:**

Director Kiefer stated that the Board has received the report on the investigation of the Talent incident from HR Answers, and that it has been reviewed by legal counsel. The Board plans to review the report in an executive session, during which legal counsel Jacquelyn Bunick will walk the Board through the findings. An executive session will be scheduled for some time next week, pending the availability of all Board members.

**ADJOURN**

President Kiefer adjourned the meeting at 4:27 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.

Additional attendees: Frank Phillips (Interim Director), 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 4:04 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

Director Kiefer read the National Library Week proclamation in which she proclaimed April 6 – 12 National Library Week.

Director Kiefer requested the addition of 'Start Director Search' under New Business, an update on HR answers under Reports, and that Ginny Auer be moved earlier on the agenda.

**Motion:** Director Kiefer moved to approve to add New Business the Start of Director Search, director Tarantsey seconded; the vote was unanimous, and the motion passed.

### CONSENT AGENDA

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

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### NEW BUSINESS

#### **Resolution 2026-08 Appropriation Transfer**

Heather Scott, Finance Manager, presented Resolution 2026-08 Appropriation Transfer. Scott explained that the transfer would allocate additional contingency funds to cover the existing contract for interim director Frank Phillips for the current FY to ensure sufficient funds of coverage for March, April, May, and June.

**MOTION:** Director Keating moved to approve the Resolution 2026-08 Appropriation Transfer, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

#### **Roll call Vote:**

Kiefer-Y

Jensen-Y

Tarantsey-Y

Shepherd-Y  
Keating-Y

### **FY2027 COLA**

Brynn Fogerty, HR Manager, presented the FY2027 Cola recommendation as a component of a wage increase for the 2027 fiscal year based on the Board approved methodology and comparisons with similar library systems identified by the Data and Analytics Coordinator. Fogerty recommended (or recommends) a 2.5% COLA for FY26-27. Initial analysis showed a 2.6% average, but the recommendations was lightly lowered to align with the anticipated personnel budget while remaining competitive. AS an update to the cover memo, Fogerty noted an error in the originally stated fiscal impact of \$375,000. After review, the corrected amount is \$270,000. She added that negotiations with SEIU union are ongoing and the wages article has not yet been finalized. Adopting this recommendation would demonstrate good faith and signal that the board is prioritizing staff concerns and the needs of the community.

**MOTION:** Director Jensen moved to approve the FY2027 Cola, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

### **Adult Literacy**

Joan Vigil, Assistant Director of Public Services, shared that a patron had previously requested an adult literacy program, which was forwarded ahead of the March agenda but so to timing it was not brought forward for discussion until now. She noted the patron, Mr. Whitaker had approached her last while she was at Central Point City Council. They met briefly in October, where he shared his ideas and passion for adult literacy, though with limited resources. Staff has discussed the library's strategic work and ongoing focus on literacy. Vigil said that while the library has made significant investments in early literacy, there has not been an active adult literacy program across the county for some time. Board members' discussion included interest in recognizing the community members efforts and possibly engaging with the Literacy Council of Jackson County which may be reactivating. It was agreed to follow up with the patron and share that the topic was discussed and will be considered as part of future planning.

## **REPORTS**

### **Jackson County Library Foundation Report**

JCLF Executive Director, Ginny Auer, provided an update to the Board. She shared the Foundation a highly successful month of fundraising, highlighted by reaching its Library Giving Day goal on April 1 and securing the full \$30,000 matching donation. The Dolly Parton Imagination Library Initiative has also met its goal, with additional related projects forthcoming, including updated on the "Where is Dolly?" campaign. Auer shared a new marketing collaboration has expanded the Foundation's presence at the Medford Airport through shared digital advertising with the Library. The outreach Committee continues its strong engagement efforts, with the Well-Read Book Club and upcoming participation in Comic Con, where members will collect community impact stories. Overall, the Foundation expressed appreciation for the ongoing support and noted continued positive momentum.

### **Director Search**

Director Kiefer along with Board discussed launching a more structured process to recruit a new Library Director, noting that while some initial outreach and research have begun, progress needs to accelerate given a typical four to five months hiring timeline. Interim Director Frank Phillips is leading the interim director search, he has already spoken with a few firms, and will reach out to SDAO and other resources like SBA, which advised securing expert assistance before processing. There was general agreement on the need for a formal process potentially including a committee (or committees). Multiple proposals are being gathered and will be shared with board members for review, with the idea of developing a comparison framework and confirming budget parameters. Board members were encouraged to provide individual input, particularly by reviewing and suggesting updates to the job description in advance, so the process can move forward efficiently without delays or excessive meetings.

## **Services Presentation**

Ashley Johnson, Technical Services Manager presentation covered the full scope of Technical Services and its roles at the library. She explained how the department manages the Integrated Library System (ILS), a large database that supports cataloging, acquisitions, patron records, and the public catalog. Highlighting the library's use of an open-source systems as a cost effective, flexible and community driven alternative to expensive proprietary software. She reviewed key functions including acquisitions (ordering and tracking materials), cataloging using "MARC" records to make items searchable and classification systems that organize materials for easy access. Johnson also described processing work that prepares items for circulation, as well as the expanded role of the courier team in shipping, receiving, quality control and supporting services like book lockers and outreach. Finally, she outlined ongoing improvements such as internal supply systems and a strategic roadmap focused on strengthening operations, improving efficiency, and enhancing collection management to better serve the community.

## **Library Director's Report**

Frank Phillips, Interim Director, reported that the library system is making a meaningful impact on the community through a wide range of high-quality programs aligned with its strategic priorities. He highlighted several key initiatives, including Rogue Reads, a community book club that has reached 1,500 participants; Jacksonville's celebration of the nation's 250th anniversary; and a meaningful early childhood literacy program. Outreach efforts, such as At Home services and participation in the Access Senior Fair at Rogue X, which drew over 2,500 attendees, demonstrate expanding engagement and accessibility. Overall, the Director's report reflects a dynamic and thriving library system.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **Strategic Planning Committee**

Director Tarantsey shared an update from Strategic Planning Committee, noting that the group, which includes Library director Phillips, Director Shepherd and Admin team members have been working to identify a clear, accessible framework that can be understood and shared across all audiences, including the public, library staff, volunteers, and board members. The committee plans to distribute a draft for board feedback, with a study session anticipated in May and formal adoption targeted for June, allowing the plan to align with the new fiscal year beginning July 1. The plan emphasizes strengthening foundational practices, maintaining current positive momentum, and improving communication and community focus. The committee is also prioritizing the development of measurable strategies, using tools like a SMART framework to track progress and ensure accountability throughout the upcoming 18-month plan.

### **Talent Incident report update**

Director Kiefer, with input from Director Tarantsey summarized the HR investigation on the Talent library incident, noting that the report identified policy gaps, training needs and recommendations to strengthen procedures and staff guidance. While no formal action was taken, the board agreed that Director Keating and Director Tarantsey would review the findings and recommend the next steps, including which items to send to the Policy Committee. Expected areas for review include policy updates, conduct rules, staff guidelines and incident response practices. The board plans targeted revisions rather than major overhauls. The board discussed holding a future work session. Due to confidentiality, the report is confidential under attorney-client privilege and will not be publicly released, key findings will guide internal improvements and implementation efforts. The Policy Committee is meeting April 27<sup>th</sup>, 2026.

## **ADJOURN**

President Kiefer adjourned the meeting at 5:35 p.m.

/s/ Yoli Diaz  
Recording Secretary

**RESOLUTION No. 2026-09**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of Jackson County Library District hereby adopts the budget for fiscal year 2026-2027 in the total amount of \$31,595,965.\* This budget is now on file at **Jackson County Library District** in Medford, Oregon.

The above resolution statement was approved and declared adopted on May 20, 2026.

By:

Attest:

X \_\_\_\_\_  
Board President

X \_\_\_\_\_  
Recording Secretary

150-504-065 (Rev. 11-19-21)

**Board Vote:**

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

**RESOLUTION No. 2026-10**

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

<b>General Fund</b>	
<hr/>	
<u>Program:</u>	
Public Services	7,005,259
Support Services	7,094,334
Community Engagement	1,765,872
Administrative Services	1,594,795
<u>Not Allocated to Organizational Unit or Program:</u>	
Transfers Out.....	250,000
Contingency.....	500,000
<b>Total.....</b>	<b>\$18,210,260</b>

<b>Capital Improvement Fund</b>	
<hr/>	
<u>Program:</u>	
Support Services	1,097,000
<u>Not Allocated to Organizational Unit or Program:</u>	
Transfers Out.....	184,000
<b>Total.....</b>	<b>\$1,281,000</b>

<b>Grants Fund</b>	
<hr/>	
<u>Program:</u>	
Public Services	199,020
Support Services	232,230
Community Engagement	108,900
Administrative Services	1,500
<u>Not Allocated to Organizational Unit or Program:</u>	
Transfers Out.....	24,000
<b>Total.....</b>	<b>\$565,650</b>

<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$19,098,910</b>
Total Unappropriated and Reserve Amounts, All Funds . . .	12,497,055
<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$31,595,965 *</b>

(\*amounts with asterisks must match)

The above resolution statement was approved and declared adopted on May 20, 2026.

By:  
X \_\_\_\_\_  
Board President

Attest:  
X \_\_\_\_\_  
Recording Secretary

150-504-065 (Rev.11-19-21)

**Board Vote:**

Susan Kiefer	_____
Kevin Keating	_____
Patty Jensen	_____
Marta Tarantsey	_____
Marissa Shepherd	_____

**RESOLUTION No. 2026-11**

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026 - 2027:

(1) In the amount of \$ 0.60 per \$1000 of assessed value for permanent rate tax;

The above resolution statement was approved and declared adopted on May 20, 2026.

By:

Attest:

X \_\_\_\_\_  
Board President

X \_\_\_\_\_  
Recording Secretary

150-504-065 (Rev. 11-19-21)

**Board Vote:**

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

**RESOLUTION No. 2026-12**

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 1 1b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$0.60/\$1,000

The above resolution statement was approved and declared adopted on May 20, 2026

By:

Attest:

X \_\_\_\_\_  
Board President

X \_\_\_\_\_  
Recording Secretary

150-504-065 (Rev. 11-19-21)

Board Vote:

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

A public meeting of the Jackson County Library District will be held on May 20, 2026 at 4:00pm at the Medford Library, 205 South Central Ave., Medford, Oregon. The meeting will be available virtually through Teams video conference. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2026 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Library Business Office, 205 South Central Ave., Medford, Oregon between the hours of 10:00a.m. and 4:00p.m. or online at jcls.org. This budget is for an annual budget period. This budget was prepared on a modified accrual basis of accounting which is the same as the preceding year.

Contact: Heather Scott Telephone:541-494-3268 Email: hscott@jcls.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2024-25	Adopted Budget This Year 2025-26	Approved Budget Next Year 2026-27
Beginning Fund Balance/Net Working Capital	16,811,951	16,050,000	13,178,345
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	64,115	50,000	50,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	723,131	793,381	803,620
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	277,277	1,310,000	458,000
All Other Resources Except Current Year Property Taxes	936,099	945,000	806,000
Current Year Property Taxes Estimated to be Received	15,053,307	15,765,000	16,300,000
<b>Total Resources</b>	<b>33,865,880</b>	<b>34,913,381</b>	<b>31,595,965</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	10,859,721	11,900,001	11,375,000
Materials and Services	6,247,430	6,764,094	7,278,160
Capital Outlay	389,962	1,275,000	445,750
Debt Service	0	0	0
Interfund Transfers	277,277	1,310,000	458,000
Contingencies	0	500,000	500,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	16,091,490	13,164,286	11,539,055
<b>Total Requirements</b>	<b>33,865,880</b>	<b>34,913,381</b>	<b>31,595,965</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Public Services	6,525,631	7,642,532	7,204,279
FTE	93.12	93.625	84.275
Support Services	7,085,245	8,703,016	8,423,564
FTE	20.75	22	20.75
Community Engagement	1,968,133	2,036,809	1,874,772
FTE	20	19.75	18.75
Administrative Services	1,918,103	1,556,738	1,596,295
FTE	11.5	11.5	10.6
Not Allocated to Organizational Unit or Program	16,368,768	14,974,286	12,497,055
	0	0	0
<b>Total Requirements</b>	<b>33,865,880</b>	<b>34,913,381</b>	<b>31,595,965</b>
<b>Total FTE</b>	<b>144.88</b>	<b>146.88</b>	<b>134.40</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

On May 14, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$.60/\$1,000 of assessed value. As part of the 2022-2026 strategic plan, the District expanded library service hours in 2022 and 2023. In 2026 an assessment of branch cost and utilization was completed and hours were reduced to support a sustainable operating budget moving forward. Major contracts for this budget year include the following: building maintenance (Jackson County Facility Maintenance); landscaping (Prolawn) custodial services and supplies (Pathway Enterprises); network, internet/wireless access (Hunter Communications), and security services (Northwest Defense). The capital improvement projects planned for FY27 include exterior paint at the Shady Cove and Talent branches, carpet replacement at the Ashland and White City branches, roofing at the Medford and Phoenix branches, and parking lot improvements and security cameras at the Phoenix branch. The budget also includes a transfer of \$250,000 to the Capital Improvement Fund.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2024-25	Rate or Amount Imposed This Year 2025-26	Rate or Amount Approved Next Year 2026-27
Permanent Rate Levy (rate limit 0.60 per \$1,000)	0.60	0.60	0.60
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



# Jackson County Library District

2026 -2027

## Budget

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[WWW.JCLS.ORG](http://WWW.JCLS.ORG)

# Mission



*The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other.*

. . . . .  
. . . . .  
. . . . .

# Vision

*Through the Jackson County Libraries individuals reach their potential and our communities thrive.*

# Values

To fulfill our mission and realize our vision, the following ideals shall direct us in our service to the community and interaction with each other.

## **Inclusion**

Our libraries welcome everyone, and we honor diversity and individual perspectives.

## **Trust**

We champion free and open access to knowledge and value everyone’s right to privacy and confidentiality when accessing library resources.

## **Stewardship**

We are responsible, honest stewards of public resources.

## **Collaboration**

We foster an environment that inspires building relationships and working together.

## **Innovation**

We encourage creative ideas and solutions.

## **Respect**

We build and foster an environment where everyone is heard and treated fairly and with kindness.

# Introduction

Jackson County Library District (JCLD) was formed in 2014 to serve the information needs of Jackson County residents through its fifteen branch libraries. The first library system in the County was created in 1919 when the Medford Library Board contracted with the County to serve as the hub for eight other library branches. As a department of Jackson County, the system expanded in the 1970s to the 15 branch libraries still in operation today. The formation of the Library District in 2014, independent of Jackson County, secured a dedicated tax base for library funding.

The library's mission is to connect everyone to information, ideas, and each other. With 15 branches throughout the County, JCLD offers in-person and virtual programs, computer training and education, At Home Services for patrons who cannot come to the library, resources and storytimes through Outreach to Childcare, free internet access, 24-hour online resources, and a staff of experts. Patrons can browse the online catalog and curated staff booklists, read the Library Connect blog, watch JCLS Beyond YouTube channel, and download books and audiobooks to their personal devices.

The team that contributed to putting together this budget utilized a zero-based budgeting approach. That means that each member was tasked with first establishing what is needed to provide the best value to the communities served. Historic information was used to help support forecasting, and limitations were established to ensure good stewardship of the resources available to JCLD.



*JCLD finds itself at the end of an ambitious five-year strategic plan. In addition to its core activities that feature over a million physical items checked out annually, almost half a million digital check outs, over 600,000 patrons visiting branches, and 10,000 new cardholders, the district has also increased its community outreach via technical services, the community resource team, enhanced access to Spanish language collections and programs, and the DART van, to name a few. There is no doubt that JCLD is a vital social institution in the Rogue Valley, beloved by its patrons and exceedingly well utilized by them.*

*The five-year implementation of the strategic plan has also seen significant growth in the number of employees in the district as well as some new and ongoing costs incurred to support strategic plan goals. At this time, while the next long-term strategic plan for JCLD awaits the appointment of a new long-term Executive Director, the system is taking stock of the financial effects of the past five years with an eye towards financial sustainability and determining which programs and services provide patrons the greatest returns.*

*The budget presented below evinces this fiscal prudence and a reflective pause. It is the result of months of work from all departments with an eye toward operational and staffing efficiencies. We believe adoption of this budget will place JCLD on a solid financial foundation upon which the next strategic plan can be built.*



**Frank Phillips**

Interim Director

# Budget Structure

As required by Oregon State Budget Law, the budget presented is structured by funds. A “Fund” is a self-balancing set of accounts used to estimate resources (Revenues, Transfers In, Beginning Fund Balance) and requirements (Expenses, Capital Outlay, Transfers Out, Ending Fund Balance). The total resources and total requirements must always balance.

## *JCLD currently has three funds presented in this budget:*

**1**

### **General Fund**

general operations of the District

**2**

### **Miscellaneous Grants Fund**

restricted donations/gifts/grants provided to JCLD

**3**

### **Capital Improvement Fund**

a “reserve” fund for planned improvements to the facilities and property acquired by JCLD

## *The Library operates with four core “function” areas:*

### **Public Services**

Branch Services, Programming, and Community Resources

### **Support Services**

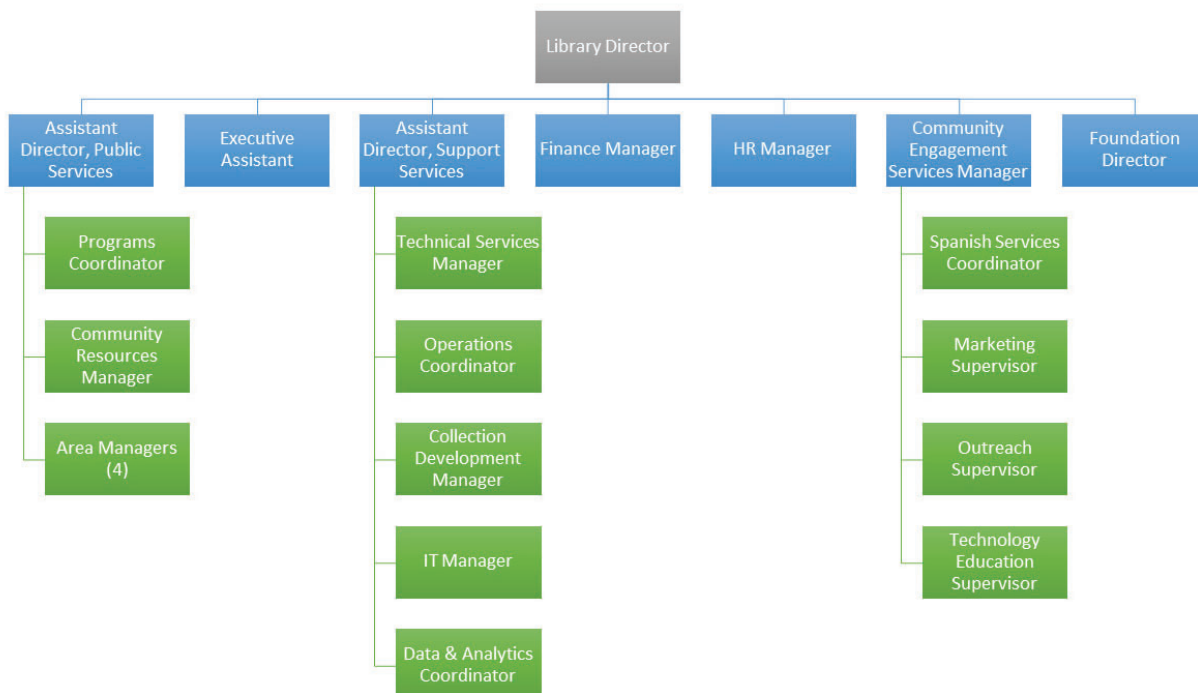
IT, Technical Services, Collection Management, Data & Analytics, and Facilities

### **Community Engagement**

Outreach, Marketing and Public Relations, Technology Education, and Spanish Language Access

### **Administrative Services**

Library Administration, Foundation, HR, and Finance



# Strategic Plan

Jackson County Library District's most recent strategic plan was developed to cover years 2022 through 2026. A new strategic plan started development in the current fiscal year, however an unanticipated change in leadership led to a shift in plan design. An 18-month strategic roadmap is being outlined to bridge the gap between strategic plans. This roadmap was still in development at the time this budget narrative was published. This budget has been prepared to continue operations based on the previous strategic plan without implementing any new, significant initiatives.

## *The 2022-2026 Strategic plan encompassed the following goals:*

- 1** Energize Library Services and Resources
- 2** Extend Access to the Library
- 3** Engage the Community More Fully
- 4** Nurture the Library Infrastructure

Each of these goals has been assessed while developing the fiscal year 26-27 budget to ensure that resources are allocated prudently and responsibly while maintaining services at supportable levels.

# Proposed Budget

JCLD uses a modified accrual method of accounting. In strict accrual accounting, revenues are recognized when they become available and measurable, and expenses are incurred when liabilities are incurred. In the modified accrual accounting method, a few exceptions are made to better reflect the cash-based timing of receipt of resources or the disbursement of requirements. Most of the information in this document focuses on the General Fund, as that is where most of the activity takes place.

The budget forms present the previous year's (FY 25-26) adopted budget along with the preceding two years (FY 24-25 and FY 23-24) of audited activity. The audited beginning General Fund balance for FY25-26 was approximately \$15,000 higher than what was budgeted. Considering spending trends and increases in costs, the presented beginning General Fund balance of \$7M for FY 26-27 is the current estimate of carryover resources expected and exceeds policy of maintaining at least 4 months of operating expenses.



# Revenues

Total operating revenues for FY 26-27 are budgeted at \$17,521,900 in the General Fund. Most of the operating revenue for the General Fund comes from the collection of property taxes. The property taxes are computed by the total assessed value of properties in the District multiplied by the District Tax Levy of 0.60 mills (.00060% of assessed value). The District is authorized to collect up to 0.60, and the proposed FY 26-27 budget collects the full 0.60 assessment.

The forecasted property tax levy considers both estimated assessed property value as provided by Jackson County, as well as the Library’s average annual increase in property tax collections. For the FY 26-27 budget, a 4.37% increase over the prior year’s tax levy was used. The 94% collection rate being utilized is based on JCLD’s average collection rate over the past ten years as well as the rate utilized by the county. The net collection results in an increase of 3.4% over previous year’s budget of \$15,765,000.

# Expenses

Following Oregon Budget Law, expenses are broken down into three major categories under each of the four core function areas:

1. Personnel
2. Materials & Services
3. Capital Outlay

Some expense categories have been consolidated to provide a more concise and understandable budget document. A detailed budget will always be available for the Board, Budget Committee, and community members who wish to have greater insight into the budget process. The following is a summary of the categories and changes made for the current and prior budget years:

### Current year budget changes:

- All library materials are categorized under either physical or digital general ledger codes. Databases are now combined with digital. Library Materials-Other includes fees paid to vendors for cataloging and processing.
- Electricity charges that were previously being combined with other utility bills have now been included in the Electricity general ledger code.

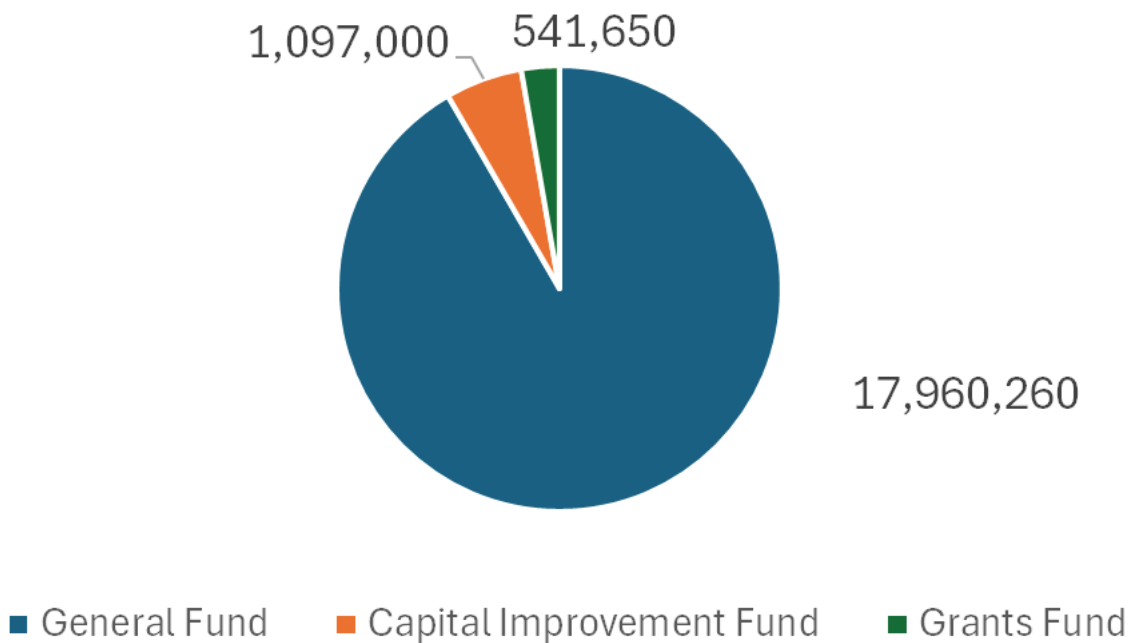
## Jackson County Library District Operating Levy Projection

2025-2026 Assessed Value	\$	27,691,977,582
Estimated Growth		4.37%
2026-2027 Estimated Value	\$	28,901,814,753
JCLD 2025-2026 Levy	\$	16,631,458
2026-2027 Estimated Levy	\$	17,341,089
Estimated Collection Rate		94%
<b>Estimated Taxes to be Received</b>	<b>\$</b>	<b>16,300,000</b>

# Summary of Expenditures

Total expenditures for fiscal year 26-27 are expected to be  
**\$19,598,910**

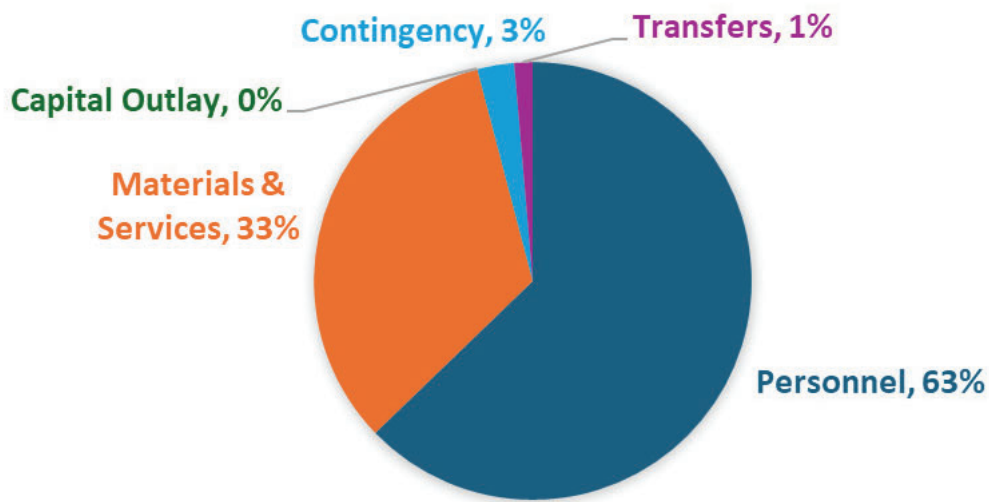
26/27 Expenditure by Fund (Not Including Transfers)



## Summary of Expenditures continued

The General Fund consists of the annual operating budget and was created based on the anticipated needs for FY 26-27 in conjunction with estimated revenues and the impact on the next five years' needs and ending fund balance. Total General Fund expenditures are budgeted at \$18,210,260 which includes \$500,000 in contingency and \$250,000 transfers out to other funds.

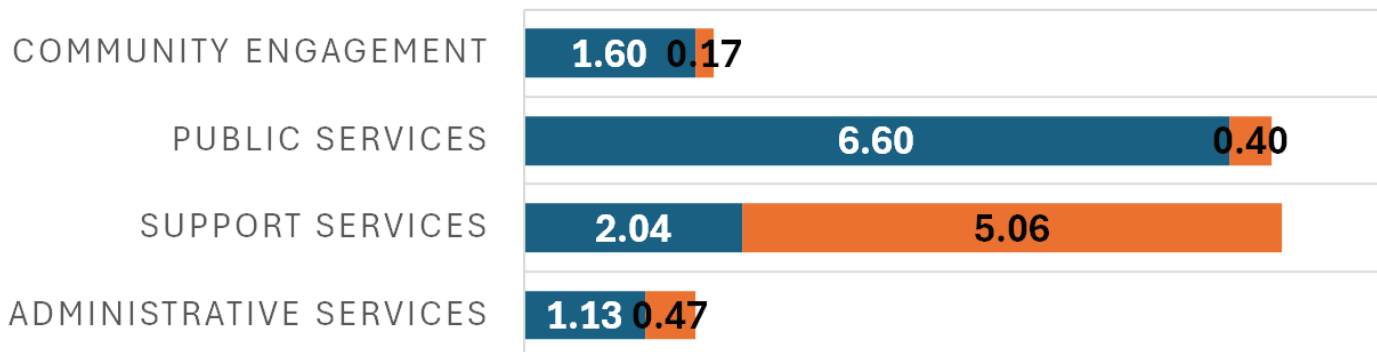
### GENERAL FUND EXPENDITURES



Expenditures are further broken down into appropriations for each of the four function areas. The chart below captures the dollars appropriated (in millions) in each expenditure category by department.

### EXPENDITURES BY DEPARTMENT (MM)

■ Personnel ■ Materials & Services



# Personnel

JCLD recognizes that its staff are its greatest asset. As such, Personnel represents the largest expense category in the budget, at approximately 65% of the General Fund budget, not including contingency and transfers.

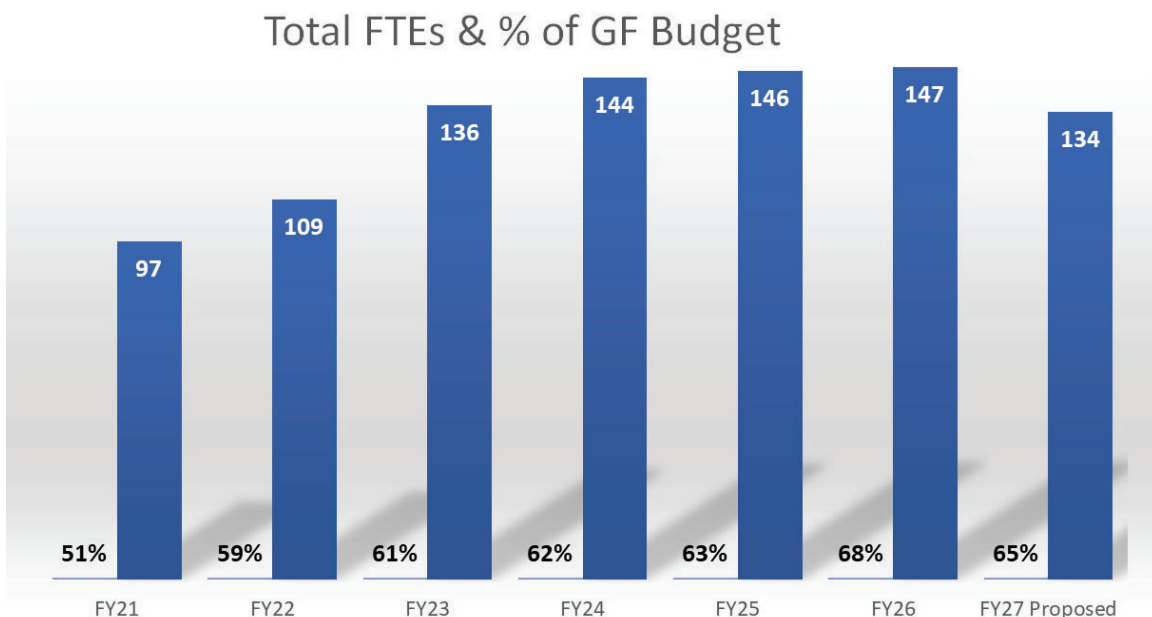
The District is currently in negotiations with SEIU Local 503/OPEU to create a new collective bargaining agreement that would cover approximately 77% of District staff. The impact of the agreement is unknown at the time of the budget preparation.

A comprehensive review of operating hours and full-time equivalent positions (FTEs) was conducted in light of prior initiatives aimed at advancing the strategic goal of expanding library access. Based on an analysis of branch usage and associated operating costs, it was determined that adjustments are needed. These changes include reduced operating hours at select branches, as well as a combination of hour reductions and position eliminations, to appropriately size the organization and align with the available budget.

The budget includes a 2.5% Cost of Living Adjustment (COLA) and a 1.5% step increase for every position, except those staff members hired after March 31, 2026, who would not receive the step increase.

Adjustments to FTEs include the following:

- Administrative Services- A reduction of 0.875 FTE
- Community Engagement- A reduction of 1 FTE
- Public Services- A reduction of 9.35 FTE
- Support Services- A reduction of 1.25 FTE



# Key Operating Expenses by Department

## Public Services

Public Services includes the library areas that provide direct services and resources to the public, including service desks, circulation, programming, and community resources. Services can be accessed at the fifteen branches located throughout Jackson County, virtually at [jcls.org](http://jcls.org), and throughout the community through partnerships and outreach programs and events.

<b>PUBLIC SERVICES</b>		
<b>PERSONNEL</b>	<b>General</b>	<b>Grants</b>
Salaries & Wages	\$ 4,797,616	\$ 10,000
Taxes & Fringe	1,804,283	
	\$ 6,601,899	\$ 10,000
<b>MATERIALS &amp; SERVICES</b>		
Security Services	\$ 270,000	
Supplies	74,840	\$ 89,670
Professional Services	22,500	88,600
In District Mileage	15,450	
SOHS Contract	7,500	
Staff Recognition	6,450	250
Memberships, Dues and Subscriptions	2,350	10,500
Postage	2,070	
Minor Equipmnet	2,000	
In District meetings, meals, events	200	
	\$ 403,360	\$ 189,020
<b>Total Public Services Budgeted Expenses</b>	<b>\$ 7,005,259</b>	<b>\$ 199,020</b>

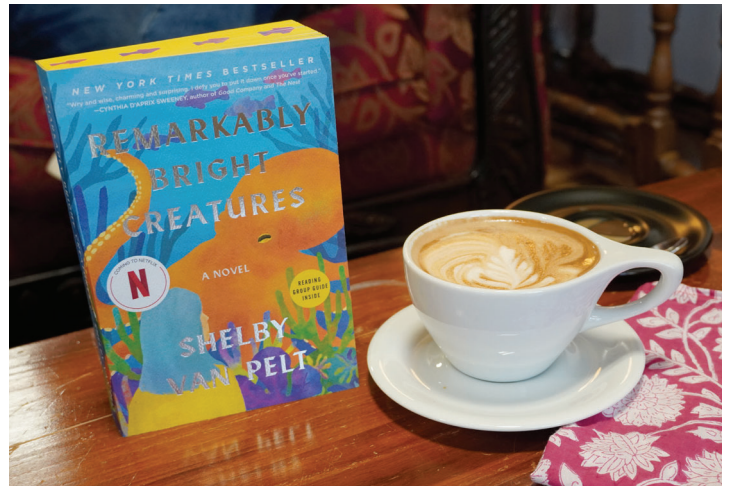


*Director Jensen meets author Shelby Van Pelt.*

JCLD’s security contract with Northwest Defense will be extended for FY 26-27. The added security continues to improve the experience patrons have at the Medford Library. Many staff have reported that patrons are coming back and commenting that they feel safer and are appreciative that the library has taken steps to ensure the safety of all, while still being a welcoming environment. Northwest Defense works closely with Community Resources and the Medford Branch Manager.

Programming will continue to deliver robust programs and services that support the District’s strategic plan. The Programs Optimization Project (POP) is nearing completion, and implementation is now underway. POP is an initiative focused on improving the quality, consistency, and sustainability of library programming across the District. Current program offerings will continue to actively engage the community.

*The entire staff is always so friendly and helpful. The great variety of the free programs- music ,writing etc. make the library the very center of the community!*



The Community Resources Department has expanded its services across the library system. Resource Specialists support patrons on site and regularly visit branches to provide timely, up-to-date information and assistance. The Medford branch remains a central hub for patrons seeking additional support. Available services include referrals to community agencies, bus tokens, hygiene kits, and other essential resources.

Rogue Reads will return in FY 26–27, featuring a shared book title for both adults and younger children. All selected titles will be available in English and Spanish, and, as in previous years, the selected author will appear in person to discuss their work. Other popular programs, including Summer Reading and storytime, will also continue and will remain strongly supported systemwide.

# Support Services

Support Services include areas that facilitate daily operations through facilities maintenance, technical services, collection development, data management, and technology infrastructure.

<b>SUPPORT SERVICES</b>			
	<b>General</b>	<b>Grants</b>	<b>Capital Imp</b>
<b>PERSONNEL</b>			
Salaries and Wages	\$ 1,481,181		
Taxes and Fringe	556,248		
	\$ 2,037,429	\$ -	\$ -
<b>MATERIALS &amp; SERVICES</b>			
Library Materials - Physical	\$ 818,500	\$ 55,980	
Custodial Services	680,000		
Library Materials - Digital	616,500	53,500	
Building Repair/Maintenance	531,800		\$ 740,000
Telecom- Wide Area Network	418,900		
Electricity	309,900		
Computer Software and Licensing	273,825		
Insurance	225,000		
Landscape Services	190,000		
Computers and technology	177,200		
Library Materials - Other	142,000		
Facility Furnishing Expense	99,500	34,000	
Utilities	81,550		
Copier Expense	76,000		
Natural Gas	62,350		
Minor Equipment	55,000		
Building Repair/Maintenance-Non-Contract	50,000		
E Rate Services	44,000		
Supplies	36,515		
Telecom-Voice and LD	32,000		
Custodial Supplies	28,000		
Garbage Service	27,275		
Maintenance and Fuel for Vehicles	25,000		
Professional Services	20,200		
Postage	13,940		
Equipment Repair/Maintenance	9,500		
Telecom- Hot Spots	5,000		
Alarm Services	3,000		
In District Mileage	2,200		
Staff Recognition	850		
Memberships, Dues, & Subscriptions	600		
Property Rental/Lease Expense	500		
Inter-Library Loan Fees	300		
	\$ 5,056,905	\$ 143,480	\$ 740,000
<b>CAPITAL OUTLAY</b>			
Capital Outlay	\$ -	\$ 88,750	\$ 357,000
<b>Total Support Services Budgeted Expenses</b>	<b>\$ 7,094,334</b>	<b>\$ 232,230</b>	<b>\$ 1,097,000</b>

Support Services priorities for FY 26-27 include continuing to strongly support the library’s physical collections, in addition to a special focus on enhancing the digital collection. Other focus areas include the launch of a new passes collection, expansion of early literacy collections, continued usage analysis, and ongoing support of branch staff, procedures, and workflows. Support Services will continue to invest in the development of the Integrated Library System (ILS) and the JCLS app and enhance the usability of the library’s catalog through its discovery layer. IT will focus on maintaining the District’s IT infrastructure and continuing to enhance JCLD’s cybersecurity posture.

*I'm always impressed with the selection of books, games and movies. We have save so much money using the services at the library.*



**Reading at the Medford Branch Library.**

Multiple software systems ensure the smooth administration of the District. Public-facing systems include the library catalog, library website, and wireless printing services, as well as the library’s online calendar of events and meeting room booking system. Operating behind the scenes are HR and finance systems, and the internal ticketing system used by all Support Services staff.

**Major contracts managed by Support Services:**

JCLD contracts with Pathway Enterprises for janitorial services across the District, including regular and specialty cleaning services (floors, windows, pressure washing). With anticipated adjustments to operating hours as well as minor service reductions, the janitorial budget is set at \$680,000, approximately 8% decrease from FY 25-26. Through an IGA with Jackson County Facilities Maintenance, JCLD contracts for services such as regular building maintenance and repairs, project management for large projects, and assistance with day-to-day building needs. The facilities maintenance contract for FY 26-27 was calculated with a 3% increase coming to \$531,800. An additional \$50,000 was budgeted for repair and maintenance provided by the county that falls outside of the contracted services.

JCLD is entering its second year with District-wide landscape contractor Pro Lawn. The landscape contract remains steady for FY 26-27 but the overall budget is increasing to \$190,000 to include a buffer for additional necessary services such as tree trimming and removal, irrigation repairs, and special pollinator garden maintenance at Phoenix library.

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# Community Engagement

Community Engagement has been established as a core function of JCLD in response to the growing demand for library outreach and community partnerships. The Community Engagement Department includes Outreach, Marketing, Technology Education, and Spanish Language Access.

<b>COMMUNITY ENGAGEMENT</b>		
<b>PERSONNEL</b>	<b>General</b>	<b>Grants</b>
Salaries and Wages	\$ 1,149,085	
Taxes and Fringe	449,517	
	\$ 1,598,602	\$ -
<b>MATERIALS &amp; SERVICES</b>		
Printing Services	\$ 52,800	
Advertising	49,600	-
In District Mileage	24,600	
Supplies	18,470	\$ 55,900
Professional Services	15,500	52,700
Memberships, Dues, and Subscriptions	4,450	
Staff Recognition	1,150	
Minor Equipment	500	
Computers and Technology	200	
Computer Software and Licensing	-	300
	\$ 167,270	\$ 108,900
<b>Total Community Engagement Budgeted Expenses</b>	<b>\$ 1,765,872</b>	<b>\$ 108,900</b>

The Marketing budget is dedicated to increasing JCLD’s visibility throughout the community and creating meaningful, engaging connections with residents across the county. The team uses a range of media to reach both rural and urban audiences and works closely with the Spanish Language Access Coordinator to ensure materials are available in Spanish. In FY 26–27, efforts will focus on refreshing the JCLD brand voice through new guidelines, reducing waste by implementing more targeted campaigns, and strengthening inclusivity through equitable advertising opportunities.





### *DART van at an outreach event.*

Building on ongoing efforts to better serve Latinx communities, the Spanish Language Access Coordinator will continue to provide programming, marketing, translation services, and community engagement opportunities. Events such as Día de los Niños and Latinx Heritage Month will create welcoming, culturally relevant spaces for community members to connect with JCLD.



*We were at that big park off of Stewart yesterday and noticed the StoryWalk. We LOVED IT, great idea! I hope there will be more in the future!*

The Outreach team will continue to serve patrons at all stages of life. Early Childhood Outreach supports caregivers of children ages 0–5 and partners with the JCLD Foundation to administer Dolly Parton’s Imagination Library. Education Services will maintain strong partnerships with K–12 schools while collaborating with branch staff to support localized outreach efforts. The Business Librarian will continue to serve as a key resource for rural entrepreneurs and a trusted partner for business partners in urban areas while highlighting the robust economic impact of the library. At Home Services will deliver essential materials to patrons who are unable to visit library facilities and have begun introducing new programs to increase the number of engaged patrons per visit.

As technology continues to evolve rapidly, the Technology Education team is expanding programming to help patrons understand and adapt to new advancements. Through one-on-one appointments and expanded partnerships, the team will address digital literacy needs within an increasingly complex technological landscape.

As JCLD expands its reach beyond physical locations, new opportunities for patron engagement are being explored. The DART technology van will be refreshed with a new design and upgraded to better serve as a community outreach vehicle. These improvements will enhance usability and accessibility while enabling the van to function as both a mobile engagement hub and a highly visible “mobile billboard” for the organization. Another key initiative is the roll out of a partner relationship manager that centralizes partner data, standardizes tracking, and enables consistent measurement of partner engagement and outcomes.

# Administrative Services

Administrative Services includes Library Administration, Foundation, Finance, and Human Resources departments, which provide administrative infrastructure for the organization. Administrative Services support the organization through Board-approved policies and follow all applicable federal, state, and local laws.

<b>ADMINISTRATIVE SERVICES</b>		
	<b>General</b>	<b>Grants</b>
<b>PERSONNEL</b>		
Salaries and Wages	\$ 802,118	
Taxes and Fringe	324,952	
	\$ 1,127,070	\$ -
<b>MATERIALS &amp; SERVICES</b>		
Consultant Fees	\$ 144,000	
Computer Software and Licensing	81,500	
Elections	45,000	
Auditing Services	44,000	
Professional Development	40,000	
Legal Services	40,000	
Parking Permits	23,000	
Memberships, Dues and Subscriptions	18,850	
Staff Recognition	9,200	\$ 1,500
In District meetings, meals, events	6,000	
Advertising/Recruitment	4,000	
Bank Fees/Interest Expense	4,000	
Travel- airfare, lodging, meals etc	3,000	
Supplies	2,225	
In District Mileage	1,250	
Background Checks	1,000	
Volunteer Recognition	500	
Advertising	200	
	\$ 467,725	\$ 1,500
<b>Total Administrative Services Budgeted Expenses</b>	<b>\$ 1,594,795</b>	<b>\$ 1,500</b>

Library Administration is led by the Library Director, who reports directly to the Board of Directors. Library Administration plans, coordinates, and directs JCLD's operations, activities, programs, and services; directs the planning, development, and implementation of the strategic plan; and markets and promotes the Library. Library Administration also includes costs for Board development, legal services, and the annual audit.

Both the Finance and HR departments have little need for materials and services for their operations. The priority for both functional areas over this budget year is to continue the development and implementation of systems and standard operating procedures to ensure all departments have the staff, tools, and resources necessary to perform their jobs.

### **Library Board**

Expenditures for the Board include the annual planning retreat, membership in professional organizations, training, and consulting services related to the governance of the Library District.

### **Library Foundation**

The District supports the operational and administrative costs of the Jackson County Library Foundation through in-kind support. The original Memorandum of Understanding has been extended with annual renewal options extending through June 2029.

## **Other Funds**

### **Capital Improvement Fund**

The Capital Improvement Fund was established to prepare for capital outlay and significant improvements to the library facilities that keep them well-maintained. At the beginning of FY 26-27, the Fund Balance is anticipated to total \$3M. This year, \$250,000 is budgeted to transfer from the General Fund to the Capital Improvement Fund.

The capital improvement projects planned for FY 26-27 include exterior paint at Shady Cove and Talent, carpet replacements at Ashland and White City, and new roofing at Medford and Phoenix. Additionally, the parking lot at Phoenix will see improvements that were originally planned as part of the pollinator garden project, and the branch will also get security cameras.

### **Miscellaneous Grants Fund**

The Miscellaneous Grants Fund was established in FY21 to support the tracking of restricted funds separately from the General Fund. As with most grant funding, expenses are budgeted higher than expected to allow flexibility to utilize these restricted funds in the budget year. Some grant funds have clear timelines for spending, but most will carry over into future years. The ending fund balance is expected to be higher than the budget document.

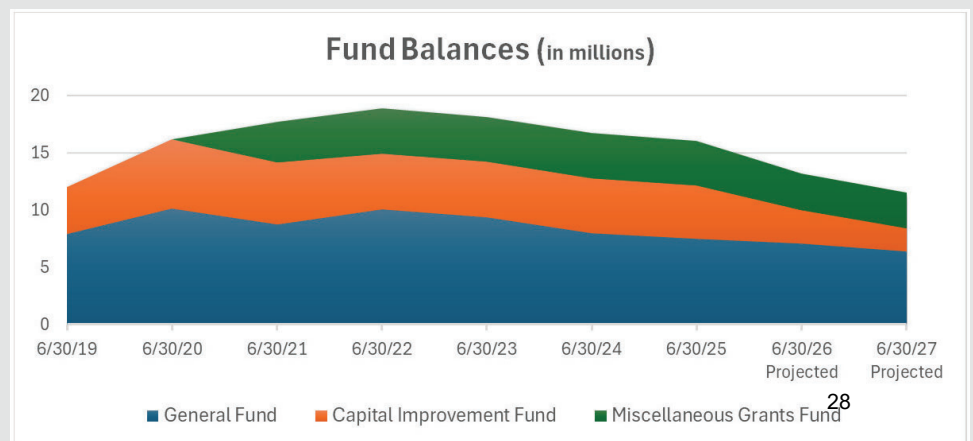
These grants come from both public and private sources that generously support the mission of JCLD. Some key partners include:

- Hulburt Family Trust
- Ready to Read Grant from the State Library of Oregon
- Oregon Community Foundation (with special thanks to the Finstrom, Bixler and Gray families)
- Carpenter Foundation

Donations from the Jackson County Library Foundation and the Friends organizations are included in the miscellaneous grants fund. The District recognizes the integral role that these organizations play in supporting the Library’s mission, funding special programs, and advocating for libraries in the community.

## **Fund Balances**

The chart represents our fund balances over the last five years as well as projected ending balances for FY 25-26 and 26-27.



**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
MISCELLANEOUS GRANTS FUND  
(Fund)

Jackson County Library Services  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026 - 27		
Actual		Adopted Budget Year 2025 - 26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023 - 24	First Preceding Year 2024 - 25					
1			1	RESOURCES		1
2			2	Cash on hand * (cash basis), or		2
3	3,909,846	3,984,408	3	3,201,418	3,201,418	3
4			4	Previously levied taxes estimated to be received		4
5	30,310	34,316	5	24,000	24,000	5
6			6	Transferred IN, from other funds		6
7	335,467	531,847	7	437,720	437,720	7
8			8			8
9			9			9
10	4,275,623	4,550,571	10	3,663,138	3,663,138	10
11			11	Taxes estimated to be received		11
12			12	Taxes collected in year levied		12
13	<b>4,275,623</b>	<b>4,550,571</b>	13	<b>3,663,138</b>	<b>3,663,138</b>	-
14			14	TOTAL RESOURCES		13
				REQUIREMENTS **		14
				Org Unit or Prog & Activity	Object Classification	Detail
15			15			
16	10,000	10,000	16	PUBLIC SERVICES	Personnel	10,000
17			17	PUBLIC SERVICES	Materials & Services	
18	34,183	25,208	18		Supplies	89,670
19	9,149	14,965	19		Professional Services	88,600
20	2,026	3,910	20		Memberships, Dues, & Subscr	10,500
21	310	229	21		Staff Recognition	250
22	9,367	428	22		Facility Furnishings	-
23	442		23		Library Materials-Physical	-
24			24	SUPPORT SERVICES	Materials & Services	
25	128,195	202,276	25		Library Materials-Physical	55,980
26	-		26		Library Materials-Digital	53,500
27	28,239	9,712	27		Facility Furnishings	34,000
28	6,173		28		Computer Software & Licensing	-
29	1,498	1,498	29		Library Databases	-
30	-	40,000	30	SUPPORT SERVICES	Capital Outlay	88,750
31		1,714	31	COMMUNITY ENGAGEMENT	Personnel	-
32			32	COMMUNITY ENGAGEMENT	Materials & Services	
33	77,068	81,207	33		Supplies	55,900
34	59,359	151,302	34		Professional Services	52,700
35	950	4,750	35		Computer Software & Licensir	300
36	226		36		Library Materials-Other	-
37	-	1,995	37		Advertising	-
38	856	10,197	38		Memberships, Dues, & Subscr	-
39	2,273		39		Facility Furnishings	-
40			40	ADMINISTRATIVE SERVICES	Materials & Services	
41	3,872	3,260	41		Staff Recognition	1,500
42	-	27,277	42	Transfers Out to Other Funds		24,000
43	3,901,437	3,960,644	43	Ending balance (prior years)		
44			44	UNAPPROPRIATED ENDING FUND BALANCE		3,097,488
45	<b>4,275,623</b>	<b>4,550,571</b>	45	TOTAL REQUIREMENTS		<b>3,663,138</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-11**

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

This fund is authorized and established by resolution 2017-01 on June 8, 2017

for the specified purpose of funding major building repairs, renovations, and technology.

**CAPITAL IMPROVEMENT FUND  
(Fund)**

Jackson County Library Services  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2026 - 27			
Actual		Adopted Budget Year 2025 - 26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023 - 24	First Preceding Year 2024 - 25						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or			2
3	4,842,666	4,832,997	3	Working Capital (accrual basis)			3
4			4	2,905,000	2,905,000		4
5	252,345	237,130	5	Previously levied taxes estimated to be received			5
6	-	250,000	6	184,000	184,000		6
7			7	250,000	250,000		7
8			8	Interest			8
9			9	Transferred IN, from other funds			9
10	5,095,011	5,320,127	10	3,339,000	3,339,000		10
11			11	Total Resources, except taxes to be levied			11
12			12	Taxes estimated to be received			12
13	<b>5,095,011</b>	<b>5,320,127</b>	13	<b>3,339,000</b>	<b>3,339,000</b>	-	13
14			14	<b>3,339,000</b>	<b>3,339,000</b>	<b>-</b>	14
15			15	REQUIREMENTS **			15
				Org. Unit or Prog. & Activity	Object Classification	Detail	
16	184,357	387,954	16	Support Services	Materials & Services		16
17			17			740,000	17
18	77,657	316,097	18	Support Services	Capital Outlay		18
19			19			357,000	19
20			20		Transfers Out		20
21			21			184,000	21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29	4,832,997	4,616,076	29	Ending balance (prior years)			29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	<b>5,095,011</b>	<b>5,320,127</b>	31	2,058,000	2,058,000	-	31
				<b>3,339,000</b>	<b>3,339,000</b>	<b>-</b>	
				<b>TOTAL REQUIREMENTS</b>			

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**RESOURCES  
GENERAL FUND**

(Fund)

**Jackson County Library Services**

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2026-2027		
Actual		Adopted Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
1			1 Available cash on hand* (cash basis) or			1
2	9,402,954	7,994,546	2 Net working capital (accrual basis)	7,071,927	7,071,927	2
3	230,093	202,203	3 Previously levied taxes estimated to be received	250,000	250,000	3
4	516,239	462,450	4 Interest	348,000	348,000	4
5	-	27,277	5 Transferred IN, from other funds	208,000	208,000	5
6			6 <b>OTHER RESOURCES</b>			6
7	46,029	50,007	7 Printing/Copying/Fines	50,000	50,000	7
8	41,251	14,108	8 Charges for Services			8
9	225,613	191,284	9 Grants and Donations (unrestricted)	365,900	365,900	9
10			10			10
11			11			11
12			12			12
13			13			13
14			14			14
15			15			15
16			16			16
17			17			17
18			18			18
19			19			19
20			20			20
21			21			21
22			22			22
23			23			23
24			24			24
25			25			25
26			26			26
27			27			27
28			28			28
29	10,462,179	8,941,874	29 Total resources, except taxes to be levied	8,293,827	8,293,827	29
30		15,765,000	30 Taxes estimated to be received	16,300,000	16,300,000	30
31	12,730,993	15,053,307	31 Taxes collected in year levied			31
32	<b>23,193,172</b>	<b>23,995,181</b>	32 <b>TOTAL RESOURCES</b>	<b>24,593,827</b>	<b>24,593,827</b>	<b>-</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

GENERAL FUND

**Jackson County Library Services**

(name of fund)

(name of Municipal Corporation)

1	Historical Data			REQUIREMENTS FOR: PUBLIC SERVICES	Budget For Next Year 2026-27			1	
	Actual		Adopted Budget This Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2023-24	First Preceding Year 2024-25							
1				1	PERSONNEL SERVICES			1	
2	4,634,787	4,752,905	5,236,250	2	Salaries & Wages	4,797,616	4,797,616	2	
3	1,468,940	1,568,940	1,782,278	3	Taxes & Benefits	1,804,283	1,804,283	3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	<b>6,103,727</b>	<b>6,321,845</b>	<b>7,018,528</b>	8	<b>TOTAL PERSONNEL SERVICES</b>	<b>6,601,899</b>	<b>6,601,899</b>	-	8
9	<b>86.95</b>	<b>90.70</b>	<b>93.625</b>	9	<b>Total Full-Time Equivalent (FTE)</b>	<b>84.275</b>	<b>84.275</b>		9
10				10	MATERIALS AND SERVICES			10	
11			300,000	11	Security Services	270,000	270,000	11	
12	84,188	82,248	90,408	12	Supplies	74,840	74,840	12	
13	10,860	11,479	19,950	13	Professional Services	22,500	22,500	13	
14	38,594	13,492	9,459	14	In District Mileage	15,450	15,450	14	
15	30,000	30,000	30,000	15	SOHS Contract	7,500	7,500	15	
16	1,997	1,559	6,850	16	Staff Recognition	6,450	6,450	16	
17	1,475	2,768	3,400	17	Memberships, Dues and Subscriptions	2,350	2,350	17	
18	-	1,808	1,872	18	Postage	2,070	2,070	18	
19	54	-	1,500	19	Minor Equipmnet	2,000	2,000	19	
20	-	316	184	20	In District meetings, meals, events	200	200	20	
21	14,276	-	-	21	Consultant fees	-	-	21	
22	1,172	965	-	22	Professional Development	-	-	22	
23	-	4,411	-	23	Facility Furnishing Expense	-	-	23	
24	57	-	-	24	Library Materials-physical	-	-	24	
25	<b>182,673</b>	<b>149,046</b>	<b>463,623</b>	25	<b>TOTAL MATERIALS AND SERVICES</b>	<b>403,360</b>	<b>403,360</b>	-	25
26				26	CAPITAL OUTLAY			26	
27				27				27	
28				28				28	
29	-	-	-	29	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	29
30	<b>6,286,400</b>	<b>6,470,891</b>	<b>7,482,151</b>	30	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>7,005,259</b>	<b>7,005,259</b>	-	30

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND  
(name of fund)

Jackson County Library Services  
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: SUPPORT SERVICES	Budget For Next Year 2026-27		
Actual	Adopted Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023-24	First Preceding Year 2024-25					This Year 2025-26
			1	PERSONNEL SERVICES		1
			2	Salaries & Wages	1,481,181	1,481,181
			3	Taxes & Benefits	556,248	556,248
			4			
			5			
			6			
			7			
			8	<b>TOTAL PERSONNEL SERVICES</b>	<b>2,037,429</b>	<b>2,037,429</b>
			9	<b>Total Full-Time Equivalent (FTE)</b>	<b>20.75</b>	<b>20.75</b>
			10	MATERIALS AND SERVICES		10
			11	Library Materials - Physical	818,500	818,500
			12	Custodial Services	680,000	680,000
			13	Library Materials - Digital	616,500	616,500
			14	Building Repair/Maintenance	531,800	531,800
			15	Telecom-Wide Area Network	418,900	418,900
			16	Electricity	309,900	309,900
			17	Computer Software and Licensing	273,825	273,825
			18	Insurance	225,000	225,000
			19	Landscape Services	190,000	190,000
			20	Computers and technology	177,200	177,200
			21	Library Materials - Other	142,000	142,000
			22	Facility Furnishing Expense	99,500	99,500
			23	Utilities	81,550	81,550
			24	Copier Expense	76,000	76,000
			25	Natural Gas	62,350	62,350
			26	Minor Equipment	55,000	55,000
			27	Building Repair/Maintenance-Non-Contract	50,000	50,000
			28	E Rate Services	44,000	44,000
			29	Supplies	36,515	36,515
			30	Telecom-Voice and LD	32,000	32,000
			31	Custodial Supplies	28,000	28,000
			32	Garbage Service	27,275	27,275
			33	Maintenance and Fuel for Vehicles	25,000	25,000
			34	Professional Services	20,200	20,200
			35	Postage	13,940	13,940
			36	Equipment Repair/Maintenance	9,500	9,500
			37	Telecom- Hot Spots	5,000	5,000
			38	Alarm Services	3,000	3,000
			39	In District Mileage	2,200	2,200
			40	Staff Recognition	850	850
			41	Memberships, Dues, & Subscriptions	600	600
			42	Property Rental/Lease Expense	500	500
			43	Inter-Library Loan Fees	300	300
			44	Library Databases	-	-
			45	In District meetings, meals, events	-	-
			46	Professional Development	-	-
			47	Security Services	-	-
			48	Signs and Signal Materials	-	-
			49	A/V Equipment	-	-
			50	<b>TOTAL MATERIALS AND SERVICES</b>	<b>5,056,905</b>	<b>5,056,905</b>
			51	CAPITAL OUTLAY		51
			52	Capital Outlay	-	-
			53			
			54	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>
			55	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>7,094,334</b>	<b>7,094,334</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND  
(name of fund)

**Jackson County Library Services**  
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: COMMUNITY ENGAGEMENT	Budget For Next Year 2026-27			
Actual		Adopted Budget This Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023-24	First Preceding Year 2024-25						
1			1	PERSONNEL SERVICES			1
2	1,236,006	1,146,424	2	1,149,085	1,149,085		2
3	391,737	411,204	3	449,517	449,517		3
4			4				4
5			5				5
6			6				6
7			7				7
8	<b>1,627,743</b>	<b>1,557,628</b>	8	<b>1,598,602</b>	<b>1,598,602</b>	-	8
9	<b>24.00</b>	<b>24.00</b>	9	<b>18.75</b>	<b>18.75</b>		9
10			10	MATERIALS AND SERVICES			10
11	9,647	21,167	11	52,800	52,800		11
12	69,393	60,620	12	49,600	49,600		12
13	-	20,975	13	24,600	24,600		13
14	15,876	8,680	14	18,470	18,470		14
15	14,150	9,109	15	15,500	15,500		15
16	6,170	5,015	16	4,450	4,450		16
17	264	44	17	1,150	1,150		17
18	-	146	18	500	500		18
19	-	-	19	200	200		19
20	2,659	32,455	20	-	-		20
21	998	1,128	21	-	-		21
22			22				22
23			23				23
24			24				24
25	<b>119,157</b>	<b>159,339</b>	25	<b>167,270</b>	<b>167,270</b>	-	25
26			26	CAPITAL OUTLAY			26
27			27				27
28			28				28
29	-	-	29	-	-	-	29
30	<b>1,746,900</b>	<b>1,716,967</b>	30	<b>1,765,872</b>	<b>1,765,872</b>	-	30

150-504-030 (Rev 11-18)

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

GENERAL FUND  
(name of fund)

**Jackson County Library Services**  
(name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: ADMINISTRATIVE SERVICES	Budget For Next Year 2026-27			
	Actual		Adopted Budget This Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2023-24	First Preceding Year 2024-25						
1				1 PERSONNEL SERVICES				1
2	817,277	1,191,442	917,702	2 Salaries & Wages	802,118	802,118		2
3	259,026	380,902	313,536	3 Taxes & Benefits	324,952	324,952		3
4				4				4
5				5				5
6				6				6
7				7				7
8	1,076,303	1,572,344	1,231,238	8 TOTAL PERSONNEL SERVICES	1,127,070	1,127,070	-	8
9	14.5	11.5	11.5	9 Total Full-Time Equivalent (FTE)	10.625	10.625		9
10				10 MATERIALS AND SERVICES				10
11	222,082	19,741	32,000	11 Consultant Fees	144,000	144,000		11
12	30,821	75,670	74,800	12 Computer Software and Licensing	81,500	81,500		12
13	-	41,385	-	13 Elections	45,000	45,000		13
14	51,550	38,650	42,500	14 Auditing Services	44,000	44,000		14
15	10,899	39,835	52,500	15 Professional Development	40,000	40,000		15
16	15,844	21,624	25,000	16 Legal Services	40,000	40,000		16
17	23,058	22,515	23,000	17 Parking Permits	23,000	23,000		17
18	15,534	19,760	21,450	18 Memberships, Dues and Subscriptions	18,850	18,850		18
19	8,834	7,702	5,650	19 Staff Recognition	9,200	9,200		19
20	5,969	8,305	8,100	20 In District meetings, meals, events	6,000	6,000		20
21	4,432	13,478	4,500	21 Advertising/Recruitment	4,000	4,000		21
22	3,035	3,147	3,750	22 Bank Fees/Interest Expense	4,000	4,000		22
23	13,539	4,998	3,000	23 Travel- airfare, lodging, meals etc	3,000	3,000		23
24	4,380	4,846	3,750	24 Supplies	2,225	2,225		24
25	-	1,888	2,000	25 In District Mileage	1,250	1,250		25
26	2,744	2,083	1,500	26 Background Checks	1,000	1,000		26
27	488	465	500	27 Volunteer Recognition	500	500		27
28	1,244	259	-	28 Advertising	200	200		28
29	29,728	14,514	20,000	29 Postage - Finance	-	-		29
30	252	-	-	30 Accounting Services	-	-		30
31	1,329	1,458	-	31 Special fees and Expenses	-	-		31
32	-	177	-	32 Minor Equipment	-	-		32
33	31,016	-	-	33 Professional Servicers	-	-		33
34				34				34
35				35				35
36				36				36
37				37				37
38				38				38
39				39				39
40				40				40
41				41				41
42				42				42
43	476,778	342,500	324,000	43 TOTAL MATERIALS AND SERVICES	467,725	467,725	-	43
44				44 CAPITAL OUTLAY				44
45				45				45
46				46				46
47	-	-	-	47 TOTAL CAPITAL OUTLAY	-	-	-	47
48	1,553,081	1,914,844	1,555,238	48 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,594,795	1,594,795	-	48

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**  
**GENERAL FUND**  
 (name of fund)

**Jackson County Library Services**  
 (name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2026-27			
	Actual		Adopted Budget This Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2023-24	First Preceding Year 2024-25						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 <b>TOTAL PERSONNEL SERVICES</b>	-	-	-	4
5				5 <b>Total Full-Time Equivalent (FTE)</b>				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	-	-	-	9 <b>TOTAL MATERIALS AND SERVICES</b>	-	-	-	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	-	-	-	13 <b>TOTAL CAPITAL OUTLAY</b>	-	-	-	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	-	-	-	17 <b>TOTAL DEBT SERVICE</b>	-	-	-	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	-	-	-	21 <b>TOTAL SPECIAL PAYMENTS</b>	-	-	-	21
22				22 INTERFUND TRANSFERS				22
23	-	250,000	250,000	23 Transfer to Capital Improvement Fund	250,000	250,000		23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	250,000	250,000	28 <b>TOTAL INTERFUND TRANSFERS</b>	250,000	250,000	-	28
29			500,000	29 <b>OPERATING CONTINGENCY</b>	500,000	500,000		29
30			-	30 <b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-		30
31			7,057,868	31 <b>UNAPPROPRIATED ENDING BALANCE</b>	6,383,567	6,383,567		31
32	-	250,000	7,807,868	32 <b>Total Requirements NOT ALLOCATED</b>	7,133,567	7,133,567	-	32
33	15,200,428	16,230,411	17,452,132	33 <b>Total Requirements for ALL Org.Units/Programs within fund</b>	17,460,260	17,460,260	-	33
34	7,992,744	7,514,770		34 <b>Ending balance (prior years)</b>				34
35	<b>23,193,172</b>	<b>23,995,181</b>	<b>25,260,000</b>	35 <b>TOTAL REQUIREMENTS</b>	<b>24,593,827</b>	<b>24,593,827</b>	-	35



Date: May 20, 2026

**Title:** Intergovernmental Agreement, Jackson County Facilities Maintenance Amendment #2

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

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**Summary:**

JCLD has an Intergovernmental Agreement (IGA) with Jackson County Facilities Maintenance to maintain JCLD's 15 buildings and assist with special projects. This amendment extends the IGA an additional year.

**Recommendation:**

Staff recommend that the Board approve the amendment to the IGA with Jackson County for facilities maintenance and special projects for Fiscal Year 2027.

**Resource Requirements:**

The proposed annual cost for FY27 is \$531,758. This represents a 3% increase over FY26 and is included in the FY27 budget.

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

The IGA supports the District's goal of having safe, welcoming facilities.

**Background and Additional Information:**

When the Library District was formed in 2014, Jackson County retained ownership of the 15 library buildings until the bond which built them was concluded. In 2020, all deeds and lease assignments were transferred to the District. It was at this time that the initial IGA was developed and continued through its initial term of 5-years. Last year, JCLD and Jackson County agreed to a one-year extension of the IGA through Amendment #1, and also removed landscaping services as a provision. This year, we have agreed to another one-year extension to cover July 1, 2026 through June 30, 2027.

**AMENDMENT #2 TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN JACKSON COUNTY LIBRARY DISTRICT AND JACKSON COUNTY RELATED TO PROVISION OF MAINTENANCE AND LANDSCAPING SERVICES FOR LIBRARY FACILITIES**

1. This is Amendment No. 2 to the Intergovernmental Agreement between Jackson County Library District (“JCLD”) and Jackson County (“County”) Related to Provision of Maintenance and Landscaping Services for Library Facilities executed as of July 1, 2020 (the “Agreement”).
2. The Agreement was previously amended by Amendment No. 1, which was fully executed on April 3, 2025.
3. The purpose of this Amendment is to amend the Agreement to provide for the extension of the term of the agreement.
3. The Agreement is hereby amended as follows:
  5. Term. The term of this Agreement shall commence on July 1, 2020 and continue for a period of six (7) years, terminating on June 30, 2027, unless sooner terminated or extended under the provisions of this Agreement.

Except as expressly amended above, all other terms and conditions of the original Agreement and Amendment No. 1 are still in full force and effect.

Jackson County Library District

Jackson County

\_\_\_\_\_  
By: Susan Kiefer                      Date  
Title: Board President

\_\_\_\_\_  
By:    Date  
Title:

*Approved as to legal sufficiency:*

*Approved as to legal sufficiency:*

\_\_\_\_\_  
Jacquelyn Bunick, District Counsel

\_\_\_\_\_  
Joel Benton, County Counsel



Date: May 20, 2026

**Title:** Intergovernmental Agreement with RCC for Integrated Library System

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

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**Summary:**

The Intergovernmental Agreement (IGA) between Rogue Community College and JCLD has been updated to align with JCLD’s new renewal term with ByWater for the Koha ILS.

**Recommendation:**

Staff recommends the Board approve the Intergovernmental Agreement (IGA) between Jackson County Library District (JCLD) and Rogue Community College (RCC) for the Integrated Library System (ILS) with Bywater Solutions for the Koha platform.

**Resource Requirements:**

JCLD will invoice RCC for their portion of the costs for the ILS after July 1 annually. Ongoing costs for RCC are calculated at 15% of the total cost, \$2,360 annually. The term of this IGA is four (2) years, aligning with JCLD’s contract with ByWater.

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

This IGA supports Goal 2 of the 2022-2026 Strategic Plan to Extend Access to the Library and Goal 3 to Engage the Community More Fully through extending this partnership and continued resource sharing with Rogue Community College.

**Background and Additional Information:**

JCLD and RCC entered into an IGA for shared ILS services in 2015. In 2021, it was updated reflect changes due to the migration to a new ILS, Koha. In advance of the April renewal date for Koha, Assistant Director of Support Services Kelda Vath, and Technical Services Manager Ashley Johnson met with representatives from RCC to discuss the Koha renewal and review the IGA. The revisions to the IGA updates the earlier agreement to align with JCLD’s contract renewal with ByWater for Koha as well as minor adjustments agreed to by both parties.

**INTERGOVERNMENTAL AGREEMENT  
SHARED INTEGRATED LIBRARY SYSTEM**

This agreement is entered into between Jackson County Library District, hereafter called “District”, and Rogue Community College District, hereafter called “RCC”, and shall become effective on April 20, 2026.

**WITNESSETH:**

WHEREAS in May 2014, the voters of Jackson County approved the formation of District as a special district under Chapters 198 and 357 to provide permanent and dedicated library funding for library services and self-governance;

WHEREAS District began providing library services, including network services, beginning July 1, 2015;

WHEREAS District and RCC entered into an Intergovernmental Agreement on July 1, 2015 to allow the parties to share an Integrated Library System (ILS) that utilized a Polaris computer platform and database;

WHEREAS on August 1, 2020, District issued a Request for Proposals for ILS services and awarded a contract to ByWater Solutions, LLC, for the installation, implementation, and support of the Koha Integrated Library System (“Koha”) and Aspen Discovery System (“Aspen”);

WHEREAS, ORS 190.010 allows a unit of local government to enter into a written agreement with another unit of local government for the performance of any function and/or activity the local government has the authority to perform;

WHEREAS District and RCC wish to share the Integrated Library System (ILS) utilizing the Koha computer platform and database hosted by Bywater Solutions and wish to continue the collaborative relationship heretofore enjoyed between District and RCC;

To ensure harmonious operations, District and RCC agree to the following:

**SECTION 1. RESPONSIBILITIES OF DISTRICT:**

- A. District will make the ILS available for use to RCC during RCC’s hours of operation and make the online catalog accessible through the Internet at all hours, except during scheduled periods of system maintenance, or downtime resulting from unanticipated failures in hardware, software, or telecommunications.
- B. District will provide central site hardware, software, and telecommunications sufficient to maintain services and response times at current levels, and to support future vendor upgrades.
- C. District will provide cloud-based access to the hosted solution.
- D. District will ensure that regular maintenance functions for the system are carried out, including daily backups and timely system upgrades.

## **SECTION 2. RESPONSIBILITIES OF RCC:**

- A. RCC will pay District as follows:
  - a. Fifteen percent of the annual Koha support and hosting fee paid by the District, which at the time of renewal is \$2,359.95, for services rendered and invoiced each year for the next 2 (two) years, through April 19, 2028. District shall invoice RCC after July 1 for each service year. Payment shall be made for completed services within thirty (30) days of receipt of invoice. Invoices shall be submitted to:
    - Accounts Payable
    - Rogue Community College
    - 3345 Redwood Hwy.
    - Grants Pass, OR 97527
    - accountspayable@roguecc.edu
  - b. RCC's obligations under this Contract are contingent upon the availability and lawful appropriation of funds. If sufficient funds are not appropriated or otherwise made available, RCC may terminate this Contract upon thirty (30) days' written notice, without penalty or further liability beyond payment for goods delivered or services performed prior to termination.
  - c. Any software development requests from RCC shall be negotiated directly with Bywater Solutions and paid for by RCC.
- B. RCC shall designate an ILS representative and an alternate, who shall communicate with the ILS staff concerning system reports, troubleshooting, and other routine maintenance issues, as well as system coordination and planning.
- C. RCC will provide telecommunication connections between the RCC campuses and the ILS.
- D. The purchase, maintenance and replacement of workstations and peripheral equipment such as barcode reader/scanners and printers at RCC locations shall be the responsibility of RCC.

## **SECTION 3. RESPONSIBILITIES OF BOTH LIBRARIES:**

- A. Each library must conform to the policies, procedures, protocols, and guidelines in this agreement and those mutually established in the future by District and RCC.
- B. Each library shall keep and observe the rules and policies stated in the vendor contract for the operation of the ILS, attached to this IGA as Exhibit A.
- C. Neither library shall alter the ILS database or any part thereof, nor use the database in any manner except as authorized by this agreement.
- D. Each library will provide adequate, ongoing training for staff members.
- E. Each library will protect the integrity of the database by inputting, maintaining and sharing bibliographic and item records following standardized rules established by District and RCC for uniform data entry, which reflect current cataloging standards, including MARC21, RDA, JCRI , LCNA and LCSH standards.
- F. The libraries shall jointly maintain an integrated patron file, which shall be equally accessible to the libraries, and which shall conform to uniform data entry protocols as agreed upon by both

libraries. Each library must connect to the ILS using only equipment obtained through authorized vendors.

- G. Each library must maintain frequent, ongoing communication with the other library and must communicate in writing when changes in internal policies and procedures may impact the operation of the ILS or other library operations.
- H. Both libraries will participate in review of system wide rules and will participate in system planning.
- I. Each library agrees to keep such records as may be required, such as, but not limited to, fees collected for replacement of materials or collections accounts.
- J. Scheduling of predictable downtime will be established by consensus between District and RCC. The ILS administrative and network staff shall coordinate with both libraries for scheduling anticipated periods of regular maintenance so as to minimize disruption of library operations.

**SECTION 4. RECIPROCAL BORROWING:**

- A. **Borrowing Privileges:** Each library will loan library materials to holders of valid RCC library cards and valid District library cards who are in good standing. “In good standing” is defined as owing less than \$25 (twenty-five dollars) in combined fees and fines; having no “long-overdue” materials; and having no flags or blocks in the patron account due to failure to comply with policies. Patrons in good standing may borrow library materials in person from any branch of the other library or by placing holds in the ILS to be shipped by courier.
- B. **Materials that may be Borrowed:** A patron may borrow any regular circulating material. Note: RCC Reserve Room materials are not considered regular circulating material, and are not available to all patrons.
- C. **Lost or Damaged Materials:** Lost or damaged materials are the responsibility of the owner of the card which was used to check out the materials. A cardholder accepts financial responsibility for any and all materials checked out to his/her/their patron account.
- D. **Policies:** The library where the lending occurs will determine specific patron privileges in accordance with this agreement. The policies of the library which checks out the material, not the owning library, will govern loan policies for materials checked out at that library. These may include, but are not limited to, circulation periods, renewals, and fines. Transactions arising from lost or damaged materials are excepted; in those cases, the policies of the owning library pertain.
- E. **Access to Databases:** A patron who obtains borrowing privileges at the other library under this agreement will not necessarily be granted access to subscription databases, due to licensing constraints. Access to subscription databases will be determined by authorized library staff.
- F. **Return of Materials:** Materials may be returned to any District or RCC library, where it will be checked in during the next operating day of that branch, and will be sent back to the branch assigned within the ILS by courier. In the event that lost or damaged materials are returned to a branch that is not the owning library, it is agreed that the owning library will determine any fees, fines, or other charges related to the return of those materials.
- G. **Termination of Agreement:** Reciprocal borrowing may be discontinued by either party by giving the other library 30 days written notice, and is automatically terminated in the event that either library ceases to lend materials.

## **SECTION 5. STANDARDS, PROTOCOLS AND RULES:**

District and RCC acknowledge that it will be necessary to make joint policy decisions as to the services to be provided, the hours and methods of operation, changes to the database, upgrade dates, and other similar matters that affect system wide operations. To that end, District and RCC shall each designate a representative and an alternate, who shall communicate with each other to reach consensus concerning ILS operations, rules and policies, including, but not limited to:

- A. Cataloging: the extent and nature of the information to be included in the centralized catalog of materials and protocols for data entry.
- B. Circulation: the operation of the ILS; protocols for the input and deletion of information into and from the database; interlibrary loan procedures and responsibilities.
- C. Personnel training standards that ensure that all persons using the ILS are competent, adequately trained, and up to date.
- D. Security regulations and policies for access to and security of the catalog; standards of confidentiality.
- E. Statistical data maintenance.
- F. Cooperative endeavors including Reference and Collection Development.
- G. Technology standards and upgrades.
- H. Materials delivery procedures and schedules.

## **SECTION 6. INDEPENDENT CONTRACTOR**

District is and shall be deemed an independent contractor in connection with the services provided herein, and it is mutually agreed that nothing contained herein shall be deemed or construed to constitute a partnership or joint venture between the parties. It is understood and agreed that the District is not an agent or employee of RCC with respect to any acts and omissions hereunder.

## **SECTION 7. MUTUAL INDEMNIFICATION**

To the extent permitted by Article 11, Section 10 of the Oregon Constitution and subject to the limits of the Oregon Tort Claims Act, RCC shall defend, save, hold harmless, and indemnify District, and its elected officials, officers, employees, agents, and volunteers from all claims, suits, or actions of whatever nature whether actual, threatened, or alleged including but not limited to personal injury, death, property damage and incidental and consequential damages, resulting from or arising out of the activities of RCC or its elected officials, officers, employees, agents, volunteers, guests, or customers arising out of or in connection with this agreement.

To the extent permitted by Article 11, Section 10 of the Oregon Constitution and subject to the limits of the Oregon Tort Claims Act, District shall defend, save, hold harmless, and indemnify RCC, and its elected officials, officers, employees, agents, and volunteers from all claims, suits, or actions of whatever nature whether actual, threatened, or alleged including but not limited to personal injury, death, property damage and incidental and consequential damages, resulting from or arising out of the activities of District or its elected officials, officers, employees, agents, volunteers, guests, or customers arising out of or in connection with this agreement.

## **SECTION 8. TERM AND TERMINATION**

Term: This agreement shall commence on April 20, 2026 and terminate on April 19, 2028 unless terminated or renewed prior to that date.

Termination for Breach: Either party may terminate this agreement in the event of a breach of the agreement by the other. Prior to such termination the party seeking termination shall give to the other party thirty days (30) advance written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within thirty (30) days of the date of the notice, then the Agreement may be terminated at any time thereafter by a written notice of termination by the party giving notice. In the event the breach is of such nature that it cannot be reasonably cured within 60 days, the breaching party shall have a reasonable amount of time to cure.

Termination for Convenience: Either party may terminate this agreement for any reason by giving the other party 30 days written notice.

## **SECTION 9. EVENTS BEYOND CONTROL OF THE PARTIES**

Any prevention, delay, or stoppage of performance of either party's obligations hereunder due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes therefore, governmental restrictions, governmental controls, governmental regulations, enemy or hostile government action, civil commotion, fire or other casualty, or any other causes beyond the reasonable control of the parties, shall not be deemed to be a breach of this Agreement or a violation or failure to perform any covenants hereof, and affected party shall have a reasonable time after cessation of any of such causes within which to render performance delayed thereby.

The parties agree that the effective date of this Intergovernmental Agreement shall be April 20, 2026.

**JACKSON COUNTY LIBRARY DISTRICT**

**By:** -----

Name: Susan Kiefer

Title: Board President

**ROGUE COMMUNITY COLLEGE DISTRICT**

DocuSigned by:



By: -----  
0EFC7D3D059D430...

Name: Lisa Stanton

Title: VP of Operations and Finance/COO

*Approved as to legal sufficiency:*

## **Exhibit A**

### ***CONTRACT FOR SERVICES***

This Contract for Services ("Contract") is made effective as of 4/20/2026, by and between the Jackson County Library District, a library district organized under ORS Chapters 198 and 357, of Medford, OR 97501 ("Client"), and ByWater Solutions LLC, of Santa Barbara, California 93102, Federal Tax ID: 26-4608793 ("ByWater").

1. **CONTRACT EXPIRATION.** This contract will expire if not executed within 60 days of the effective date listed above.

2. **TERM.** The service term shall run from **4/20/2026** through **4/19/2028** (the "Term"). Upon expiration of the Term, this Contract shall automatically renew for up to 1 successive renewal term, a 2-year service term (a "Renewal Term"), unless Client provides ByWater with written notice of its intent not to enter into a Renewal Term at least sixty (60) days prior to the end of the then-current Term. Any increase to ByWater's fees for each Renewal Term shall be in an amount not to exceed 3% of the fees for the then-current term.

3. **TERMINATION.** This Contract may be terminated pursuant to the following terms:

(a) **Expiration of the Term.** This Contract shall terminate upon expiration of the then-current term unless entering a Renewal Term as provided for in Section 2, above.

(b) **Mutual Consent or No Cause.** This contract may be terminated at any time by mutual consent of both parties or without cause upon 6 months' written notice by either party;

(c) **For Cause.** Client may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to ByWater, or at such later date as may be established by Client, under any of the following conditions:

- (1) If Client's 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;
- (2) 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
- (3) If any license or certificate required by law or regulation to be held by ByWater to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.



(d) For Default or Breach.

- (1) Either Client or ByWater 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.
- (2) Time is of the essence for ByWater's performance of each and every obligation and duty under this contract. Client, by written notice to ByWater of default or breach, may at any time terminate the whole or any part of this contract if ByWater fails to provide services called for by this contract within the time specified herein or in any extension thereof.
- (3) The rights and remedies of Client provided in this subsection (d) are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(e) Obligation/Liability of Parties. Termination or modification of this contract pursuant to subsections a, b, c, or d 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 ByWater shall immediately cease all activities under this contract, unless expressly directed otherwise by Client in the notice of termination. Further, upon termination and Client's request, ByWater 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. Client shall pay ByWater for work performed prior to the termination date if such work was performed in accordance with the Contract.

4. DESCRIPTION OF SERVICES. ByWater will provide the Client the following services as part of this renewal term (collectively, the "Services"):

- (a) Terms regarding technical support for the Client are as follows:
  - (1) Critical support will be available (24) hours per day, 7 days per week. Critical support includes system failure or complete loss of access to the Koha system. Other support calls during hours in which the Client's facility is closed will be addressed by level of importance; i.e. system failure dictates immediate response time, training questions will be addressed within 24 hours;
  - (2) The support package will also cover software updates and Koha enhancements that may be applicable to the Client.
  
- (b) Hosting for the Client's data will be located in a remote cloud, and Service providers may change at any time, at the absolute and sole discretion of ByWater. ByWater will not be responsible for force majeure events, including natural disasters, or communication line failures that may cause data corruption.
  - (1) Hosting will also include a server for the purposes of testing and development of Koha. Test systems will be updated by ByWater in conjunction with any upgrades applied to Koha. ByWater will sync test server with the Client's production data on a schedule according to the Client's request but not more frequently than on a monthly basis.

5. PAYMENT FOR SERVICES. In exchange for the Services the Client will pay ByWater according to the following schedule:

- (a) Koha annual support and hosting fee: \$15,733.00, due on or before 4/30 of each year, beginning on 4/20, 2026.
  
- (b) Test Server annual support and hosting fee: \$2,060.00 due on or before 4/30 of each year, beginning on 4/20, 2026.

Payments not received within 60 days of the due date will result in termination of support services until receipt of payment. Payment not received within 90 days of due date shall result in termination of hosting services until receipt of payment. Payments may be made via check and direct deposits (ACH). Alternate payment methods will result in a convenience fee based on a sliding scale. For avoidance of doubt, any delay in implementation of the Software requested or caused by the Client shall not be grounds for the Client to likewise delay payment of any fees then due and owing.

6. FUNDS AVAILABLE AND AUTHORIZED. Client has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the Client's fiscal year budget. ByWater understands and agrees that Client's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on Client

appropriations, or other expenditure authority sufficient to allow Client, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the Client has insufficient appropriations, limitations or other expenditure authority, Client may terminate this contract without penalty or liability to the Client, effective upon the delivery of written notice to ByWater, with no further liability to ByWater.

7. **WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by ByWater solely in connection with the Services will be the exclusive property of the Client. Upon request, ByWater will execute all documents necessary to confirm or perfect the ownership of the Client to the Work Product. All such Work Product developed on behalf of the Client will be made available under the terms of the open source license in effect for Koha at the time the code is written (currently GPL v3). A copy of the code will be given to the Client even though the code may be hosted. A good faith effort will be made both by the Client, and by ByWater at the coding stage, to integrate all code into the public, [koha-community.org](http://koha-community.org) code base, or wherever the public code base may subsequently be located. Upon expiration or termination of this Contract, ByWater will: (a) return to the Client all records, notes, documentation and other items owned by the Client that were used, created, or controlled by ByWater as of the effective date of this Contract, or during the Term or any Renewal Term of this Contract; and (b) assist Client in exporting data from ByWater's data cloud to Client, at no additional charge.

8. **NO-INFRINGEMENT.** In providing the services under this Agreement, ByWater agrees not to design, develop, or provide to Sponsor any items that infringe one or more patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or other rights of any person or entity. If ByWater becomes aware of any such possible infringement in the course of this Agreement, ByWater shall immediately so notify Client in writing. ByWater warrants and represents that any and all Work Product developed by ByWater pursuant to this agreement, does not and will not infringe any patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or similar rights of any person or entity.

9. **RECORDS MAINTENANCE; ACCESS.** ByWater shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles, and federal circulars (as applicable). In addition, ByWater shall maintain any other records pertinent to this contract in such a manner as to clearly document ByWater's performance hereunder. ByWater acknowledges and agrees that Client 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 ByWater that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. ByWater further acknowledges records generated as a result of this Contract may be subject to disclosure pursuant to the Oregon Public Records Act.

10. INSURANCE.

- (a) Insurance. ByWater shall at its own expense provide the following insurance:
- (i) **Worker's Compensation** insurance in compliance with ORS 656.017.
  - (ii) **General Liability** insurance including Products & Completed Operations coverage with a combined single limit, or the equivalent, of not less than \$5,000,000. It shall include contractual liability coverage for the indemnity provided under this Contract.
  - (iii) **Network Security and Privacy Liability** coverage in an amount not less than \$2,000,000 per claim and annual aggregate, covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, in an amount not less than \$2,000,000 and payable whether incurred by Client or ByWater including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for Client or on behalf of Client hereunder. The policy shall include coverage for third party claims. The policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided. Such insurance shall be maintained in force at all times after the effective date of the Contract and during the Term or any Renewal Term of the Contract and for a period of three years thereafter for services completed after the effective date of this Contract and during the Term or any Renewal Term of the Contract.
  - (iv) **Technology Errors & Omissions Insurance** coverage in an amount not less than \$2,000,000 per claim and annual aggregate, covering any and all errors, omissions, or negligent acts in the delivery of products, services, and/or licensed programs under this contract. Coverage shall include copyright infringement, infringement of trade dress, domain name, title or slogan. In the event that the Tech E&O insurance required by this Contract is written on a claims-made basis, ByWater warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years, beginning at the time work under this Contract is completed.
- (b) Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the ByWater or its insurer(s) to the Client.

- (c) Certificates of Insurance. As evidence of the insurance coverage required by this contract, the ByWater shall furnish acceptable insurance certificates prior to commencing work under this contract.
- (d) Additional Insured. ByWater shall name Jackson County Library District, and its elected officials, officers, agents, employees, and volunteers as Additional Insureds on all insurance policies required herein, except Worker's Compensation, but only with respect to Contractor's services to be provided under this Contract. A copy of the Additional Insured Endorsement must be provided to the District with the Certificate of Insurance. The certificate will specify all of the parties who are Additionally Insured. Insuring companies or entities are subject to District acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the District. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance

11. CONFIDENTIALITY. ByWater, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of ByWater, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Client, except (a) if and to the extent the information is already a matter of public knowledge; (b) such disclosures as may be necessary to ByWater's attorney or accountant (collectively, "Permitted Confidants"); or (c) such disclosures as are required by law or by any litigation between the parties hereto with respect to this Contract. ByWater shall also timely require each of its Permitted Confidants to keep that information confidential. Before making any disclosure required by law, ByWater, or the Permitted Confidant, as the case may be, shall give Client as much notice thereof as is legally permitted, along with a copy of the proposed disclosure. The foregoing duties of confidentiality shall survive the termination of this Contract.

## 12. RELATIONSHIP OF PARTIES.

- (a) ByWater shall perform the work required by this contract as an independent contractor. Although the Client 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 Client cannot and will not control the means or manner of ByWater's performance. ByWater is responsible for determining the appropriate means and manner of performing the work.
- (b) ByWater represents and warrants that ByWater (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 25.
- (c) ByWater shall be responsible for all federal or state taxes applicable to any compensation or payments paid to ByWater under this contract and, unless ByWater is subject to

backup withholding, the Client will not withhold from such compensation or payments any amounts(s) to cover ByWater's federal or state tax obligations. ByWater is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to ByWater under this contract, except as a self-employed individual.

13. **SUCCESSORS AND ASSIGNS.** Neither party shall subcontract, assign or transfer its interest in this Contract without the express written consent of the other party, and such consent shall not be unreasonably withheld. In addition to any other provisions, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound to the same provisions herein as if the subcontractor were the Contractor. 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. Consent of Client given to a subcontractor does not relieve ByWater of any obligations and responsibilities under this Contract, including ByWater's responsibility for any goods and services to be provided by any subcontractor.

14. **NO THIRD-PARTY BENEFICIARIES.** Client and ByWater 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.

15. **WARRANTY.** ByWater shall provide the Services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally accepted standards in ByWater's industry. Aside from the express warranties stated in this Contract, ByWater hereby disclaims any and all other warranties related to the products and services offered under this Contract, including but not limited to warranties of merchantability or fitness for a particular purpose, and whether such warranties are oral or written, express or implied. ByWater does not in any way warrant that Koha will operate without interruption or be error free, however ByWater shall be responsible for finding an appropriate replacement for Koha should either fail to meet the Client's guidelines and needs as outlined in Clients Request for Proposal document. Should it be necessary to find a replacement for Koha, time will be of the essence, and ByWater shall be responsible for finding and implementing appropriate replacements so as to avoid prolonged interruption of services to Client. ByWater shall have no liability for damages resulting from the following, including, but not limited to: hosting inoperability, interruption due to product or delivered software malfunction (provided that regular daily backups are conducted by ByWater), loss of profits, goodwill, damage or loss of data, or any other indirect, special or consequential damages suffered by Client. This waiver of liability shall not apply to ByWater's duty to find and implement appropriate replacements for the inoperable or malfunctioning software/hosting in a timely and diligent manner.

16. REMEDIES. If Client or ByWater fails to perform its obligations under this Contract, the non-breaching party shall have the right to terminate the Contract and to seek whatever remedy may be available to it, either in law or in equity. As required by ORS 279B.060(2)(h), the Client must specify the consequences of ByWater's failure to perform the services contract for herein or to meet the performance standards established by this Contract. Those consequences may include, but are not limited to:

- a. Reduction or withholding of payment under this Contract;
- b. Client's right to require ByWater to perform, at ByWater's expense, any additional work necessary to perform the scope of work or to meet the performance standards established by this Contract; and
- c. Client's rights, which Client may assert individually or in combination, to declare a default of the resulting Contract, to terminate the Contract, and to seek damages and other relief available under the Contract or applicable law.

17. ATTORNEY FEES. In the event that a claim or cause of action arises out of the interpretation, performance, or breach of this contract, the prevailing party shall be entitled to a reasonable attorney's fee in addition to costs of suit.

18. 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 Client (and/or any other entity or department of the State of Oregon) and ByWater 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. ByWater, 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 Client 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.

19. LIMITATION OF LIABILITY. BYWATER WILL HAVE NO LIABILITY FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES FOR ANY MATTER ARISING FROM OR RELATING TO THIS CONTRACT OR THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT, LOSS, INACCURACY, OR DESTRUCTION OF INFORMATION OR DATA COLLECTED, STORED, DISTRIBUTED, OR MADE AVAILABLE VIA THE PRODUCTS AND SERVICES, CLIENT'S USE OR INABILITY TO USE THE PRODUCTS AND SERVICES, ANY CHANGES TO OR INACCESSIBILITY OF THE PRODUCTS AND SERVICES, ANY DELAY OR FAILURE OF

THE SERVICES, OR FOR LOST PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, EVEN IF BYWATER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

20. COMPLIANCE WITH APPLICABLE LAW. ByWater 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, ByWater 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. Client's performance under the Contract is conditioned upon ByWater's compliance with the provisions of ORS Chapter 279A, B, and C, which are incorporated by reference herein.

21. FOREIGN CONTRACTOR. If ByWater is not domiciled in or registered to do business in the State of Oregon, ByWater shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this contract.

22. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other Contract whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral Contracts between the parties.

23. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable, provided that no party is, as a result thereof, deprived of its substantial benefits under this Contract. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

24. AMENDMENT. This Contract may only be changed, modified, amended or discharged by a Contract in writing executed by the parties hereto.

25. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the addresses unless some other means or method of notice is required by law:

Jackson County Library District  
205 South Central Avenue  
Medford, OR 97501

ByWater Solutions, LLC  
PO Box 1346  
Santa Barbara, CA 93102

26. ASSIGNMENT. The Neither party may assign or transfer this Contract without the prior written consent of the other party. ByWater shall not enter into any subcontracts for any of the service to be provided hereunder without Client's written consent.

27. BINDING EFFECT. This Contract shall inure to the benefit of and be binding upon the parties named herein and their respective heirs, successors and assigns.

28. EXECUTION. This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original hereof.

29. INDEMNIFICATION. The parties hereto shall fully indemnify, hold harmless and defend one another, and their respective elected official, officers, agents, contractors, employees, and volunteers from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs) (collectively, "Claims") which arise out of or relate to (1) any breach of any representation or warranty of a party hereto contained in this Contract, (2) any alleged or actual infringement; (3) any breach or violation of any covenant or other obligation or duty of a party hereto under this Contract or under applicable law, in each case whether or not caused by the negligence of a party hereto and whether or not the relevant Claim has merit; and (4) all claims, suits, or actions of whatever nature resulting from or arising out of the activities of a party hereto or its officers, employees, subcontractors, or agents under this contract. Neither ByWater nor Client shall be liable to the other for loss, damage, or delay in the work caused by war, riot, the act or order of any competent civil or military authority, strikes, unauthorized work stoppage or by rain, fire, flood, act of God, pandemic, or by any cause which is unavoidable and beyond its reasonable control. In addition, ByWater is not liable for loss or damage suffered by the Client or any third party not caused by the employees, subcontractors, agents or equipment of ByWater.

**30. CERTIFICATIONS AND REPRESENTATIONS.** ByWater, under penalty of perjury, certifies that (a) the number shown on this form is its correct taxpayer ID (or is waiting for the number to be issued to it) and (b) ByWater 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. ByWater further represents and warrants to Client 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 ByWater enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with the highest 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, and it is a corporation authorized to act on behalf of the entity designated above and authorized to do business in Oregon or 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.

  
ByWater Solutions, LLC \_\_\_\_\_ (Date)

By: Brendan A Gallagher

Its: CEO

**[Signatures to follow]**

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

**JACKSON COUNTY LIBRARY DISTRICT**

 4/9/2026  
(Date)

By: Frank Phillips, Interim Library Director

*Approved as to legal sufficiency:*

 4/10/2024  
(Date)

**BYWATER SOLUTIONS LLC**

  
By: Brendan Gallagher, Chief Executive Officer  
Duly Authorized

Date: 3/17/2026



# 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

At the Ashland children's department, teeny tiny caterpillars slowly transformed into painted lady butterflies as part of an interactive display surrounded by books and field guides about Pacific Northwest butterflies. A butterfly release party is planned for the beginning of May.



In White City, young patrons learned about the role hummingbirds play in pollinating flowering trees and plants, as well as the seven species of hummingbirds found in Oregon. Participants also created hummingbird suncatcher crafts inspired by what they learned.



The Prospect Branch partnered with the SOU Archeology Department to offer a program for school-aged children featuring locally discovered artifacts, a presentation, and a hands-on activity. The program was well attended by visiting school classes and community members alike.



The Shady Cove Branch hosted an African Kora event featuring Sean Gaskell, who shared music and stories from his time studying in West Africa under Moriba Kuyateh and the late Malamini Jobarteh. Patrons were captivated by the beautiful sounds of the 21-string African Kora and the cultural stories shared throughout the program.



Shady Cove Branch also welcomed families to a Literary Princess Tea Party featuring Disney characters. Thanks to Library Associate Grace Anderson, children enjoyed stories, songs, snacks, a costume contest, and party favors while spending time with Princess Aurora and Maleficent during a magical day at the library.



At the Eagle Point Branch, Spider-Gwen made a special appearance for storytime, where young patrons enjoyed stories, games, dancing, and learning about superheroes like Spider-Man and Miles Morales. The visit brought extra excitement and energy to the library's regular storytime schedule.

Adult Services Librarian Carrie Tannehill partnered with Gene Brady of Natural Grocers, a certified Nutritional Therapy Practitioner, to present a wellness program at the Medford Library. The presentation explored how body care product labeling can be misleading and difficult to evaluate for health and environmental impact. Attendees also created personalized sugar and salt body scrub samples by adding essential oils suited to their skincare needs.



The Central Point Branch became the adoptive organization for Oak Street through the City of Central Point's Adopt-A-Street program in April 2026. The branch's first community clean-up day was incorporated into the Earth Day: Stories into Action storytime, where children learned about caring for the planet before heading out in safety vests to help clean the neighborhood. Participants proudly worked together picking up trash, and their efforts even earned free pizza coupons from the manager at Bobio's, who was impressed by their community engagement.



Central Point Library Specialists Noel O'Brien and Abigail Awai hosted a lively Toddlerobics program at Twin Creeks Park, where O'Brien led children through exercises, songs, and dances. The event was enthusiastically received, with parents requesting more activities like it afterward. With limited space in the building, Central Point staff continue finding creative ways to bring library programming into the community.



At Rogue River's monthly Ukrainian social hour, visitors enjoyed pirozhki and Ukrainian sweets while learning how to make traditional motanka dolls. Participants created their own dolls, symbols of prosperity, goodness, and hope in Ukrainian folk culture, while connecting with community members and learning more about Ukrainian traditions.

Phoenix's event featured a robotics activity provided by Talent Maker City.

Over 100 patrons visited the Central Point library to celebrate Día. Attendees were able to enjoy a bilingual Storytime and participate in hands-on activities.

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

### **Strategy 1: Increase Open Hours and Make Hours More Consistent Across the System**

Data and Analytics Coordinator Regina Mannino provided District leadership with usage data on metrics including library visits, initial checkouts, and computer usage. This information played a key role in evaluating the impact of operational hours and guiding recommendations for adjustments to open hours in JCLD's proposed FY27 budget.

## **Strategy 2 – Expand and diversify marketing and promotion**

The Ruch Branch expanded its approach to promoting programs and services throughout the Applegate Valley community. In addition to district-wide marketing support, staff regularly share events through local newspapers, community calendars, newsletters, listservs, bulletin boards, and the Friends of Ruch Library billboard on Highway 238. Staff also emphasized the importance of personal invitations and community outreach, including upcoming events such as Queer Country Fest and the weekly Applegate Evening Markets.

Adult Selection Librarian Felishia Jenkins and Bear Creek Area Manager Kristin Anderson appeared as guests on the Jefferson Exchange on Jefferson Public Radio. Together they highlighted non-fiction and fiction titles about the environment and Earth Day.

April's Database of the Month featured AtoZ databases, with front page promotion, staff training, and promotional bookmarks distributed to branches. Business Librarian Roslyn Donald also presented a database use case during the staff All Hands meeting.

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

Adult Services Librarian Carrie Tannehill responded to a patron concerned about the end of the live Zoom component for Windows in Time, explaining that recordings of the in-person Medford programs would continue to be uploaded to the JCLS Beyond YouTube channel when presenters granted permission. The patron expressed appreciation for the continued accessibility, sharing that the recordings would help them continue participating in future programs.

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

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



Following a packed library event in January, Ashland Adult Services partnered with SOU's Institute for Applied Sustainability to bring author, lawyer, and Yurok tribal member Amy Bowers Cordalis to Southern Oregon University in April. She spoke to a full audience of students, faculty, and community members about her work on the removal of the Klamath dams and the future health of the river.

Business Librarian Roslyn Donald hosted Greeters events for the Medford, Central Point, and Ashland Chambers of Commerce, highlighting the library's contribution to the Jackson County economy. Using library visit statistics, she emphasized the important role libraries play in supporting vibrant downtown communities, and turnout for the Medford and Central Point events exceeded typical attendance.

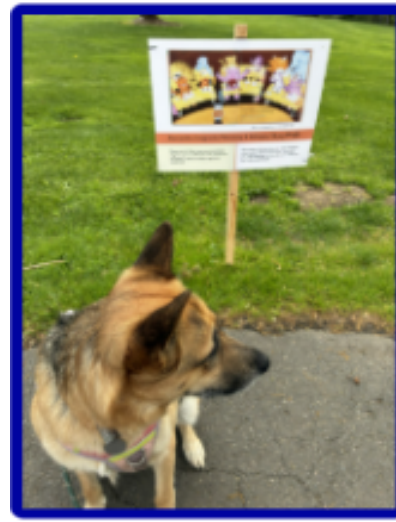
For the third consecutive year, Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva presented at the SOESD Library Symposium serving Jackson, Josephine, and Douglas counties. Their session introduced educators to the updated [jcls.org/educators](http://jcls.org/educators) page and promoted class visits, literacy resources, and education support services available through JCLS.

Education Services staff also expanded outreach through tabling events at Logos Public Charter School's Career Chat, South Medford High School, Jefferson Elementary's Literacy Night, and the Pear Blossom Festival. In celebration of National Library Week, the team partnered with Medford Parks, Recreation and Facilities to install a weeklong StoryWalk featuring *Snow in the Jungle* at Bear Creek and Fichtner Mainwaring Park.

The StoryWalk installations received enthusiastic feedback from both children and adults. Patrons praised the colorful displays, bilingual storytelling elements, and the accessibility of the locations near parks and schools. Families shared that children especially enjoyed the experience, and several community members expressed excitement about seeing more StoryWalks in the future.



"My daughter was so excited to see the story at the park and had so much fun answering all the questions and talking about Snow." - an adult patron



"Walked my dog through the story. Sniffs for her and a sweet tale for me! Saw several other people walking their dogs down the path and stopping to read as well" - an adult patron



Outreach to Childcare Library Specialists Bethany Peabody and Kateri Warnick, along with Education Services Librarian Evelyn Lorence, hosted a spring craft event at Rogue Valley Mall. Through crafts, book giveaways, and library resource sharing, the team connected with many community members.

Outreach to Childcare Library Specialist Eva Nava, with support from Spanish Services Coordinator Milagros Morales, partnered with the LISTO program to host a “Día del Niño” Literacy Night at the Medford library. Families enjoyed jungle-themed stories, songs, crafts, and library resources, while each child received a book as part of the annual Spring giveaway for ages 0–6. The event encouraged in-person family engagement and welcomed many participants.

Spanish Language Coordinator Milagros Morales led a successful systemwide celebration of Día de los Niños/Día de los Libros, a nationally recognized initiative promoting literacy, cultural awareness, and family engagement. The 2026 “Celebra Día” program expanded participation across multiple branches and included a coordinated mix of events, outreach activities, and reading initiatives throughout the district.

JCLS structured its Día celebration as a month-long series of programs, held every Saturday in April at different branch locations:

- April 4 – White City Branch
- April 11 – Phoenix Branch
- April 18 – Central Point Branch
- April 25 – Medford Branch (finale event)

This distributed model increased geographic access and enabled participation from communities across the district, including Central Point, Phoenix, White City, and Medford. Across all locations, Día events emphasized family-centered, culturally responsive programming. Core program elements included:

- Bilingual storytimes and literacy activities
- Hands-on crafts and art-making
- Music, performances, and cultural activities
- Food and community celebration elements
- Free book distribution to children and families

These activities aligned with the national Día mission to connect children and families with diverse books, languages, and cultures while fostering early literacy. Additional elements included:

- Día Reading Challenge encouraging families to engage with books across the month
- A curated 2026 Día booklist to promote culturally diverse reading
- Dial-a-Story Spanish line, featuring Book Fiesta by Pat Mora during the first half of April

These offerings extended the impact of Día beyond single-day events, reinforcing reading habits and accessibility for Spanish-speaking families.

Ashland Adult Services connected with organizers of the Collective Cartography project during the Amy Bowers Cordalis event, creating a new collaboration between Southern Oregon University and JCLS. The project invites participants to transform blank maps of Ashland into personal works of art that explore landmarks, storytelling, and connections to place. Materials and submission opportunities will be available throughout the Ashland library.

Children’s Librarian Lyn Heerema continued her long-standing partnership with Ashland Rotary Clubs through the annual Ashland Reads program, helping provide books and backpacks to every first grader in the Ashland School District. Heerema supports the project through book selection, ordering, and coordination with funding support from the Friends of the Ashland Library. Library <https://ashland.news/for-the-love-of-literacy-first-graders-treated-to-ninth-annual-ashland-reads-on-wednesday/>.

The Talent Branch once again partnered with AARP to provide free tax aide services for community members of all ages and income levels. Branch Manager Patrick Mathewes and Talent staff coordinated scheduling, forms, and daily patron support to help facilitate the service, which assisted 184 patrons with filing state and federal tax returns in 2026.

The Prospect Charter School hosted its annual Scholastic Book Fair in the Prospect Branch community room through a collaborative effort between school and library staff. The partnership encouraged students visiting the fair to explore the library collection, sign up for new or replacement library cards, and place holds on books they discovered during the event.



The Butte Falls Branch hosted “What You Need to Know About Wolves,” presented by Greg Roberts. Strong community interest led the event to move from the library to the Butte Falls Charter School gymnasium, generously provided by the school’s assistant principal to accommodate the large attendance.

The program followed the Oregon Department of Fish and Wildlife’s April 17 annual report documenting a growing wolf population and increased livestock depredations. Greg Roberts, former chair of the Jackson County Wolf Advisory Committee, discussed wolf behavior, deterrence strategies, public safety, and compensation programs, while a 165-pound wolf-dog hybrid named “Appa” helped attendees better understand the animal’s scale.

A patron also shared appreciation for the library’s role as a community resource, specifically recognizing Medford Adult Services Library Specialist Christine Yee for the diverse and engaging Medford Library display cases. Current displays feature El Día de los Niños, Jackson County Master Gardeners, Keys and Locks from the 1400s to Today, the Applegate Artists Working Group, and Friends of the Medford Library.



The Jacksonville Branch hosted its fourth Local Author Book Fair in partnership with Rebel Heart Books. The event has grown significantly over the past three years, expanding into bi-annual fall and spring fairs to accommodate the increasing number of participating local authors. Patrons enjoyed the opportunity to meet authors and support local small businesses, while authors valued the chance to connect directly with readers interested in their work.

Technology Education partnerships continued to expand as additional community organizations reached out for collaboration opportunities. Technology Education Supervisor Eric Molinsky met with Skylark Senior Living Community Relations Director Nikki Schmelzle to discuss a potential quarterly class schedule for residents, and also explored increasing the Inquiring Minds educational series at Rogue Valley Manor to a quarterly schedule with Engagement Coordinator Pam Arndt.

**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**

Community Resource Specialist Austin Woodall was invited to attend the 2026 OLA–PNLA Joint Conference, recognizing his professional expertise and contributions developed over more than three years of service. Following the conference, he returned with new ideas and program approaches that are being reviewed for potential integration into existing library services to strengthen operations and community impact.

The Phoenix Branch began collecting donations for a community arts and crafts supply swap scheduled for May. Branch Manager Jody Fleming gathered fabric, paint, brushes, yarn, stickers, and scrapbooking supplies from patrons, including a donation of new art materials from a patron who shared that his wife loved the library so much she purchased supplies specifically to contribute to the event.



During the spring, two geese unexpectedly built a nest on the roof of the Carnegie building, creating a memorable experience for patrons and staff at Ashland Adult Services. After researching best practices and consulting Wildlife Images, staff were prepared when the first egg hatched on April 23. For two days, patrons and staff enjoyed watching the young family from the library stairs before the geese departed on April 26, leaving behind happy memories, photos, social media posts, a blog post, and coverage in Ashland news.

The Technology Education department launched the first in a series of classes in partnership with Rogue Retreat to support clients needing basic computer and technology skills for benefits applications, job searches, and online tools. Technology Education Specialists Leia Pastizzo and Jordana Cordovi helped participants learn email basics and answer technology questions, using Senior Planet curriculum through JCLS's partnership with AGE+ to support older adult learners. Additional classes were planned for May and June.

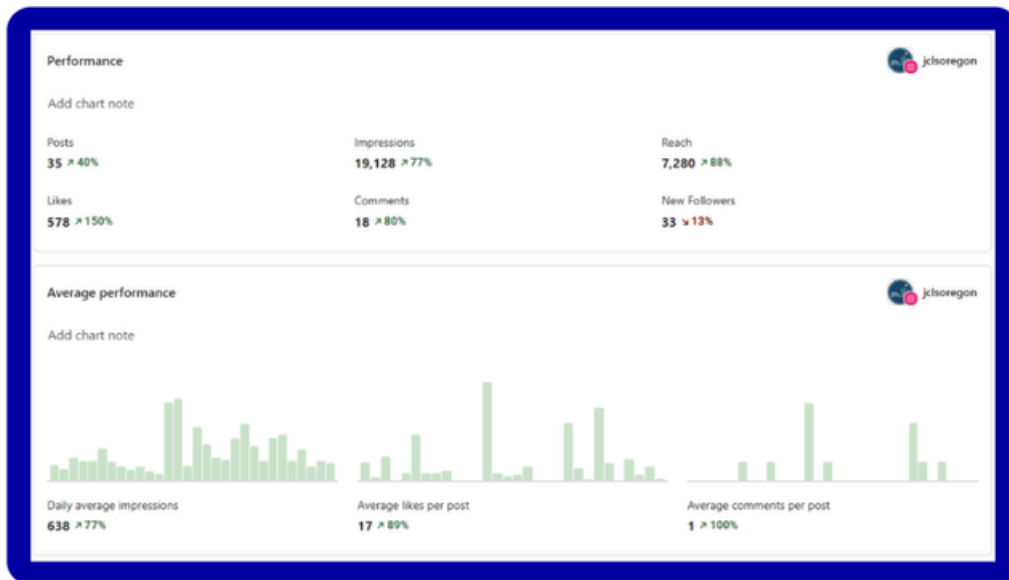
During National Library Week, the Marketing Department led the third annual Food Truck Campaign in partnership with 18 food trucks across Jackson County, three more than the previous year. Customers who showed their library cards received free stickers and discounts, and participating food trucks were provided with feedback forms to help measure community participation and engagement.

### **Social Media Overview: Facebook & Instagram**

April was a busy month across JCLS social media channels as staff highlighted National Library Week, the Food Truck Campaign, Library Worker Appreciation Day, Día celebrations, Earth Day, Trans Day of Visibility, the geese nesting on the Ashland Library roof, and the princess event at Shady Cove. Posts across Facebook and Instagram generated strong engagement and community response throughout the month.

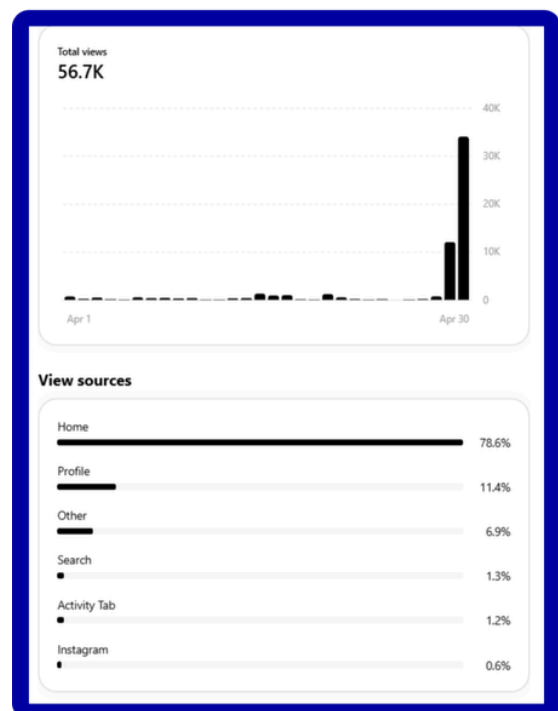
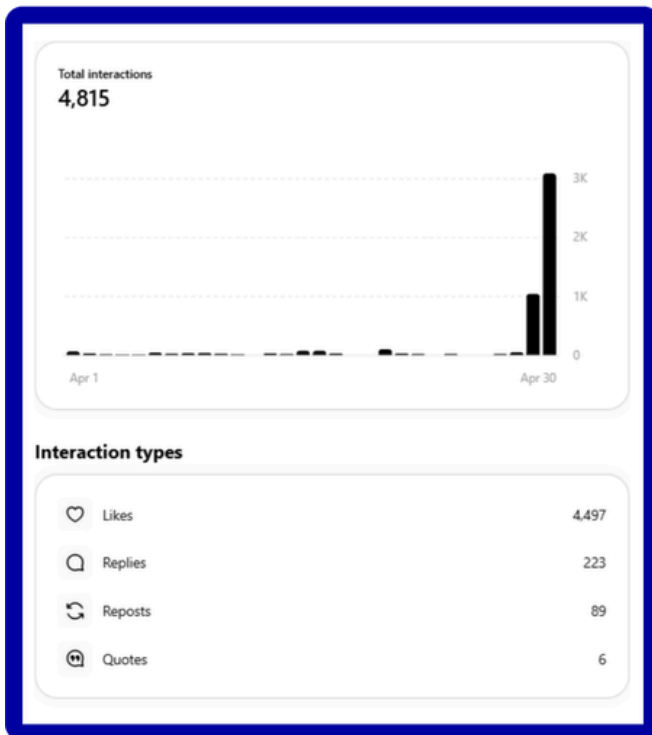
- Geese at the Ashland Library: 582 likes, 22 comments, 30 shares
- Trans Day of Visibility: 218 likes, 11 comments, 8 shares
- Día: 151 likes, 4 comments, 6 shares
- Library Worker Appreciation Day: 82 likes, 2 comments, 4 shares
- Princess Tea Party in Shady Cove: 44 likes, 2 shares





## Threads

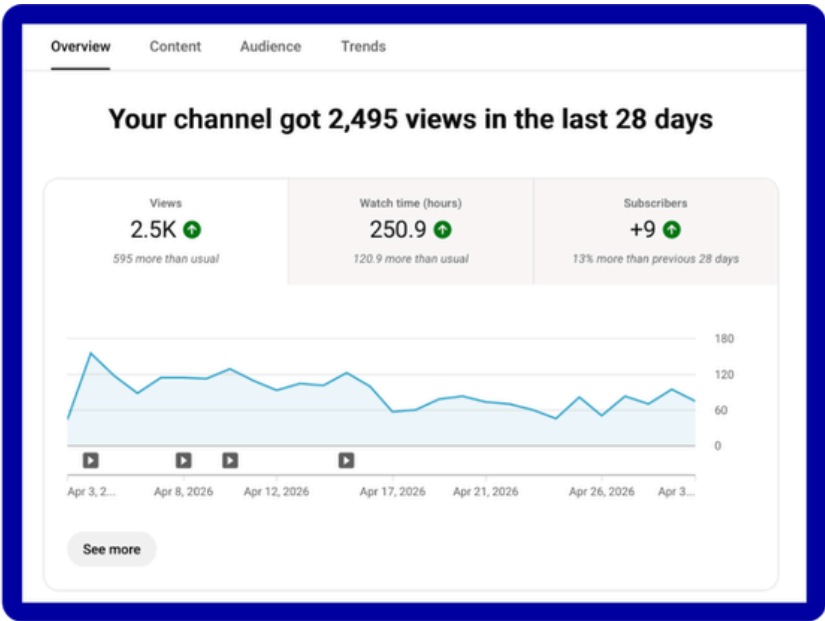
On Threads, JCLS gained 1,912 in a period of 24 hours following a well-received and fun post that resonated with audiences. On this platform, we jumped up from 1,400 follows to 3,312 just before the end of April.









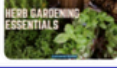
## YouTube

On April 4th, we launched House of Threads a new JCLS original documentary. It became our most popular video during April, followed by consistent fan-favorites, An Occurrence at Owl Creek and Dispatches From The Vortex.

The Marketing Team is looking forward to screening House of Threads at two branches this summer, with guests and conversation with two of the people involved in the story and making of the documentary, Heather Paladini and Laura Ahearn



### Your top content in this period

Content	Average view duration	Views
<p>1  <b>House of Threads: Documentary Short</b> Apr 4, 2026</p>	5:51 (25.0%)	607
<p>2  <b>An Occurrence at Owl Creek Bridge - Ambient Storytelling</b> Oct 24, 2022</p>	2:40 (10.1%)	118
<p>3  <b>Dispatches From the Vortex - Documentary Short</b> Dec 21, 2021</p>	5:48 (39.7%)	103
<p>4  <b>More Dorland (Windows In Time)</b> Apr 8, 2026</p>	11:40 (21.4%)	90
<p>5  <b>Rogue Reads Storytime: The Octopus Escapes</b> <a href="#">Brainstorm video ideas</a></p>	5:30 (69.8%)	84
<p>6  <b>"House of Threads" teaser trailer</b> Mar 31, 2026</p>	0:26 (70.9%)	71
<p>7  <b>Herb Gardening Essentials</b> Apr 10, 2026</p>	3:32 (5.8%)	57



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
DATA & METRIC COMMITTEE MEETING AGENDA**

**Board Room  
Medford Branch Library  
205 S Central Ave, Medford, OR  
APRIL 28, 2026, at 4:00 p.m.**

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**ATTENDEES AND NOTE TAKER**

Committee members Marissa Shepherd, Kevin Keating, Frank Phillips, Kelda Vath, Regina Mannino.

**REVIEW OF PREVIOUS MINUTES**

N/A

**REPORTS**

N/A

**UNFINISHED BUSINESS**

N/A

**NEW BUSINESS**

**Data & Metrics**

The bulk of the meeting focused on discussing and approving proposed KPI changes before presenting recommendations to the board. Data & Analytics Coordinator Regina Mannino outlined key points and reviewed the current KPIs. The group approved adding Net Promoter Score as a new KPI, introducing an active cardholder metric, and removing the computer use KPI. They declined the proposal to remove the new cardholder KPI, opting to retain it. Regina also suggested consolidating physical, digital, and total metrics into a single view; while there was some hesitation, the group agreed this could work as long as the graphs remain separate. Overall, the discussion aligned with the broader strategic planning theme of strengthening foundational services.

**NEXT MEETING DATE**

July 20<sup>th</sup> at 4:00 PM

**ADJOURNMENT**



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## MINUTES

### ATTENDEES AND NOTE TAKER

Present: Board members Susan Kiefer; Library staff Frank Phillips, Joan Vigil, Kelda Vath and Crystal Zastera.

### UNFINISHED BUSINESS

Assistant Director of Support Services Kelda Vath and Operations Coordinator Crystal Zastera provided updates on multiple projects currently underway. Key projects include the Phoenix Pollinator garden where construction is progressing with contractor Solid Ground Landscaping, and a project to divide the current computer classroom into two spaces – one creating needed staff workspaces, and the other, an internal meeting room. This plan also involves relocating public computer classes to the more visible Board Room and frees up a public study room for patron use.

Other updates included plans to install the art of solar spectrum artist, Peter Erskine, in 13 branches as part of his 100 Libraries project later this spring, as well as moving forward with the electrical work needed to install the donated Purple Air monitors.

### NEW BUSINESS

The Facilities Committee reviewed the list of planned FY27 capital projects which include exterior paint at two branches (Shady Cove and Talent), flooring replacements at two branches (Ashland and White City), and roof work at two branches (Medford and Phoenix). Additionally, the project to improve the parking lot at Phoenix, originally part of the Pollinator Garden project but now being handled separately, will be addressed in FY27 due to the pollinator garden implementation timeline.

The Committee also discussed the FY27 furnishing priorities which are accessibility and safety enhancements in public areas, replacing work, high-use items in public areas, and as needed ergonomic adjustments to staff workstations.

### NEXT MEETING DATE:

TBD



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## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Board members Kevin Keating and Susan Keifer; Joan Vigil, Kelda Vath, Frank Phillips, Yoli Diaz (did not attend, note taker)

### **NEW BUSINESS**

#### **1. Policy 5-7 Intellectual Freedom**

The committee discussed possible updates to the Intellectual Freedom Policy. The Policy remains fundamentally sound, but discussion highlighted a need for clearer guidance on how staff should apply it in practice, especially when responding to patron complaints about visible content. Emphasis was placed on balancing intellectual freedom with community comfort, reinforcing that parents are responsible for monitoring children's access, and ensuring staff have a clear authority and consistent procedures when addressing concerns.

#### **2. Policy 5-8 Internet Acceptable Use Policy**

As this policy was recently revised, it is largely in good shape. The committee agreed that only minor updates or clarification may be needed, particularly to support staff in consistent enforcement and to ensure expectations around acceptable use are clearly communicated.

#### **3. Policy 5-9 Patron Privacy and Confidentiality**

Patron privacy and confidentiality policy was discussed, that while the library protects personally identifiable information and restricts staff from disclosing patron data, there are limits to privacy in public, shared environments. A possible update to this policy would state that there is no reasonable expectation of privacy in a public space or when using the internet on public or personal devices within the library, meaning on screen activity may be visible and subject to acceptable use standards. As the action for this policy, staff should address situations where a patron's visible activity is inappropriate for a public setting, including asking them to stop or leave if needed. Action minor edits.

#### **4. Policy 5-10 Rules of Conduct**

Rules of conduct, the committee discussed setting expectations for respectful behavior in library spaces. Prohibit harassment. Staff should be able to intervene, remove patrons or issue suspension when needed. Action will be a full review.

#### **5. Policy 5-15 Social Media Policy**

This policy would apply to library-managed social media platforms such as official Facebook pages or websites. The library moderates content and may remove posts that are inappropriate, offensive, or disruptive. The policy should clearly distinguish between public comments on library pages and employees' personal social media, which is governed separately under the Employee Handbook. Action will be a full review.

### **NEXT MEETING DATE**

May 18, 2026 at 4:00 pm

### **ADJOURNMENT**



## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

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

### **REVIEW OF PREVIOUS MINUTES**

### **REPORTS**

N/A

### **NEW BUSINESS During**

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

- Review of Brainstorm Document
- Discussion: Organizational Foundation
- Prioritization & Alignment
- Next Steps & Assignments

From this review the committee determined working to develop a clear, accessible framework that can be easily understood and shared with all audiences, including the public, library staff, volunteers, and board members. The committee plans to distribute a draft for board feedback, with a study session anticipated in May and formal adoption targeted for June, aligning with the new fiscal year beginning July 1. The plan focuses on strengthening foundational practices, sustaining current positive momentum, and enhancing communication and community engagement. Additionally, the committee is prioritizing the development of measurable strategies, using tools such as the SMART framework to track progress and ensure accountability throughout the upcoming 18-month plan.

### **NEXT MEETING DATE:**

My 6, 2026 at 3:00PM

### **ADJOURNMENT**