



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD RETREAT AGENDA
Medford Branch Library
Adams Meeting Room
205 S Central Ave, Medford, OR
July 23, 2026, at 9:00 a.m.
Dial 1-253-205-0468 to attend by phone
Enter Meeting ID: 822 8410 9008
Click the link below to attend virtually:
[CLICK HERE TO OPEN ZOOM](#)

CALL TO ORDER/ROLL CALL

AGENDA

9:00 am Call to Order/Land Acknowledgment

9:05 am – 10:00 am Library Workplace Culture Discussion Topics

Library Workplace Culture

Topic	Time
How can the board contribute to, support, enhance, and help set the tone for organizational culture	15 mins
Affinity groups, legality thereof, effects on employee morale	10 mins
Discuss level of emphasis on library displays involving identity groups	15 mins
Land Acknowledgment, review and decide to retain, revise, or stop	15 mins

10:00 am – 10:15 am BREAK

10:15 am – 11:00 am Operations Discussion Topics

Operations

Topic	Time
The unhoused population and its effects on Medford's library environment and budget	15 mins
Data points, benchmarking, KPIs to assist Board in evaluating system performance	15 mins
Acquisition/Collection budget considering circulation statistics: size and effectiveness, benchmarks comparing JCLD to other systems	15 mins

11:00 am – 12:30 pm Finance Discussion Topics

Finance

Topic	Time
-------	------

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 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.

Review and discuss financial analysis from Business Office and Data Analytics	30 mins
Expense reductions and efficiencies within budget over next five years	15 mins
Role of and relationship to JCLF, planning to meet JCLS's unfunded needs	15 mins
Salary Study: necessity, timing, costs, consulting firms	15 mins
Facilities Conditions Assessment: necessity, timing, costs, consulting firms	15 mins

12:30 pm – 1:30 pm WORKING LUNCH:

Fill in the master table/schedule for all committee meetings for 2026-2027. We will project the document during lunch and try to schedule all committee meetings so we can properly notice them as required.

1:30 pm – 2:30 am Governance Discussion Topics

Governance

Topic	Time
Board's responsibility for overall system performance: open discussion	20 mins
Board training: how to deepen it, board book, focus on most critical areas to be trained in	15mins
Review Board meetings of all types, frequency, and format to allow time for generative discussions, better governance, and positive impact	15mins
Attendance standards, expectations for Board meetings of all types	10 mins

2:30 pm – 3:30 pm Executive Director Discussion Topics

Executive Director

Prioritize attributes, skills, character traits, desirable leadership style for new Executive Director	30 mins
Evaluation Criteria and Process for new Executive Director	20 mins
Preparations for new Executive Director	10 mins

3:30 pm – 4:00 pm Strategic Planning Discussion Topics

Strategic Planning

Strategic Planning: The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.	30 mins
--	---------

4:00 pm Adjourn