



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA
Board Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
July 15, 2026, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA (5 minutes)

1. June 17, 2026 Regular Board Meeting Minutes1

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment. The Board will listen to all comments but will not respond during the meeting)

NEW BUSINESS (Discuss/Action)

2. Policy 5-10 Rules of Conduct- Joan Vigil (5 minutes)4
3. Tech Ed Services E-rate- Kelda Vath (5 minutes)23
4. Resolution 2027-01 Appropriation Transfer- Heather Scott (5 minutes)24
5. BMA Kick Off Meeting- Frank Phillips (10 minutes)

REPORTS (Inform)

6. Community Resource- Thaddeus Crawford (15 minutes)
7. JCLF Benchmark Report- Ginny Auer (10 minutes)
8. Director Report- Frank Phillips (10 minutes)25

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

9. Policy Committee (5 minutes)38

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

July 23, 2026, 9:00am Annual Board Retreat
July 28-30 2026, United for Libraries Virtual Conference
August 5, 2026, 3:30pm JCLD Board Work Session
August 19, 2026, 4:00pm Regular Board Meeting

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

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact 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, Marta Tarantsey.

Additional attendees: Frank Phillis (Interim Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager) Ginny Auer (Executive Director, Jackson County Library Foundation), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant).

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 5:04 p.m. The Land Acknowledgement was read and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

NA

CONSENT AGENDA

Director Keating requested item number 6 Elect New Board President & VP to be moved up.

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

NEW BUSINESS

Elect New Board President & VP

Director Kiefer opened the discussion for board members to vote and select a new Board President for FY27. The motions were as follows.

MOTION: Director Tarantey moved to nominate Director Kiefer as Board President, Director Jensen seconded; the vote was unanimous, and the motion passed.

Roll Call Vote

Kiefer- Y

Jensen- Y

Keating- Y

Tarantsey- Y

Shepherd - Y

MOTION: Director Jensen moved to nominate Director Keating as Vice President, Director Kiefer seconded; the motion passed unanimously.

Pathway Contract Amendment

Kelda Vath- Assistant Director of Support Services, presented the 7th Amendment to the Pathway Contract for a one-year extension of the Pathway custodial service contract, including the contract amendment and pricing proposal. Vath explained the higher hourly rate for Prospect and Butte Falls branches is due to the difficulty of recruiting and retaining local custodial staff.

MOTION: Director Jensen moved to approve the 7th Amendment to the Pathway Contract, Director Keating seconded; the vote was unanimous, and the motion passed.

Policy Updates

Kelda Vath- Assistant Director of Support Services, presented two policies for minor updating. Policy 5-8 Internet Acceptable Use and Policy 5-9 Patron Privacy and Confidentiality. The Board reviewed the minor updates. Kelda explained that the proposed changes clarified language and aligned the policies, including adding consistent language regarding Internet use.

MOTION: Director Tarantsey moved to approve the change to Policy 5-8 Internet Acceptable Use as presented, Director Shepherd seconded; the vote was unanimous, and the motion passed.

MOTION: Director Jensen moved to approve the change to Policy 5-9 Patron Privacy and Confidentiality as presented, Director Keating seconded; the vote was unanimous, and the motion passed.

UNFINISHED BUSINESS

Updated Bradbury-Miller Director Recruitment

Interim Library Director Frank Phillips provided an update on the Executive Director recruitment process, noting that the search committee would hold a kickoff meeting on July 8, 2026, with the recruitment firm to review timeline and begin developing a recommendation for the Board. Board members discussed committee composition, opportunities for broader Board involvement throughout the search, and the importance of regular updates. The search committee will consist of 2 Board members, 2 executives, and 3 employees. The board came to a consensus that Director Jensen and Director Kiefer will be the two board members on the committee.

REPORTS

JCLF Report

Foundation Director Ginny Auer announced an upcoming fundraiser on July 27, 2026, at Premier Car Wash and Oil change to benefit the Foundation and raise awareness of the Dolly Parton Imagination Library. She shared that an update on organizational benchmarks will be provided at next month's meeting. She also shared that the foundation remains active and engaged, with a strong Board on several ongoing initiatives.

Director's Report

Interim Director Frank Phillips shared the statement included in the board packet regarding Reduction in Force. He reported that staff successfully minimized the impact of budget-related workforce reductions through collaboration, voluntary hours reductions, reassignments, and resignations. Board members expressed appreciation to staff and leadership for their creativity, compassion, and cooperation in managing a difficult process.

Pollinator Garden

Vath provided a brief update on the Pollinator Garden at the Phoenix Library. She shared that the garden is nearly complete and expected to be finished within the next few weeks. Minor project changes included replacing a planned concrete sidewalk with a decomposed granite pathway to protect existing pine trees. Board

members expressed appreciation to the Foundation for its support.

COMMITTEE & BOARD MEMBER REPORTS

Finance Committee

Finance Manager Heather Scott provided a recap, noting that she distributed the financial reports via an informational email. No meeting was held, and there were no further discussion or questions.

Director Kiefer adjourned the JCLD Board Meeting at 6:04 p.m.

/s/ Yoli Diaz

Recording Secretary



Date: July 15, 2026

Title: Revised Rules of Conduct Policy and the JCLS Patron Suspension Guide

From: Joan Vigil, Assistant Director of Public Services, the Public Services Leadership Team, and the Policy Committee

Summary:

The Rules of Conduct Policy was last revised on June 21, 2023, and the JCLS Patron Suspension Guide was last revised on May 23, 2024.

Recommendation:

The Policy Committee recommends that the updates to 5-10 Rules of Conduct and the Internal JCLS Patron Suspension Guide be adopted as presented.

Policies, Plans, and Goals Supported:

The Rules of Conduct Policy is paramount to JCLS, as it offers clear expectations for patron behavior in the library. The JCLS Patron Suspension Guide serves as a reference for JCLS staff in the event that the Rules of Conduct are violated. Together, these documents support JCLS's commitment to safe, welcoming library spaces for patrons, staff, volunteers, and contracted personnel alike.

Background and Additional Information:

Both the Rules of Conduct and the JCLS Patron Suspension Guide have been revised as part of routine policy review. Key updates include:

Rules of Conduct

- Added a provision addressing proper computer and WiFi usage
- Clarified that Rules of Conduct protections for staff also extend to contracted staff and volunteers
- Refined the rule regarding sleeping in the library
- Revised guidance on wheeled items brought into the library
- Incorporated previously separate fine print provisions into the main Rules of Conduct

JCLS Patron Suspension Guide

- Reduced penalties for lower-level offenses
- Established a clearer, stricter protocol for zero-tolerance offenses
- Added a new section defining procedures for minors who violate the Rules of Conduct
- Reorganized overall for improved readability and ease of use by staff

Attachments:

- Redlined and Clean version of 5-10 Rules of Conduct Policy

- Previous Library Suspension Guide Tables and revised JCLS Patron Suspension Guide



Policy 5-10	Rules of Conduct	Created: 04/02/2015 Revised: 05/15/2023 Approved: 06/21/2023
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I. PURPOSE

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members, ~~and~~ volunteers and contractors, while also protecting library facilities, materials, and property.

II. INTRODUCTION

Jackson County libraries are places of information, knowledge, learning, and gathering for all. They are places where anyone may come ~~and~~ be welcomed, and access library services served, and find space to be heard. The Library is committed to serving everyone equitably, ~~recognizing that some experience barriers when accessing services and resources. The Library is committed to eliminating these barriers that may sometimes hinder full and equitable access to these community members, including those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.~~ Services will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age or gender; or sexual orientation. The Library is a welcoming space for everyone. A mutual relationship of respect and care between the Library and our patrons helps maintain an environment where all feel safe and included. ~~We are open to all individuals but not all behaviors. A mutual relationship of respect and care with appropriate boundaries between the Library and patrons is necessary to maintain a peaceful environment.~~

III. LIBRARY STANDARDS

Jackson County Library Services strives to create a community of kindness, belonging, and safety. ~~We want our libraries to be a clean and welcoming place for everyone.~~ Those disrupting the intended use of the Library will be ~~asked~~ asked to leave, and their Library privileges may be suspended. This behavior policy serves to define the rules regarding appropriate use of the Library and extends to all ~~Library~~ library programs and services, ~~including in-person programs, virtual programs, and at outreach events where staff are present as representatives of the Library. It serves to define the rules regarding appropriate use of the Library.~~ Patrons are expected to comply with staff directions requests at all times. We respectfully ask that everyone:

Be Considerate

- ~~— Consuming food or beverages (in type or quantity) that are disruptive or damaging because of odor, waste or spills or eating or drinking outside of designated areas.~~
- ~~Eating at public computers.~~ Consuming small snacks and drinks from lidded containers is allowed as long as they are not around computers. Messy food and meals are to be consumed outside the library. Caregivers may feed children under three anywhere in the library.
- To ensure a clean environment for all, we expect all patrons to dispose of accumulated litter from small snacks and lidded containers as well as notify library staff of any spills that occur.
- Please use public restrooms as intended. Bathing, shaving, washing hair, or any other activities that prevent restroom use for other patrons is prohibited.
- Loud and unreasonable noise must be regulated or taken outside of the library.
- ~~— Patrons must dress appropriately for a public building, including attire that does sufficiently cover those parts of the body considered private. Patrons must wear shoes and cover the upper and lower portions of their body while on library property.~~
- Public computers and Wi-Fi may not be used to access content that is inappropriate in a public setting, offensive or harmful to minors, or that creates a hostile or intimidating environment. Using public computers or Wi-Fi to access or view sexually explicit content that is inappropriate in a public setting and may be offensive, harmful to minors, or create a hostile or intimidating environment.
- Please stay home if you are sick to protect others. We have online resources you can access at home.

Be Respectful

- Speak with kindness and respect toward other patrons, staff, volunteers, and contracted ~~and~~ staff. -Obscene, harassing, abusive language, gestures, or behaviors are not allowed.
- ~~Intimidation, stalking, or making threats of violence or harm to another individual will not be tolerated.~~
- ~~— There is zero tolerance for hate speech directed at others. There is zero tolerance of any language that can be construed as hate speech~~
- Sources of pervasive odors that unreasonably interfere with other patrons' ability to use the library and its facilities will be asked to leave the library building.
- ~~—~~

Be Responsible

- Follow all laws, ordinances, and regulations including all JCLS policies. There is zero tolerance for violation of laws, ordinances, and regulations.
- Weapons are not allowed in the library, including any item used in a threatening manner.
- Personal Items must be kept with you at all times. The library is a public space ~~and~~ staff are not responsible for the loss or damage of unattended items left on library property.

- Pets are not allowed; service animals are welcome. (See ~~Service Animal's~~ in the library Policy)

Be Safe

- Possessing, selling, distributing, or consuming drugs or alcohol is not allowed ~~on library property~~.
- Patrons under the influence of any intoxicating beverage or controlled substance to the extent that they are unable to exercise care for their own ~~safety~~safety, or the safety of others, will be asked to leave; if a patron cannot safely leave on their own, emergency services will be contacted.~~By on your own.~~
- ~~If you appear to be sleeping, staff will check on your welfare and ask you to wake up. This does not apply to young children in the care of an accompanying adult or caregiver. You will need to stay awake while in JCLS libraries. We understand that everyone dozes off, but staff will check on you regularly for your well-being.~~
- ~~Enjoy roller and wheeled sports outside; please secure bikes and scooters outside.~~
- Bicycles, skates, skateboards, scooters, and similar devices may not be operated on library premises, including inside library buildings, vestibules, and covered entryways. Devices that can be folded or carried are welcome inside as long as they are not in use and do not block access for others. Strollers and small carts are always welcome under the same conditions.
- Be responsible for people under your care, for children~~Keep children under your care (see the Child Safety Policy Unattended Children in the Library Policy).~~
- Patrons are asked to be mindful of their belongings so they do not create a hazard for others. Library staff may limit or prohibit items that pose a safety risk or interfere with others' access. Be mindful of possessions so they do not become a hazard for other patrons and staff. Library staff reserves the right to limit items brought into the library. Any item that might create a safety hazard may not be brought into the library.
- In order to maintain the cleanliness of JCLS materials and spaces, sources that attract pests will need to leave JCLS buildings.
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Fine Print

- ~~Sources of pervasive odors that unreasonably interfere with other patrons' ability to use the library and its facilities will be asked to leave the library building.~~
- ~~Pets are not allowed; service animals are welcome.~~
- ~~In order to maintain the cleanliness of JCLS materials and spaces, sources that attract pests will need to leave JCLS buildings (see pest control policy).~~

- ~~Please stay home if you are sick and feel free to use our online resources.~~



Policy 5-10	Rules of Conduct	Created: 04/02/2015 Revised: 06/23/2026 Approved: mm/dd/yyyy
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I. PURPOSE

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members, volunteers and contractors, while also protecting library facilities, materials, and property.

II. INTRODUCTION

Jackson County libraries are places of information, knowledge, learning, and gathering for all. They are places where anyone may come, be welcomed, and access library services. The Library is committed to serving everyone equitably. Services will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age or gender; or sexual orientation. The Library is a welcoming space for everyone. A mutual relationship of respect and care between the Library and our patrons helps maintain an environment where all feel safe and included.

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Be Considerate

- Consuming small snacks and drinks from lidded containers is allowed as long as they are not around computers. Messy food and meals are to be consumed outside the library. Caregivers may feed children under three anywhere in the library.
- To ensure a clean environment for all, we expect all patrons to dispose of accumulated litter from small snacks and lidded containers as well as notify library staff of any spills that occur.
- Please use public restrooms as intended. Bathing, shaving, washing hair, or any other activities that prevent restroom use for other patrons is prohibited.
- Loud and unreasonable noise must be regulated or taken outside of the library.
- Patrons must dress appropriately for a public building, including attire that does sufficiently cover those parts of the body considered private. Patrons must wear shoes and cover the upper and lower portions of their body while on library property.
- Public computers and Wi-Fi may not be used to access content that is inappropriate in a public setting, offensive or harmful to minors, or that creates a hostile or intimidating environment.

- Please stay home if you are sick to protect others. We have online resources you can access at home.

Be Respectful

- Speak with kindness and respect toward other patrons, staff, volunteers, and contracted staff. Obscene, harassing, abusive language, gestures, or behaviors are not allowed.
- Intimidation, stalking, or making threats of violence or harm to another individual will not be tolerated.
- There is zero tolerance for hate speech directed at others.
- Sources of pervasive odors that unreasonably interfere with other patrons' ability to use the library and its facilities will be asked to leave the library building.

Be Responsible

- Follow all laws, ordinances, and regulations including [all JCLS policies](#). There is zero tolerance for violation of laws, ordinances, and regulations.
- Weapons are not allowed in the library, including any item used in a threatening manner.
- Personal Items must be kept with you at all times. The library is a public space, and staff are not responsible for the loss or damage of unattended items left on library property.
- Pets are not allowed; service animals are welcome. (See [Animals in the Library Policy](#)).

Be Safe

- Possessing, selling, distributing, or consuming drugs or alcohol is not allowed on library property.
- Patrons under the influence of any intoxicating beverage or controlled substance to the extent that they are unable to exercise care for their own safety, or the safety of others, will be asked to leave; if a patron cannot safely leave on their own, emergency services will be contacted.
- If you appear to be sleeping, staff will check on your welfare and ask you to wake up. This does not apply to young children in the care of an accompanying adult or caregiver.
- Bicycles, skates, skateboards, scooters, and similar devices may not be operated on library premises, including inside library buildings, vestibules, and covered entryways. Devices that can be folded or carried are welcome inside as long as they are not in use and do not block access for others. Strollers and small carts are always welcome under the same conditions.
- Be responsible for people under your care, for children (see the [Child Safety Policy](#)).
- Patrons are asked to be mindful of their belongings, so they do not create a hazard for others. Library staff may limit or prohibit items that pose a safety risk or interfere with others' access.
- In order to maintain the cleanliness of JCLS materials and spaces, sources that attract pests will need to leave JCLS buildings.

Library Suspension Guide Tables revised 5/23/24

Be Considerate - Non-Violent		
Rule Violation	Examples	Duration
Food/Snacks	Leaving crumbs, wrappers, or any other kind of food debris. A meal is multiple components of food (combo meal, a whole pizza, bento boxes)	1 Day 1 Week 1 Month 3 months Suspension length depends on severity and repetition. This is a tiered system
Litter	Not picking up debris around area	
Restroom Use	Bathing, shaving, or washing hair	
Loud & Unreasonable Noise	Any unreasonable noise as determined by staff	
Clothing	- No clothing on private parts of the body - Clothing inappropriate for a public space - No Shoes	
Pervasive Odors	Odors that interfere with other patron’s ability to use the library	
Loitering	Unwillingness to move along outside, after a period set by staff if not using library services	
Smoking or Vaping	Smoking indoors or within 20 feet of the building doors.	
Be Respectful - Non-Violent		
Rule Violation	Examples	Duration
Obscene, Harassing, Abusive/Gestures	Calling people names, hand gestures that are obscene	1 Week 1 Month 3 months
Take Care of Library Property & Materials	breaking any library property, staining furniture and/or carpeting	
Closing Time - Refusal to Leave	failure to leave after 3 requests when the library is closed	
Return to Library while Suspended - Jump to next Level Suspension	Patron who is suspended is on library property either inside or outside the building	
Be Responsible - Non-Violent		
Rule Violation	Examples	Duration
Internet Use & Safety	Please see Internet Acceptable Use Policy	1 Week 1 Month 3 months

Pets and Emotional Support Animals Not Allowed, Service Animals Welcome	Please see Animals in Library Policy https://www.ada.gov/topics/service-animals/	1 Day 1 Week 1 Month 3 months
Theft of personal (patron or staff) or library property.	Suspension length may vary depending on what or how the item(s) were taken; however, all theft incidents will start at 6 months.	6 months

Be Safe - Non-Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Being under the influence of drugs or alcohol, unable to care for self or others	- Open intoxication when a person is unable to walk steadily, speak clearly, unable to care for themselves or others and it is not a medical condition. - If Medical Assistance is offered but refused the patron will need to leave the premises.	1 Week 1 Month 3 months
Visible possession of alcohol or legal drugs (marijuana, psilocybin mushrooms and/or paraphernalia (marijuana pipes, bongs)	The items are in hand or visible in the patron's personal materials.	1 Day 1 Week 1 Month 3 months
Sleeping - unable to stay awake for your own safety	- A person who is unconscious and unable to be roused or stay awake on their own. - Is snoring and disrupting others in the vicinity. - Person has had three wellness checks by staff and security	1 Day 1 Week 1 Month 3 months

Keep Belongings Near You	• Belongings left unattended for more than 2 hours inside the library • Belongings outside the library will be tagged for removal before end of day <i>Exception: Medford will tag outside belongings for removal after 2 hours.</i>	1 Day 1 Week 1 Month 3 months
Unattended Children	Please see Unattended Children Policy	1 Day 1 Week 1 Month 3 months
Pest Infestation	lice, fleas, bedbugs, chiggers, scabies, cockroaches	1 Week 1 Month 3 months
No Use of Wheeled Recreational Equipment or shopping carts	• Use of these items or parking and leaving unattended is not allowed inside the library: bikes, scooters, skateboards, hoverboards, shopping carts • Allowed: Strollers, small wagons for children and/or belongings that are not a safety hazard are acceptable	1 Day 1 Week 1 Month 3 months

Be Considerate - Violent		
Rule Violation	Examples	Duration
Food/Snacks	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Litter		
Restroom Use		
Loud & Unreasonable Noise		
Clothing		
Pervasive Smells		
Loitering		
Smoking or Vaping		

Be Respectful - Violent		
Rule Violation	Examples	Duration
Obscene, Harassing, Abusive/Gestures	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Take Care of Library Property & Materials		
Closing Time - Refusal to Leave		
Return to Library while Suspended - Jump to next Level Suspension		
Be Responsible - Violent		
Rule Violation	Examples	Duration
Internet Use & Safety	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year
Pets and Emotional Support Animals Not Allowed, Service Animals Welcome		

Be Safe - Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Being under the influence of drugs or alcohol, unable to care for self or others	Any example in these categories would involve a serious escalation into a violent encounter (throwing items, threats of violence)	6 months 1 year

Sleeping - unable to stay awake for your own safety		
Keep Belongings Near You		
Unattended Children		
Pest Infestation		
No Use of Wheeled Recreational Equipment or shopping carts		

Zero Tolerance - Non-Violent & Violent		
<i>Rule Violation</i>	<i>Examples</i>	<i>Duration</i>
Hate Speech	racial slurs, homophobic language, sexually abusive language	Permanent
Visible drug possession, selling, distributing, or consuming drugs that are illegal in Oregon.	Violation is self-explanatory	Permanent
Consuming alcohol, marijuana, or psilocybin mushrooms onsite.	Violation is self-explanatory	Permanent

Weapons & Items Used in a Threatening Manner	weapons include guns, knives with blades longer than 4 inches, tasers, or anything that is used as a weapon	Permanent
Fire Alarms	Deliberate pulling of the fire alarm when there is no fire or setting off alarm by use of smoking materials	Permanent
Public Indecency / Indecent Exposure	• Privates not covered by clothing • Masturbation in a public area interior or exterior • Consensual sexual acts	Permanent
Physical or sexual assault	Any type of physical or sexual assault on a patron, staff or contracted staff	Permanent
Theft of personal (patron or staff) or library property.	Physical intimidation that results in theft	Permanent

City of Medford Municipal Code Enforcement

Jackson County Code Enforcement

Oregon Revised Statues

JCLS Patron Suspension Guide

Revised July 2026 • Jackson County Library District

Reference document for staff use. All suspensions subject to supervisor review. A full suspension duration doesn't need to be determined to ask a patron to leave for the day. As a reminder, we hold adults to a higher standard than children when enforcing all Rules of Conduct.

QUICK REFERENCE — All Violations at a Glance

#	Violation	Category	Tier 1	Tier 2
1	Food/Snacks	Considerate	1 Day – 3 Months	6 Mo – 1 Year
2	Litter	Considerate	1 Day – 3 Months	6 Mo – 1 Year
3	Restroom Misuse	Considerate	1 Day – 3 Months	6 Mo – 1 Year
4	Loud/Unreasonable Noise	Considerate	1 Day – 3 Months	6 Mo – 1 Year
5	Clothing Violations	Considerate	1 Day – 3 Months	6 Mo – 1 Year
6	Loitering	Considerate	1 Day – 3 Months	6 Mo – 1 Year
7	Smoking/Vaping Outdoors	Considerate	1 Day – 3 Months	6 Mo – 1 Year
8	Smoking/Vaping Indoors	Considerate	6 Mo-1 Year	Indefinite
9	Obscene/Harassing/Abusive Gestures	Respectful	1 Week – 3 Months	6 Mo – 1 Year
10	Damage to Library Property	Respectful	1 Week – 3 Months	6 Mo – 1 Year
11	Refusal to Leave at Closing	Respectful	1 Week – 3 Months	6 Mo – 1 Year
12	Return While suspended	Respectful	Depends on Context	Jump to Next Level
13	Pervasive Odors	Respectful	1 Day-3 Months	6 Mo-1 Year
14	Internet/Computer Misuse	Responsible	1 Week – 3 Months	6 Mo – 1 Year
15	Unauthorized Animals	Responsible	1 Day – 3 Months	6 Mo – 1 Year
16	Theft	Responsible	6 Months	Indefinite
17	False Fire Alarm	Responsible	6 Mo-1 Year	Indefinite
18	Under Influence/Unable to Care for Self	Safe	1 Week – 3 Months	6 Mo – 1 Year
19	Visible Alcohol/Legal Drug Possession	Safe	1 Day – 3 Months	6 Mo – 1 Year
20	Sleeping (safety concern)	Safe	1 Day	
21	Unattended Belongings	Safe	1 Day – 3 Months	6 Mo – 1 Year
22	Unattended Children	Safe	1 Day – 3 Months	6 Mo – 1 Year
23	Pest Infestation	Safe	1 Week – 3 Months	6 Mo – 1 Year
24	Wheeled Equipment/Shopping Carts	Safe	1 Day – 3 Months	6 Mo – 1 Year
25	Illegal Drug Possession/Use	Safe	1 year	Indefinite

#	Violation	Category	Tier 1	Tier 2
26	Consuming Alcohol/Marijuana/Psilocybin onsite	Safe	6 Mo-1 Year	Indefinite
27	Weapons / Threatening Behavior	Zero Tolerance	Permanent	
28	Public Indecency / Indecent Exposure	Zero Tolerance		
29	Physical or Sexual Assault	Zero Tolerance		
30	Theft with Physical Intimidation	Zero Tolerance		
31	Use of slurs or hate speech directed at or about an individual or group.	Zero Tolerance		
32	Distribution of controlled substances	Zero Tolerance		

How the Tiered System Works

For violations with a duration range (e.g., 1 Day – 3 Months), staff determine length based on:

- Severity of the incident
- Repetition / prior suspension history
- Impact on other patrons or staff

Returning to the library while suspended may escalate to the next suspension level.

How Library Suspensions and Appeals Work

- Patrons who have a permanent suspension may apply for an appeal after 1 year of suspension.
- Suspended patrons who are suspended for six months or longer must meet with the Assistant Director of Public Services and/or the Community Resources Manager, and the Branch Manager for reinstatement.
- Indefinite suspensions may be appealed after six months.

The criteria for a successful appeal depends on the following

- The continued safety of staff and patrons of the library.
- The past behavior of the person who is requesting the appeal.
- The reasons the suspended patron gives in relation to why they feel their suspension should be appealed.
- A letter of support from a trusted community member (case worker, doctor, clergy man, sponsor).

Juveniles 17 and under

- We hold adults to a higher standard than children, therefore all minors will be limited to a maximum three-month suspension unless they violate any area in the zero-tolerance section. In those cases, the appropriate length of suspension will be set by the Branch Manager and the Community Resources Manager.
- All Juveniles who have a three-month suspension or longer are required to meet with the Assistant Director of Public Services, and/or the Community Resource Manager and the Branch Manager along with a trusted adult to reset behavioral expectations.

DETAILED VIOLATION GUIDE

The tables below provide full descriptions and examples for each violation category. Use violation numbers when documenting incidents.

BE CONSIDERATE				
#	Violation	Examples	Tier 1	Tier 2
1	Food/Snacks	Leaving crumbs, wrappers, or food debris A meal = multiple food components (combo meal, pizza, bento box)	1 Day – 3 Months (tiered by severity & repetition)	6 Months – 1 Year
2	Litter	Not picking up debris around your area	1 Day – 3 Months	6 Months – 1 Year
3	Restroom Misuse	Bathing, shaving, or washing hair in restroom	1 Day – 3 Months	6 Months – 1 Year
4	Loud/Unreasonable Noise	Any unreasonable noise as determined by staff	1 Day – 3 Months	6 Months – 1 Year
5	Clothing Violations	Tops and bottoms not worn to cover private areas. Clothing inappropriate for a public space No shoes	1 Day – 3 Months	6 Months – 1 Year
6	Loitering	Unwillingness to move along outside after a period set by staff, if not using library services	1 Day – 3 Months	6 Months – 1 Year
7	Smoking/Vaping outside the building	Smoking outdoors within 20 feet of building doors	1 Day – 3 Months	6 Months – 1 Year
8	Smoking/Vaping Inside the building	Smoking anywhere inside the building	6 Months-1 Year	Indefinite

BE RESPECTFUL				
#	Violation	Examples	Tier 1	Tier 2
9	Obscene/Harassing/ Abusive Gestures	Calling people names, making obscene hand gestures	1 Week – 3 Months	6 Months – 1 Year
10	Damage to Library Property/Materials	Breaking library property, staining furniture or carpeting	1 Week – 3 Months	6 Months – 1 Year
11	Refusal to Leave at Closing	Failure to leave after 3 requests when library is closed	1 Week – 3 Months	6 Months – 1 Year
12	Return While Suspended	Being on library property (inside or outside) while suspended	Depends on Context	Jump to Next Suspension Level
13	Pervasive Odors	Odors that interfere with other patrons' ability to use the library	1 Day – 3 Months	6 Months – 1 Year

BE RESPONSIBLE				
#	Violation	Examples	Tier 1	Tier 2
14	Internet/Computer Misuse	See Internet Acceptable Use Policy	1 Week – 3 Months	6 Months – 1 Year
15	Unauthorized Animals	Pets and emotional support animals not permitted Service animals welcome See Animals in Library Policy & ADA guidelines	1 Day – 3 Months	6 Months – 1 Year

16	Theft	Theft of patron, staff, or library property Suspension length varies by circumstance	6 Months minimum	INDEFINITE (if physical intimidation involved)
17	False Fire Alarm	Deliberate alarm pull when no fire, or triggering alarm with smoking materials	6 Mo-1 Year	Indefinite

BE SAFE				
#	Violation	Examples	Tier 1	Tier 2
18	Under Influence / Unable to Care for Self	Unable to walk steadily, speak clearly, or care for self/others (not a medical condition) If medical assistance offered but refused, patron must leave	1 Week – 3 Months	6 Months – 1 Year
19	Visible Alcohol / Legal Drug Possession	Alcohol, marijuana, psilocybin mushrooms, or paraphernalia (pipes, bongs) visible in hand or patron's materials but not in use	1 Day – 3 Months	6 Months – 1 Year
20	Sleeping (Safety Concern)	Unconscious and unable to be roused Snoring and disrupting others nearby Has received three wellness checks by staff/security	1 Day	
21	Unattended Belongings	Items left unattended inside for more than 2 hours Items outside tagged for removal before end of day Medford exception: outside items tagged after 2 hours	1 Day – 3 Months	6 Months – 1 Year
22	Unattended Children	See Child Safety Policy	1 Day – 3 Months	6 Months – 1 Year
23	Pest Infestation	Lice, fleas, bedbugs, chiggers, scabies, cockroaches on body or belongings	1 Week – 3 Months	6 Months – 1 Year
24	Wheeled Equipment / Shopping Carts	Not allowed inside: bikes, non-foldable scooters, shopping carts (inside or left unattended outside) Allowed: strollers, small children's wagons, foldable scooters (not in use) and skateboards (not in use)	1 Day – 3 Months	6 Months – 1 Year
25	Illegal Drug Possession/Use	Possession, or consuming drugs illegal in Oregon	1 Year	Indefinite
26	Consuming Alcohol, Marijuana, or Psilocybin Onsite	Consumption of these substances on library property	6 Mo-1 Year	Indefinite

ZERO TOLERANCE — ALL RESULT IN PERMANENT SUSPENSION			
#	Violation	Examples / Notes	Duration
27	Weapons/Items Used Threateningly	Guns, knives with blades over 4 inches, tasers or any item used as a weapon	PERMANENT
28	Public Indecency/Indecent Exposure	Uncovered private parts, masturbation in a public area (interior or exterior) consensual sexual act on premises, and purposeful urination or defecation on library property	PERMANENT
29	Physical or Sexual Assault	Any physical or sexual assault on a patron, staff or contracted staff	PERMANENT

30	Theft with Physical Intimidation	Theft of personal or library property involving physical intimidation	PERMANENT
31	Use of slurs or hate speech directed at or about an individual or group.	Use of slurs or hate speech directed at or about an individual or group in a manner that degrades, threatens, or creates a hostile environment	PERMANENT
32	Distribution of Controlled Substances	Selling or distributing controlled substances on library property	PERMANENT

Applicable Codes & Statutes

[City of Medford Municipal Code Enforcement](#) | [Jackson County Code Enforcement](#) | [Oregon Revised Statutes](#)



Date: July 15, 2026

Title: Tech Ed Services (E-Rate Consulting Services) Contract Renewal

From: Kelda Vath, Assistant Director of Support Services

Summary:

Tech Ed Services, Inc. is the consultant that JCLS has worked with to secure Federal E-Rate funding for internet services and technology.

Recommendation:

Staff recommend that the Board approve renewing JCLD's agreement with Tech Ed Services for E-Rate Consulting Services.

Resource Requirements:

For FY27, the Tech Ed Services consulting fee is \$42,350.00 and includes a customer loyalty discount of \$1,500.00. This brings the total cost to \$40,850.00 which is billed over 3-payments. The total renewal amount has remained steady with no increases over the past three funding years and is included in the FY27 budget.

Background and Additional Information:

Working with the experts at Tech Ed Services, Inc. provides great value for JCLD in navigating the complexities of federal funding, resulting in large cost savings for the District in offering internet and related services. JCLS Staff work closely with the consultant from Tech Ed Services to prepare and review Requests for Proposals (RFPs) for E-Rate eligible products and services. This includes Category 1 funding for Internet services, as well as Category 2 for equipment necessary to deliver internet services. Additionally, in JCLD's FY25 – the Tech Ed consultant advised and supported staff through the successful application for the E-Rate Cybersecurity Pilot Program, a 3-year project enabling JCLS to enhance its cybersecurity technology infrastructure.

RESOLUTION: 2027-01

A RESOLUTION AUTHORIZING AN APPROPRIATION ADJUSTMENT TO THE ADOPTED FISCAL YEAR 2026-2027 BUDGET FOR A SPECIFIC PURPOSE GRANT.

This matter comes before the Board of Directors of Jackson County Library District regarding an appropriation adjustment to the fiscal year 2026-2027 adopted budget for a specific purpose grant.

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

- A. The Jackson County Library District Board of Directors adopted the 2026-2027 budget and made appropriations for the 2026-2027 fiscal year; and
- B. Subsequent to the budget adoption, three unforeseen grants were received by the Jackson County Library Foundation from the following:
 - a. \$15,000 from the Reed and Carolee Walker Fund of Oregon Community Foundation
 - b. \$10,000 from the GreenSprings Fund of the Oregon Community Foundation
 - c. \$10,000 from the Toll & Wagner Charitable Fund of Oregon Community Foundation
 - d. \$5,000 from the Coleman Family Fund of Oregon Community Foundation
- C. The grants are restricted and to be used for the No Barriers Resource Program, providing basic needs and navigation services for low-income Jackson County community members.
- D. ORS 294.338(2) allows the Board of Directors to appropriate the expenditure of unforeseen specific purpose grants by resolution.

BE IT RESOLVED:

- 1. **The Board of Directors of the Jackson County Library District authorizes the following appropriation and revision to the FY 2026-2027 adopted budget as follows:**

Miscellaneous Grants Fund	ADOPTED BUDGET	UNFORSEEN GRANT	AMENDED BUDGET
<u>Program:</u>			
Public Services	\$199,020	\$40,000	\$239,020

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

By:

Susan Kiefer, Board President

Attest:

Yoli Diaz, Recording Secretary

Board Vote:

Susan Kiefer_____

Marissa Barrientos Shepherd_____

Patty Jensen_____

Kevin Keating_____

Marta Tarantsey_____



JCLD Board of Directors Meeting: July 15, 2026

JCLD Executive Director's Report

1. Union Negotiations Update:

The next negotiating session with the union bargaining team is on Thursday, July 30, 2026.

Considerable progress has been made as we work towards a collective bargaining agreement (CBA).

The table below shows the status of current articles as of our last session on June 25, 2026.

NB: In the "Status" column:

- "TA" means "tentative agreement," i.e., both the management and the union bargaining teams have agreed to these articles, signed and countersigned them, and desire to move them forward, eventually, for consideration and approval, both by the JCLD Board of Directors and via union membership voting, as part of a comprehensive CBA.
- "With Union" indicates that the articles have been put forward by the management bargaining team and await responses from the union bargaining team.
- "With District" indicates that the articles have been put forward by the union bargaining team and await responses from the management bargaining team.

ARTICLE STATUS | 06/25/2026

#	Title	Status
1	STATMENT OF PURPOSE	TA
2	RECOGNITION	TA
3	UNION RIGHTS	TA
4	UNION SECURITY	With Union
5	MANAGEMENT RIGHTS	With Union
6	LABOR MANAGEMENT COMMITTEE	TA



7	NON-DISCRIMINATION	TA
8	PROBATIONARY EMPLOYEES	With Union
9	DISCIPLINE & DISCHARGE	With Union
10	GRIEVANCE PROCEDURE	With Union
11	PERSONNEL RECORDS	With Union
12	WAGES & SALARY ADMINISTRATION	With Union
13	HOURS OF WORK	With Union
14	CLASSIFICATION REVIEW	With Union
15	FILLING OF VACANCIES	With Union
16	SENIORITY	With Union
17	HOLIDAYS	With Union
18	VACATION	With Union
19	SICK LEAVE	With Union
20	BEREAVEMENT	TA
21	CIVIC DUTY	With Union
22	LEAVES OF ABSENCE	With Union
23	HEALTH AND OTHER INSURANCE	With Union
24	RETIREMENT	With Union
25	TRANSPORTATION	With District
26	PROFESSIONAL DEVELOPMENT	TA
27	SEPARABILITY	TA
28	NO STRIKE/NO LOCKOUT	With Union
29	TERM OF AGREEMENT	District Drafting
30	SCOPE OF AGREEMENT	Needs to be drafted

Other Union Proposals
• DIGNITY AND RESPECT • DRESS CODE • SUCCESSORSHIP

2. **Bradbury Miller Associates Executive Director Kick-off Meeting:**

On Wednesday, July 8, 2026, the Search Committee had its kick-off meeting with BMA. The following documents on the next three pages formed the basis of the meeting.



These documents show 1) the agenda for the kick-off meeting, 2) the overall process from kick-off to the eventual hiring of a new executive director, and 3) a tentative timeline for the entire process.

Bradbury Miller Associates
Jackson County Library Services Kickoff Meeting Agenda
Mapping out the plan – Basics for moving forward
Wednesday, July 8, 2026



Agenda

- **Intros**
 - Highlight any potential challenges or concerns for this role
 -
 - Highlight any potential opportunities for the person assuming this role
 -
 - Other relevant things of note
 -
 - **Process Overview** (enclosed)
 - Discovery Phase
 - Survey contact for distribution:
 - Stakeholder groups to distribute survey to:
 - Staff
 - Board
 - Others?
 - Survey Link: <https://www.surveymonkey.com/r/XNDR63J>
 - Focus Group contact for scheduling (if applicable)
 - Recruiting Phase + Finals Planning
 - Schedule call with **Search Committee chair** to discuss final activities options:
- **Timeline Approval** - Go over timeline and book exact dates and times for meetings
- **Announcement Draft**
 - Images for the announcement - Docs and Images form
 - Executive Director job description discussion
 - Minimum Qualifications:



Process Outline



* Search Committee responsibility
** Hiring Authority responsibility



TENTATIVE Timeline

Jackson County Library District September 22 ct
(OR)
2026

BradburyMiller
Associates

Activity	Target Date
Phase 1: Discovery	
Initial meeting with Search Committee and Consultant to review timeline and set schedule	Wednesday, July 8 2:30 PT
Discovery meeting with staff group	Mid July
Draft announcement sent to Search Committee	Friday, July 24
Advertisement is approved by Search Committee	Tuesday, July 28
Phase 2: Recruit	
Post ads, actively recruit candidate pool	July 29 – September 6
Applications Close	Sunday, September 6
Phase 3: Candidate Assessment	
All candidate documents sent to Search Committee	Thursday, September 10
Candidate Pool Presentation via Zoom with Search Committee to select 6-9 semifinalists	Tuesday, September 22 time TBD (2 hours)
Phase 4: Interviews + Final Details	
Semifinal Interviews via Zoom with Search Committee	Tuesday, October 13 + Wednesday, October 14 time TBD (5 hours each day)
Final Interviews Hiring Authority	Tuesday, November 2 + Wednesday, November 3
Negotiations Completed	Roughly a week
New Library Director Start Date	TBD

Highlighted dates require client presence

Updated 2026/06/17



DIRECTOR'S REPORT

This report is designed to align with the strategic goals as outlined in the 2022–2026 Strategic Plan. It demonstrates how the programs, services, and activities accomplished this month further the Library's mission to connect everyone to information, ideas, and each other. To ensure a consistent voice among contributors, ChatGPT was used to assist with editing.

Goal 1: Energize Library Services & Resources

Strategy 1 – Improve and Enhance Collections

The successful launch of the new Jackson County Library Services OverDrive/Libby platform on July 1, 2026, marked the completion of a years-long collaborative effort. Led by Collection Development Manager Laurin Arnold and Digital Selection Librarian April Bozada-Armstrong, with support from the Marketing Team, Technical Services Team, Website Administrator, and Technology Education Team, the transition was carefully coordinated to ensure patrons received clear communication and staff were prepared to provide support. JCLS is proud to offer Jackson County residents a customized collection of eBooks, audiobooks, and digital magazines available 24/7.

Preparation is also underway for the August 20 launch of the new JCLS Exploration Pass collection. ScienceWorks Hands-On Museum in Ashland will be the first participating partner, offering library card holders free admission passes for up to six individuals. Additional community partners are being finalized, expanding access to educational and cultural experiences throughout Jackson County.

Strategy 2 – Diversify and Increase Programming and Events

The first month of the 2026 Summer Reading Program, Plant a Seed, Read, was a success. So far, participants have read 6,911 books and logged 212,523 minutes. A total of 472 people attended summer-themed programs, including the popular Seed Science Workshop and Magic of Microgreens. America 250 programming also began with community conversations and a local author talk. More events, including Sharing in the Spirit of America and Tea and Revolution, are planned for July.

Some programs were rescheduled or canceled due to library staffing and hours changes, but a full lineup of summer programs remains available.

Throughout June, Ashland's Teen Pride Month display of affirming young adult graphic novels, fiction, and nonfiction received positive engagement. Teens also enthusiastically participated in the accompanying passive activity, creating custom Pride flag pins.



The Jacksonville Library combined an in-person gathering with a livestream for Poetry for the People. Local poets shared selections from a newly published anthology before patrons joined an Oregon Humanities watch party featuring acclaimed poet Naomi Shihab Nye in a conversation and reading about how communities and nations are formed and evolve.



Rogue River kicked off the summer with a series of creative programs for children, teens, and families, including Pass the Painting, Collage Garage, and the popular Zany Cat Party. Pass the Painting invited participants to create collaborative works of art, while Collage Garage encouraged attendees to experiment with a variety of artistic materials. At the Zany Cat Party, families decorated cat masks, enjoyed cat-themed music, and shared playful treats, creating a fun and memorable afternoon together.



Cats have long been a favorite at the Phoenix Library, so Branch Manager Jody Fleming and Library Associates Parsina Dias and Sasha Bassett celebrated with Cat Day. Children painted cat masks, helped name the library's new robot cat, Pickles, explored cat-themed books and movies, and entered a drawing to win a giant black cat, which one lucky young patron took home.

The Medford Children's Department launched a new weekly Pokémon Club in partnership with the American Library Association and Pokémon Company International, giving young trainers opportunities to trade, craft, battle, and build problem-solving, critical thinking, and math skills. Medford Teens also partnered with the Outreach Department to bring cyanotype printing and an America 250 trivia game to participants at the Housing Authority Creekside location.

At a Food Dehydration Demo, Master Food Preserver Vickie Belknap shared best practices for drying fruits, herbs, and vegetables while attendees sampled dehydrated oranges, apples, bananas, and even lasagna!

Talent's Summer Reading Program kicked off with its monthly Lego Challenge, where children and adults used random Lego pieces to create themed builds while encouraging teamwork and creativity. The June challenge drew its highest attendance of 2026 with 36 participants, and their creations will remain on display at the branch through July.



Eagle Point Library welcomed families to STEM programs, including The Science of Rainbows presented by Library Associate Grace Anderson and an end-of-school Bubble Bash hosted by Library Associate Desta Davidson. Patrons also explored related library materials, registered for Summer Reading, earned prizes for completing reading challenges, and connected with friends old and new.

Prospect launched Summer Reading with the first of three Hands-on Storytimes, featuring a frog theme. Branch Manager Anna Rands read Frog and Toad stories while children created flowerpot "Frog Hotels" and observed Pacific Green Tree Frog tadpoles that will remain at the branch until they complete their metamorphosis before being adopted or released into the wild. Watching the tadpoles grow quickly became a favorite part of the program.

Shady Cove welcomed Bob Haworth for Hootenanny Heroes, a two-hour journey through the history of American folk music featuring stories, photographs, and live performances of classics including *Blowin' in the Wind*, Tom Dooley, and *This Land Is Your Land*. The program was made possible through a generous donation from Laura Huntington, with refreshments provided by the Shady Cove Friends of the Library.

Technology Education Specialist Nicole Vukcevic joined Business Librarian Roslyn Donald at the Applegate Evening Market, extending the library's outreach by connecting community members with technology education services and other library resources.

Strategy 3 – Enliven and improve facilities



The Ashland Children's Team continues to create a welcoming space for all families, offering toys for children to enjoy, cheerful décor to brighten smoky summer days, and the friendly presence of children's staff. Throughout June, book displays highlighted Pride, Juneteenth, and bugs, encouraging exploration, learning, and discovery.

Twelve Jackson County Library branches received Healing Rainbow Light, a public art installation by artist Peter Erskine. At the Butte Falls Library, Erskine personally installed the artwork while six members of the Golden Agers, attending an Ancestry.com session, watched the process. One patron even retrieved a mirror to demonstrate how sunlight would reflect through the prisms, bringing the artwork's vision to life. Afterward, the group stayed to watch the program featured on Peter Erskine's website, finding the experience both informative and inspiring.



Butte Falls Branch



Shady Cove Branch

Strategy 4 – Current and Accessible Technology



The IT Department partnered with staff at the Medford, Ashland, White City, and Rogue River libraries to deploy and test Magic Desktop software. The new child-friendly interface provides a safe, educational computing environment with games focused on math, reading, science, and art. The resource has been well received by both staff and patrons and has the potential to expand to additional branches in the future.

The IT Department also ordered two new servers to replace legacy hardware, supporting technology replacement cycles while improving system reliability, cybersecurity, and the stability of critical library services.

In Jacksonville, a new document camera was installed to enhance programs and presentations by allowing staff and community partners to project books and other non-digital materials, creating a more engaging and accessible learning experience for patrons.

Strategic Plan Goal 2: Extend Access to the Library

Strategy 2 – Expand and diversify marketing and promotion

Teen Librarian Andrea Leone partnered with the Marketing Department to create an Instagram Reel featuring staff from the Medford Branch and across the library dancing to the viral "Puerto Rico Song" while incorporating library materials into the lyrics. The video showcases staff in a fun, approachable way as part of an ongoing effort to diversify library marketing beyond event promotion.



At the White City Library, the book drop received a vibrant new wrap featuring the library card artwork created by local artist Adrian Chavez. The transformation has been enthusiastically received by patrons and staff and celebrates the diversity of the White City community.

The branch-wide photography project concluded at the end of June, with final images expected in early July. The Marketing Team also photographed several community events, including The Art of Belonging: A People's Gallery at Central Art and the Princess Tea Party at the Gold Hill Library. As Summer Reading and America 250 programming continue, the team looks forward to documenting many more events across the library district.

During June, the Marketing team shared press releases about the Carolee Walker Grant received by the Community Resource team, America250 events, and Peter Erskine's rainbow installations at JCLS libraries.

Kobi 5 and KDRV reported on the grant. Meanwhile, Kobi 5 and Grants Pass Daily Courier also reported on the rainbow installations.

During June, the Marketing Team partnered with Technical Services and Collection Development to communicate upcoming changes to the JCLS digital collection. Two Digital Independence Day email newsletters were sent to more than 12,000 OverDrive users on June 16 and June 30, providing advance notice about the transition to JCLS's new Libby collection and key implementation dates.

Libby Transition Newsletter - June 2026	Completed	06/16/2026	1	12,504		EDIT
	Opens	Mobile	Bounces	Unsubscribes	Clicks	
	19,359 (8,810 unique)	221 [3%]	107 [1%]	11 [0%]	301 (151 unique)	
Libby Transition Newsletter 2 - June 2026	Completed	06/30/2026	1	12,437		EDIT
	Opens	Mobile	Bounces	Unsubscribes	Clicks	
	12,144 (7,415 unique)	209 [3%]	62 [0%]	10 [0%]	238 (167 unique)	

An additional email about the changes to Suggest a Purchase (SAP) to 140 SAP Power Users on 6/10/26.

Updates - June 2026	Completed	06/10/2026	1	140		EDIT
	Opens	Mobile	Bounces	Unsubscribes	Clicks	
	258 (102 unique)	4 [4%]	0 [0%]	0 [0%]	3 (2 unique)	

The Marketing Team also partnered with Data & Analytics to refresh the design of the FY27 Net Promoter Score (NPS) survey emails, which launched on July 2. To support Digital Independence Day, the team produced a new video promoting JCLS digital services with a focus on Kanopy. While the planned movie theater placement was not finalized, a 20-second version will air at the Medford Airport throughout July, with the full video featured in a Facebook and Instagram campaign.

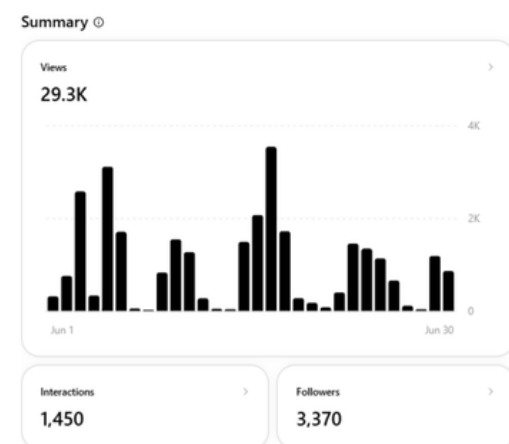
Social Media

Facebook & Instagram

In collaboration with Teen Librarian Andrea Leone and many other amazing participants, Ryan spearheaded a video project to recreate a viral video by Hoover Public Library. Our version of the Puerto Rico video went up on Instagram on June 9th. As of July 1st, has garnered 1,255 views, 73 likes, 6 comments, and 8 shares. Our Facebook and Instagram pages performed well in the month of June, with increased post engagement across the board, and 43 new followers on Instagram.



Threads



YouTube



Strategic Plan Goal 3: Engage the community more fully

Strategy 1 – Increase outreach and community partnerships



Community partnerships continued to create meaningful learning opportunities throughout June. The Jacksonville and Eagle Point libraries partnered with their local fire departments for Firefighter Storytimes, where children learned about firefighting, explored equipment, and climbed into the cab of a fire engine.

In Rogue River, Project Youth+ began using the library's meeting and study rooms for summer enrichment sessions supporting low-income, first-generation, and underrepresented youth. The branch also provided last-minute public computer access for 11 students in the Workforce Technical Prep Summer Cohort when their laptops were delayed, allowing them to complete career assessments and resume work. The partnership not only met an immediate community need but also introduced several students to the library, with many signing up for library cards and planning to return.



At the Healing Power of Helping Others program, Community Volunteer Network Executive Director Cassie Rose discussed the health risks of isolation and the benefits of volunteering for older adults. Representatives from local volunteer organizations shared their experiences, and patrons had the opportunity to connect with organizations and explore volunteer opportunities.



Outreach to Childcare team members Bethany Peabody, Eva Nava, and Kateri Warnick connected with more than 80 families while tabling at the first of five Britt Kids Concerts at the Children's Museum of Southern Oregon, sharing Summer Reading information along with library resources and services.

Librarian Evelyn Lorence participated in four Housing Authority of Jackson County events, distributing Summer Reading information and Boredom Buster Jars. Lorence also represented the library at the Applegate Evening Market alongside Outreach Library Specialist Kateri Warnick and Ruch Branch Manager Megan Pinder.

Spanish Services Coordinator Milagros Morales and Outreach to Childcare Bilingual Specialist Eva Nava attended two Housing Authority of Jackson County events, connecting with 174 residents while promoting Summer Reading and sharing library resources. They engaged with 62 residents at Lilac Meadows and 112 at Barnett Townhomes.



Morales, Rogue River Library Associate Jax Gordon, and Central Point's Jenna Sanford represented JCLS at Medford Pride at Rogue X, where they connected with more than 500 attendees. Community members shared their appreciation for the library, eagerly picked up the Pride bandanas they had seen on social media, and many newcomers signed up for library cards.

Technology Education completed the first five-session Online Basics course for residents of Rogue Retreat facilities. Technology Education Specialists Leia Pastizzo and Jordana Cordovi saw attendance grow from three to nine participants over the series, with many expressing interest in future classes. Designed to help participants navigate online forms and access benefits and services, the program concluded with Technology Education Supervisor Eric Molinsky and Rogue Retreat's Emmett Nelson planning a follow-up evaluation to discuss outcomes.

The partnership also enabled Rogue Retreat to use the Medford Library meeting rooms and Tech Ed's patron laptop lab for its own classes, expanding access to technology and training opportunities that would not have been possible without the library's equipment.



MINUTES

ATTENDEES AND NOTE TAKER

Board members Kevin Keating and Susan Keifer; Joan Vigil, Kelda Vath, Frank Phillips, Yoli Diaz (note taker)

NEW BUSINESS

1. Review Policy Schedule

The committee reviewed the policy tracking spreadsheet and discussed the overall policy review workflow.

2. Updates on Rules of Conduct Policy

The committee reviewed a revised draft of the Rules of Conduct policy. The introduction was expanded to recognize volunteers and contractors as protected parties, following incidents of harassment involving individuals in these roles. The policy will be slightly refined, but no major structural changes.

3. Updates on Suspension Guidelines

The committee reviewed a restructured suspension guide designed for easier staff reference, featuring a "violations at a glance" summary and a detailed violations section.

NEXT MEETING DATE

August 2026

ADJOURNMENT