



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>
August 19, 2026, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA (5 minutes)

1. July 15, 2026, Regular Board Meeting Minutes1
2. July 23, 2026, Board Retreat Meeting Minutes4

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)

3. Staff Day- Brynn Fogerty **(5 minutes)**6
4. Proposal for a Salary Study- Brynn Fogerty **(5 minutes)**8
5. Resolution 2027-02 Appropriation Transfer- Heather Scott **(5 minutes)**9
6. Legal Service Contract- Frank Phillips **(5 minutes)**10
7. Orange Boy Contract Renewal- Kelda Vath **(5 minutes)**20
8. Facilities Condition Assessment Update- Kelda Vath **(5 minutes)**

UNFINISHED BUSINESS

9. Discuss Work Sessions **(15 minutes)**

REPORTS (Inform)

10. Annual State Statistics - Regina Mannino **(15 minutes)**21
11. Financial Report- Heather Scott **(10 minutes)**48
12. Director Report- Frank Phillips **(10 minutes)**52

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

13. Search Committee **(5 minutes)**

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

August 20, 2026 , 10:00 am Pollinator Ribon Cutting
September 2, 2026, 3:30pm JCLD Board Work Session
September 16, 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 (joined at 4:05 pm).

Additional attendees: Frank Phillips (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 4:00 p.m. The Land Acknowledgement was read and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

Director Kiefer introduced a special guest, Robert Felthousen, RCC Librarian.

CONSENT AGENDA

Director Kiefer requested the Community Resource report to be moved up before resolution 2027-01.

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

NEW BUSINESS

Policy 5-10 Rules of Conduct and JCLS Suspension Guide

Joan Vigil, Assistant Director of Public Services, presented Policy 5-10, Rules of Conduct, with updates. The Board discussed that the revisions clarify the rules, strengthen staff protections, and improve the suspension and appeal process. Board members also expressed concerns that permanent bans and lengthy suspensions for certain violations may be too severe and suggested allowing discretion and providing clearer language regarding the appeals process. Following discussion of the revised policy, the Board voted to approve it.

MOTION: Director Keating moved to approve Policy 5-10 Rules of Conduct and Suspension Guide; Director Tarantsey seconded; the vote was unanimous, and the motion passed.

Tech Ed Services E-rate

Kelda Vath, Assistant Director of Support Services, presented the Tech Ed Services E-rate renewal contract. The board discussed renewing the contract and authorizing Interim Director Frank Phillips to sign the agreement.

MOTION: Director Tarantsey moved to approve the Tech Ed Services E-rate contract as presented. Director Jensen seconded; the vote was unanimous, and the motion passed.

RESOLUTION 2027-01

Heather Scott, Finance Manager, presented Resolution 2027-01, which amends the Fiscal Year 2027 budget to appropriate newly awarded grant funds for the Community Resources Department. The grants include \$10,000 from Reed and Carolee Walker Fund, \$10,000 from the Green Springs Fund, \$10,000 from the Toll & Wagner Charitable Fund, and \$5,000 from the Coleman Family Fund, all through the Oregon Community Foundation, to support the No Barriers Resource Program. Scott noted the grants were secured through the efforts of Thaddeus Crawford, Community Resource Manager with assistance from Ginny Auer, Executive Director of the Jackson County Library Foundation.

MOTION: Director Keating moved to approve Resolution 2027-01. Director Tarantsey seconded the motion. The vote was unanimous, and the motion passed

Roll Call Vote

Kiefer- Y

Jensen- Y

Tarantsey- Y

Shepherd – Y

Keating- Y

BMA Kickoff Meeting

Interim Library Director Frank Phillips provided an update on the Bradbury Miller Associates (BMA) kickoff meeting for the Executive Director search. He shared that a seven-member search committee has been established and, during the kickoff meeting, the committee reviewed the search timeline and upcoming meetings. The goal is to complete the hiring process by early November. Director Kiefer noted that all search committee meetings will be public. The search will include preliminary and final interview rounds; Director Jensen encouraged board members to participate in the candidate interviews, emphasizing that their involvement will be an important part of selecting the next Executive Director.

REPORTS

Community Resources

Thaddeus Crawford, Community Resource Department Manager, presented highlights of the library's role as a trusted community resource, emphasizing its efforts to connect patrons with essential social services and community resources. He shared that staff assist individuals facing challenges such as housing instability, mental health concerns, financial hardship, veteran services, transportation, and much more while providing referrals and follow up support. The community resource department helps ensure patrons are connected to the resources they need while maintaining an environment where everyone has equal access to services, regardless of their circumstances.

JCLF Report

Foundation Director Ginny Auer, shared a positive FY25-26 annual update, highlighting continued growth in fundraising, community engagement, and program impact. Since 2021, donor support has grown significantly, with donor retention remaining above national average. Auer shared that this year the Foundation exceeded its year-end fundraising goal and surpassed its Library Giving Day goal. The Foundation also expanded its community presence through book clubs, outreach events, fundraising partnerships and local events, increasing awareness of library services, and building stronger relationships with donors and community members.

Director's Report

Frank Phillips, Interim Library Director, reported that collective bargaining negotiations remain on schedule, with a 150-day bargaining period ending September 4. Negotiation sessions are set for July 30, August 6, and August

13. Phillips shared several contract articles have been agreed upon, while most remaining proposals are under review. Phillips said the goal is to complete negotiations by the deadline and provide the board with another update in September. He also highlighted the many great programs and services taking place across the library branches.

Policy Committee

Director Kiefer and Director Keating shared that the policy committee reviewed the policy Calendar schedule and Policy 5-10 Rules of Conduct, and JCLS Suspension Guide. There were no further discussions or questions.

Director Kiefer adjourned the JCLD Board Meeting at 5:39 p.m.

/s/ Yoli Diaz

Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Kevin Keating (Vice President), Patty Jensen, Marissa Shepherd (Attendance transitioned from in-person to virtual at 2:30 p.m.), and Marta Tarantsey.

Additional attendees: Frank Phillips (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Josh Letsinger (Community Engagement Manager), Heather Scott (Finance Manager), Brynn Fogerty (HR Manager) Ginny Auer (Foundation Executive Director), Regina Mannino (Data & Analytics Coordinator) and Yoli Diaz (Executive Assistant).

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 9:05 a.m. The Land Acknowledgement was read.

Library Board Meeting Summary

1. Library Workplace Culture

The Board and administrative team engaged in thoughtful discussions on several governance and organizational topics including the use of the Land Acknowledgement, board-staff relationships, and employee affinity groups. Board members expressed differing perspectives on the Land Acknowledgement discussing its educational value, historical significance, accuracy, and public perception. While no changes were made, there was general support for verifying its accuracy and exploring supplemental educational displays. The team also emphasized the importance of rebuilding trust through clear communication, mutual respect, and maintaining appropriate governance roles, with consensus that the Board should provide strategic direction while the Library Director manages operations. Finally, the Board reviewed the district's legal opinion confirming that employee affinity groups are permissible and discussed their role in fostering inclusion and staff engagement. The Board agreed to continue supporting affinity groups, update the employee handbook to reflect the attorney's recommendations, and establish a clear process for communicating affinity group feedback through administration.

2. Operations

Regina Mannino, Data & Analytics Coordinator, presented library benchmarking data on collection performance, and the board discussed how to interpret and apply the findings. The data showed that collection spending per person is higher than most comparable libraries, although the collection budget represents only 10% of the total budget, below the industry guideline of 12–14%. The board also discussed balancing a current collection with a diverse range of publication dates and reviewed the significantly higher cost per visit associated with one-on-one appointments, recognizing that the current service model may need to be adjusted.

3. Finance

The Board discussed financial and operations information presented by Heather Scott, Finance Manager. It was a detailed financial breakdown by organizational unit, branch, and department, including cost-per-visit, cost-per-circulation, staffing comparison and salary analysis and facilities planning.

4. Committee Meetings

The Board discussed committee assignments, with members electing to remain on their current committee assignments for FY27. The Board also discussed the frequency and sequencing of quarterly committee meetings. It was agreed that some committees will meet twice per year, while others will continue to meet on a quarterly schedule (four times per year). The board further discussed whether committee reports and recommendations should be presented to the full board by board committee members rather than staff committee members. Board members agreed that staff can prepare supporting documents such as redlined policy docs, memos for packets, but committee recommendations should come for the committee chair or a designated board member.

5. Relationship JCLS & JCLF

The Board discussed strengthening the connection between the library board and the foundation by rotating board members, so more members gain firsthand knowledge of the Foundation's work. Foundation Executive Director Ginny Auer shared that its current funding priorities include early childhood literacy initiatives such as Dolly Parton's Imagination Library, childcare partnerships, technology and the library Pollinator Garden.

6. Governance

The board had a thoughtful discussion about its governance responsibilities, emphasizing the need to balance oversight of policy, strategy, finance, and organizational performance. Board members agreed that strategic planning should include clearer financial plans and funding sources. The board also discussed improving board education and meeting effectiveness. Lastly, board members highlighted the importance of encouraging in-person participation while exploring ways to reduce barriers to board service.

7. Library Director

Board members discussed the key qualities they want in the next Library Director. They emphasized strong leadership, financial understanding, emotional intelligence, empathy, trust, and collaborative approach. The Board agreed that the ideal candidate should be a team builder who values relationships, encourages open communication, and creates a workplace where employees feel connected and supported. Several board members noted the importance of fostering trust across the organization. The board expressed optimism about the candidate pool and agreed that selecting someone who can strengthen organizational culture and unify the admin team will be critical to the library's future success.

Open Discussion

The board requested that the Interim Library Director help with a board self-evaluation, noting that it has been approximately one year since members last assessed their effectiveness and how they work together as a governing body. Board members discussed developing a 20-question self-assessment, identifying five key focus areas for evaluation. They also requested that the Interim Library Director provide candid feedback on the board's performance before his departure.

The retreat concluded with Board Directors expressing their appreciation for a well-organized, detailed, and productive retreat.

Director Kiefer adjourned the JCLD Board Retreat Meeting at 3:28 p.m.

/s/ Yoli Diaz

Recording Secretary



Date: August 19, 2026

Title: Library Closure- JCLS Staff Day

From: Brynn Fogerty, HR Manager

Summary:

Staff Appreciation Day, a voluntary opportunity for employees to gather and connect in person, is scheduled for Friday, October 2, 2026.

This year's event will be intentionally scaled to balance staff recognition with fiscal responsibility. In alignment with the District's commitment to prudent stewardship of public resources, the budget for Staff Appreciation Day was reduced for Fiscal Year 2026-2027 while preserving meaningful opportunities to celebrate and thank employees for their service.

All staff will receive a paid day off and may choose to attend a Staff Appreciation Lunch at Pear Blossom Park in Medford. The event will include lunch, live music, recognition of service award recipients, and opportunities for staff from across the District to connect with one another. Employees will also receive a JCLS-branded t-shirt as a token of appreciation for their dedication to serving our communities.

Recommendation:

It is recommended that the Board approve the closure of Jackson County Library District facilities on Friday, October 2, 2026, to allow staff the opportunity to attend the Staff Appreciation Lunch and enjoy a day of recognition in appreciation of their service, commitment, and contributions to the District and the communities we serve.

Resource Requirements:

Providing staff with a paid day off and the opportunity to attend Staff Appreciation Day will not require an increase to the District's budget. The District would otherwise incur staffing costs for normal operations on that day. Additionally, this year's event has been designed with a reduced budget to ensure a cost-conscious approach while maintaining meaningful employee recognition.

Policies, Plans, and Goals Supported:

An annual Staff Appreciation Day supports the District's Strategic Plan by strengthening employee engagement, reinforcing the organization's mission and values, and fostering connections among staff across locations. The event also provides an opportunity to recognize employee contributions and promote a positive organizational culture, which supports employee retention, engagement, and service excellence.



Date: August 19, 2026

Title: Proposal for Compensation Study

From: Brynn Fogerty, Human Resources Manager

Recommendation:

The Human Resources Manager recommends the Board of Directors approve the proposal for the Compensation Study.

Resource Requirements:

The cost for services with McGrath Human Resources Group to perform a compensation study and benefit analysis are \$19,950, which includes a \$2,000 discount since the District's Data and Analysis Coordinator has already defined the comparable library systems across the nation.

Proposals from other firms were requested, however to date none have responded despite follow up, and one firm was found to be too inexperienced. McGrath Human Resources Group has been in business for 25 years and completed 641 compensation studies for public entities within that time. Most recently, they completed a study for the city of Ashland. They have worked with numerous library systems including North Central Washington Libraries and Mid-Colombia Libraries in Washington.

Policies, Plans, and Goals Supported:

Completing a compensation every 3-5 years is outlined in the JCLS Employee Handbook. In addition, the upcoming JCLS Strategic Roadmap outlines this study as a priority.

Attachments:

Compensation Proposal from McGrath Human Resources Group

RESOLUTION: 2027-02

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2026-2027 BUDGET.

This matter comes before the Board of Directors of Jackson County Library District regarding a budget transfer in the fiscal year 2026-2027 adopted budget.

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, unexpected costs will be incurred related to the determination of the need to complete a compensation study, estimated as follows
 - a. \$30,000 in Consultant Fees
- C. Budgeted contingency in the District's general fund exists in amounts sufficient to cover the additional costs; and
- D. ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund contained in the original adopted budget.

BE IT RESOLVED:

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

General Fund	Original BUDGET	TRANSFER	AMENDED BUDGET
<u>Program:</u>			
Administrative Services	\$1,594,795	\$30,000	\$1,624,795
<u>Not Allocated to Organizational Unit or Program:</u>			
Contingency	\$500,000	(\$30,000)	\$470,000

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 19th day of August, 2026.

By:

Attest:

Susan Kiefer, Board President

Yoli Diaz, Recording Secretary

Board Vote:

Susan Kiefer_____

Marissa Barrientos Shepherd_____

Patty Jensen_____

Kevin Keating_____

Marta Tarantsey_____



Date: August 19, 2026

Title: Approval of FY 2026-2027 Legal Services Contract

From: Frank Phillips, Interim Library Director

Summary:

The Board is asked to approve the annual Professional Services Agreement between the Jackson County Library District and Jarvis Glatte Bunick, LLP for legal services for Fiscal Year 2026–2027. The proposed agreement provides legal counsel to the District on general legal matters, Board governance, employment issues, contracts, policy review, and other legal services as needed from July 1, 2026, through June 30, 2027.

Recommendation:

The Interim Library Director recommends that the Board approve the FY 2026–2027 Legal Services Contract with Jarvis Glatte Bunick, LLP and authorize the Interim Library Director to execute the agreement on behalf of the District. The contract continues the District's legal services and establishes the terms for the scope of work, compensation, and contract administration.

Resource Requirements:

The contract authorizes legal services not to exceed **\$25,000** during the contract term.

Compensation is established as follows:

- **\$285 per hour** for general legal services
- **\$265 per hour** for attendance at District meetings
- **\$310 per hour** for extraordinary legal services, including litigation, appellate matters, and other specialized legal work

The contract also allows reimbursement for approved expenses associated with providing legal services. Funding is included within the FY 2026–2027 adopted budget.

Policies, Plans, and Goals Supported:

Approval of this contract supports the District's commitment to sound governance, effective Board oversight, legal compliance with applicable federal, state, and local laws, and responsible risk management.

Background and Additional Information:

Jarvis Glatte Bunick, LLP has served as the District's legal counsel, providing advice and representation on a variety of legal matters. The proposed agreement continues these services for the period of **July 1, 2026, through June 30, 2027**, establishes the scope of work and compensation, and ensures the District has qualified legal counsel to support Board governance and District operations.

Attachments:

FY 2026–2027 Contract for Personal Services – Legal Services (Jarvis Glatte Bunick, LLP.

**JACKSON COUNTY LIBRARY DISTRICT
CONTRACT FOR PERSONAL SERVICES – LEGAL SERVICES**

This contract is between JACKSON COUNTY LIBRARY DISTRICT, a library district organized under Chapters 198 and 357, hereinafter called “District”, and Jarvis Glatte Bunick, LLP hereinafter called “Contractor”. The parties agree as follows:

CONTRACTOR’S INFORMATION

NAME: JARVIS GLATTE BUNICK, LLP

ADDRESS: 823 ALDER CREEK DRIVE, MEDFORD, OR 97504

CITIZENSHIP: USA

Non-resident alien: ☐ Yes ☒ No

Federal Tax ID Number: 93-1254813

Oregon Business License #: 18-00028570

This information herein will be reported to the Internal Revenue Services (IRS) under the name and taxpayer ID number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject Contractor to 31% backup withholding.

DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE

☒ **Exhibit A – Scope of Work**

COMPENSATION

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds, at the rate of \$285 per hour for general legal services; \$265 per hour for attendance at District meetings; and \$310 per hour for extraordinary services, as defined herein, and SHALL NOT EXCEED THE MAXIMUM SUM OF \$25,000.00. Reimbursable and other expenses of the Contractor shall be reimbursed by District as specifically provided herein as a supplementary condition.

“Extraordinary services” means representation in litigation, whether in court or arbitration, appellate work, including appellate courts, LUBA, or other administrative agencies; and extensive research or preparation such as for novel legal theories.

Support staff work and costs are generally included in the above rates. In certain circumstances support staff time is billed at \$125/hour. Such billing is rare and would be subject to prior written approval by the District.

- a. **Reimbursable and other expenses:** Reimbursable and other expenses anticipated to be incurred in providing legal services include, but are not limited to filing fees, recording fees, postage, and photocopy charges. If representation requires travel outside of the Medford city limits, costs may include mileage, meals, and lodging.
- b. **Cost calculation:** Legal hourly rates are subject to an increase of \$10/hour each calendar

- year. Costs and reimbursement generally will be calculated by the actual cost. Mileage reimbursement will be consistent with the Internal Revenue Services' standard mileage rate.
- c. Interim payments shall be made to Contractor following District's review and approval of billings submitted by Contractor. Contractor will also submit copies of other billings for work performed under the contract when such bills are to be paid by other parties. These other billings are not subject to the maximum compensation amount of this contract.
 - d. Contractor shall not submit billings for, and District will not pay, any amount in excess of the maximum compensation amount of this contract, including any reimbursable and other expenses. If the maximum compensation amount is increased by amendment of this contract, the amendment must be fully effective before Contractor performs work subject to the amendment. Contractor shall notify District's Library Director or her designee in writing 30 calendar days before this contract expires of the upcoming expiration of the contract. No payment will be made for any services performed before the beginning date or after the expiration date of this contract. This contract will not be amended after the expiration date.
 - e. Contractor shall submit monthly billings for work performed. Billing statements will include fees and costs from the first of the month to the end of the month. The billings shall describe all work performed with particularity, by whom and on the date it was performed, the number of hours spent performing such work, and shall itemize and explain all expenses for which reimbursement is claimed. Billings shall be sent to Jackson County Library District, 205 S Central Ave, Medford, OR 97501.
 - f. Payment and any protest shall be made within 30 days of receipt of the billing statement.

EFFECTIVE DATE AND DURATION

This Contract shall be deemed effective on July 1, 2026 and approved as required by applicable law. Unless earlier terminated or extended, this contract shall expire on June 30, 2027, or when Contractor's completed performance has been accepted by District, **whichever event occurs first**. However, such expiration shall not extinguish or prejudice District's right to enforce this contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured. This Contract may be extended, if agreed upon by both parties in writing.

CONTRACT DOCUMENTS

This contract between the parties consists of this Contract for Services and Scope of Work (**Exhibit A**) which contain all the terms and conditions of the contract.

AMENDMENTS

The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

INDEPENDENT CONTRACTOR; RESPONSIBILITY FOR TAXES AND WITHHOLDING; RETIREMENT SYSTEM STATUS

- a. Contractor shall perform the work required by this contract as an independent contractor. Although the District 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 District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.
- b. Contractor represents and warrants that Contractor (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 24.

- c. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amounts(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this contract, except as a self-employed individual.

SUBCONTRACTS AND ASSIGNMENT

Contractor shall not enter into any subcontracts for any of the Work required by this Contract or assign or transfer any of its interest in this Contract without District's prior written consent. Any proposed use of a subcontractor which is located outside the United States or use of subcontract labor or facilities located outside the United States must be called to the specific attention of District. District's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

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 District given to a subcontractor does not relieve the Contractor of any obligations and responsibilities under this Contract, including Contractor's responsibility for any goods and services to be provided by any subcontractor.

NO THIRD-PARTY BENEFICIARIES

District and Contractor 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.

FUNDS AVAILABLE AND AUTHORIZED

District has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the District's fiscal year budget. Contractor understands and agrees that District's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on District appropriations, or other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the District has insufficient appropriations, limitations or other expenditure authority, District may terminate this contract without penalty or liability to the District, effective upon the delivery of written notice to Contractor, with no further liability to Contractor.

TERMINATION

- a. Mutual Consent or No-Cause. This contract may be terminated at any time by mutual consent of both parties or upon 30 days' written notice by either party.
- b. For Cause. District may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:
 - i. If District 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;
- ii. 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
- iii. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
- c. For Default or Breach.
 - i. Either District or Contractor 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.
 - ii. The rights and remedies of District provided in this subsection c are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.
- d. Obligation/Liability of Parties. Termination or modification of this contract pursuant to subsections a or b 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, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by District in the notice of termination. Further, upon termination and District's request, Contractor 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. District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.

RECORDS MAINTENANCE; ACCESS; OWNERSHIP OF WORK PRODUCT; LICENSE

- a. Records Maintenance; Access. Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles, and federal circulars (as applicable). In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that District 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 Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. Contractor further acknowledges records generated as a result of this Contract may be subject to disclosure pursuant to the Oregon Public Records Act.
- b. Ownership of Work Product; License. All work products of the Contractor that result from this contract ("the work products") are the exclusive property of the District. In addition, if any of the work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so, all such work products, including but not limited to any information, designs, plans or works provided or delivered to the District or produced by the Contractor under this contract.

COMPLIANCE WITH APPLICABLE LAW

Contractor 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, Contractor 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.

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 District (and/or any other entity or department of the State of Oregon) and the Contractor 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. Contractor, 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 District 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.

INSURANCE

Contractor shall at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance including Products & Completed Operations coverage with a combined single limit, or the equivalent, of not less than \$1,000,000/\$3,000,000 Aggregate for Bodily Injury and Property Damage.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

Notice of cancellation or change. There shall be no cancellation, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the District.

FORCE MAJEURE

Neither District nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, District's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

///

SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

WAIVER

The failure of District to enforce any provision of this contract shall not constitute a waiver by District of that or any other provision.

EXECUTION AND COUNTERPARTS

This contract may be exercised in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

NOTICE

Notices required by this contract must be given in writing by personal delivery or mail, at the following addresses, unless some other means or method of notice is required by law.

Jackson County Library District
205 S Central Ave
Medford, OR 97501

Jarvis Glatte Bunick, LLP
823 Alder Creek Drive
Medford, OR 97504

Each party will notify the other of any change of address.

MERGER CLAUSE

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CERTIFICATIONS/REPRESENTATIONS:

Contractor, under penalty of perjury, certifies that (a) the number shown on this form is its correct taxpayer ID and (b) Contractor 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. Contractor further represents and warrants to District 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 Contractor enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with 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, it 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.

Contractor (Date)

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

Contractor (Date)

Title: _____

Jackson County Library District (Date)

Title: _____

Exhibit A

SCOPE OF WORK

Description of Contractor's Services and Delivery Schedule:

LEGAL SERVICES FOR LIBRARY DISTRICT



Date: August 19, 2026

Title: OrangeBoy Contract Renewal

From: Kelda Vath, Assistant Director of Support Services

Summary:

OrangeBoy provides a suite of online services via their Savannah platform including modules for e-newsletters and managing newsletter subscriptions, incident reporting, ongoing net promoter score (NPS) surveys, market analytics, data dashboard creation and management, and a new collection diversity analytics component.

Recommendation:

Staff recommend that the Board approve the Interim Director, Frank Phillips, to renew JCLD's subscription with OrangeBoy, LLC for continued use of its software.

Resource Requirements:

For FY27, the renewal cost is \$34,300 for all included modules and is for a 3-year term, locking in the price for the next two years as well.

Background and Additional Information:

JCLS began using OrangeBoy's Savannah platform in March 2024 for newsletters and created data feeds for data and analytics shortly thereafter. The Incident Reporting module was implemented in June 2024, followed by a project to upload previous incident report data for historical reference. The NPS survey was implemented as a pilot in June 2025, and beginning in Fiscal Year 2027, NPS Score is a new Key Performance Indicator (KPI) for the District.

This renewal to the Board for approval because the renewal cost is above the signing threshold for the Interim Director. Previous renewals were authorized by the library director.



FY26

Statistics Report & Strategic Plan Metrics

August 2026

Regina Mannino

Data & Analytics Coordinator

Presentation Agenda

Key Performance Indicators (KPIs)

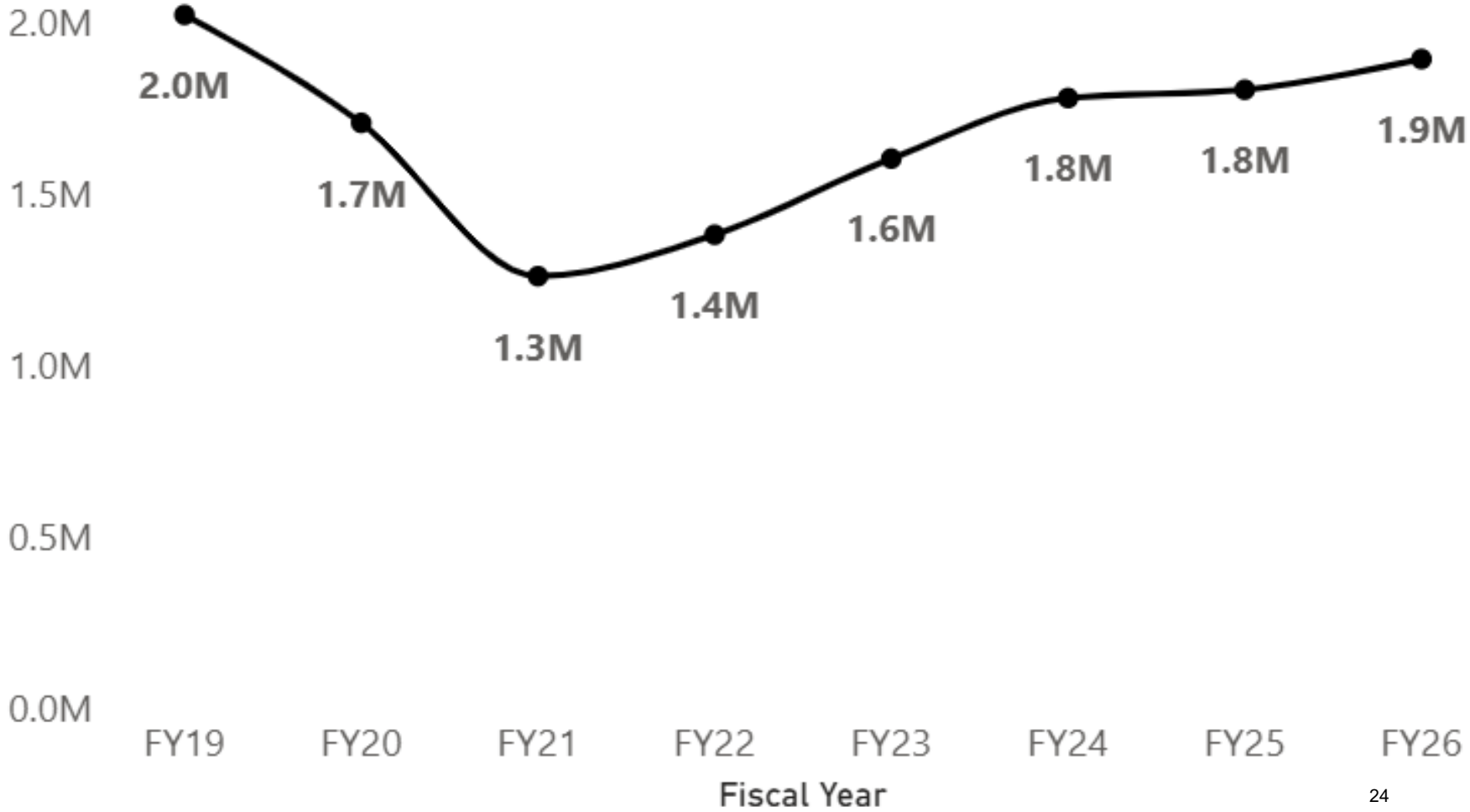
1. Total Circulation
2. Physical Circulation
3. Digital Circulation
4. Library Visits
5. New Cardholders
6. Public Computer Usage

Strategic Plan Metrics (SPMs)

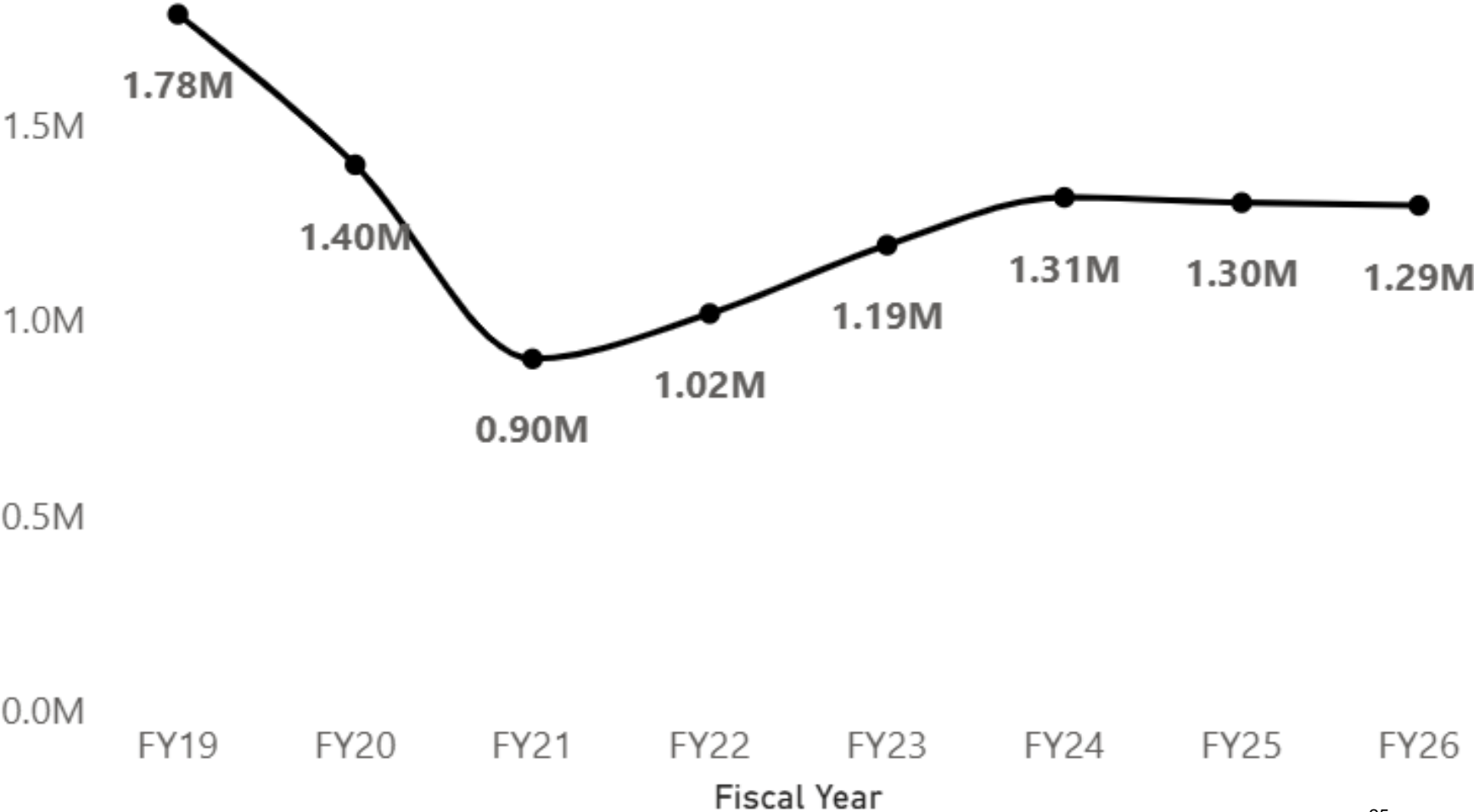
1. Spanish Collection
2. Library of Things (LOT) Circulation
3. Physical vs. Digital Circulation
4. Program Offerings & Attendance
5. Community Outreach by Focus
6. Community Resource Referrals
7. Staff Training & Professional Development

Key Performance Indicators (KPIs)

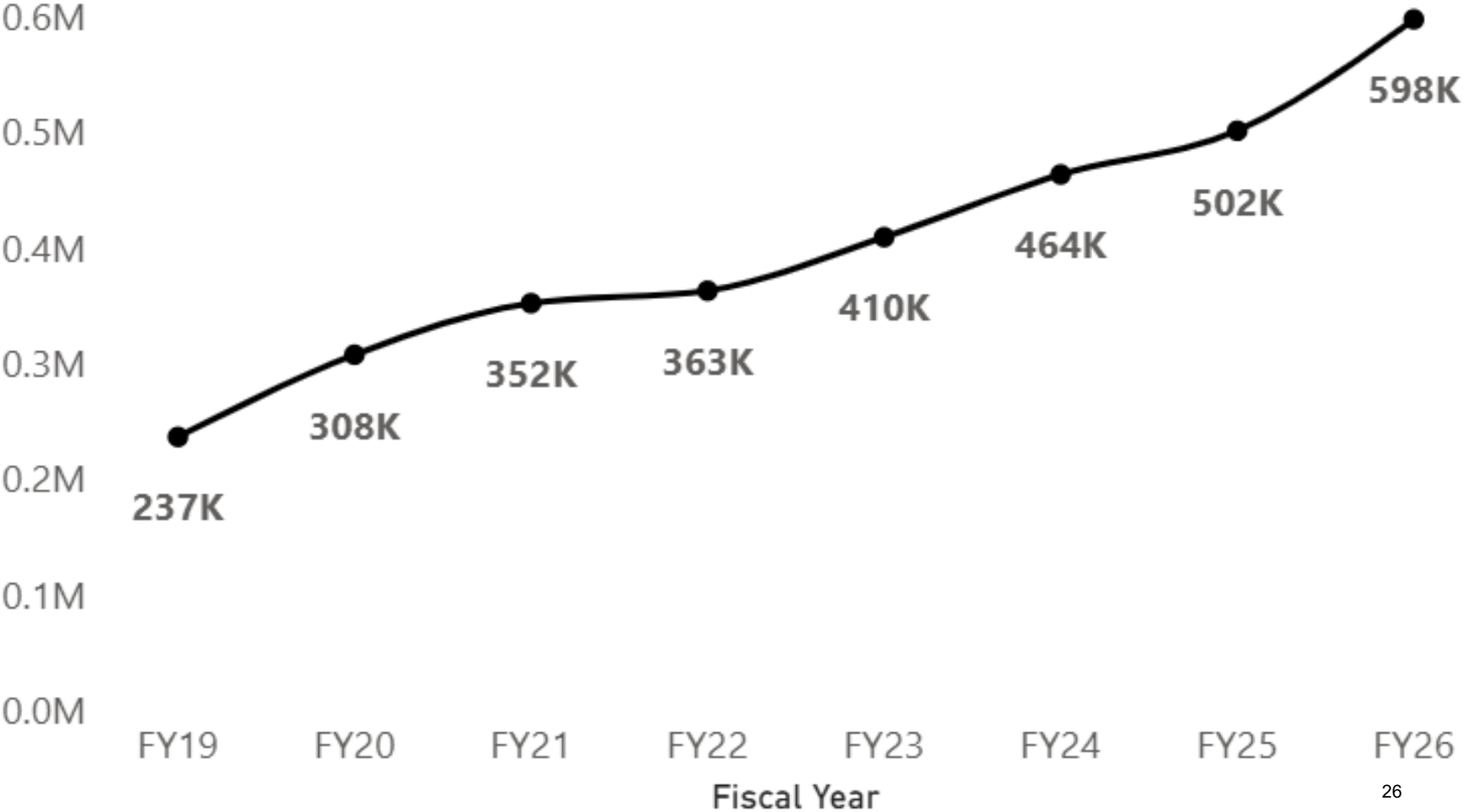
Total Circulation



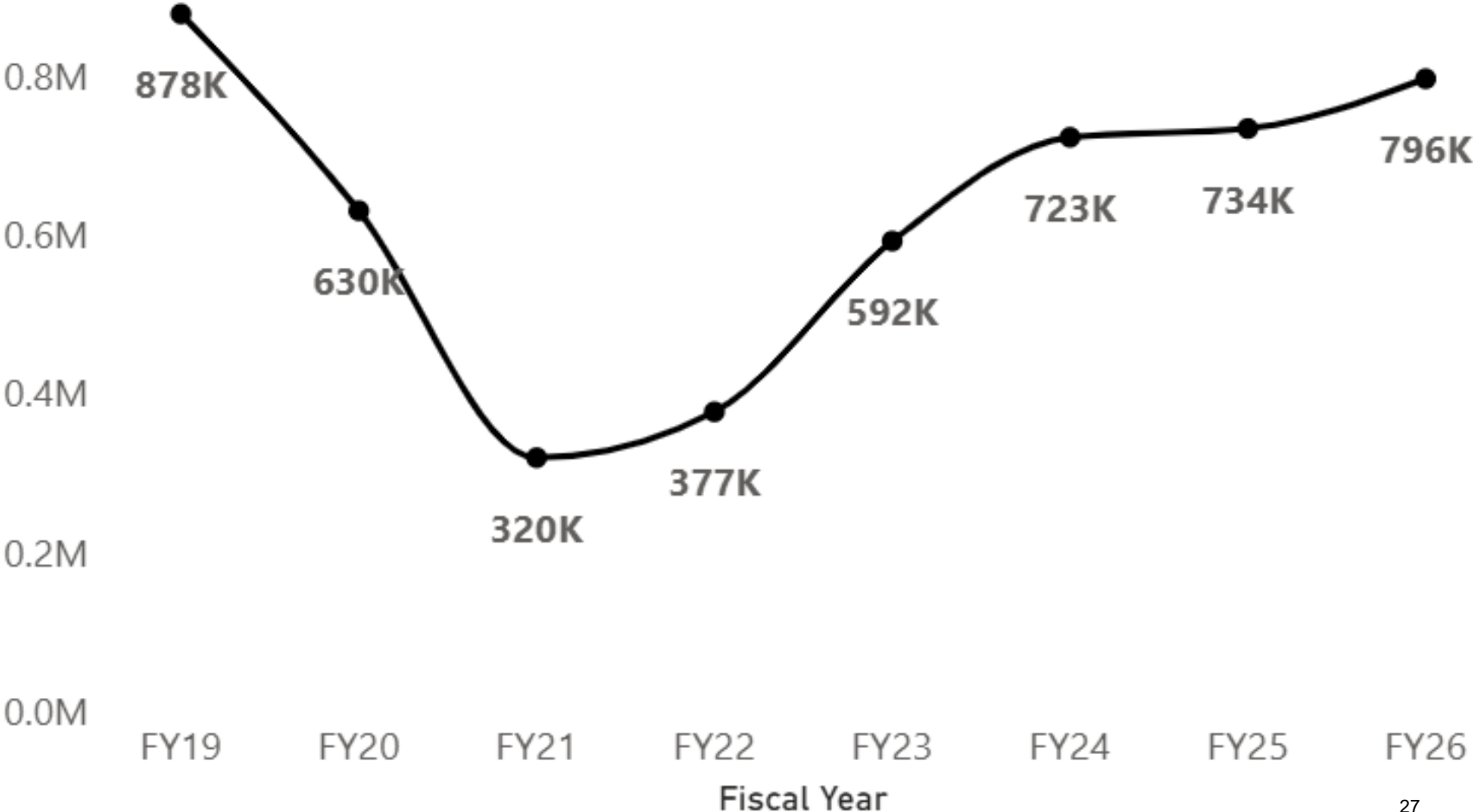
Physical Circulation



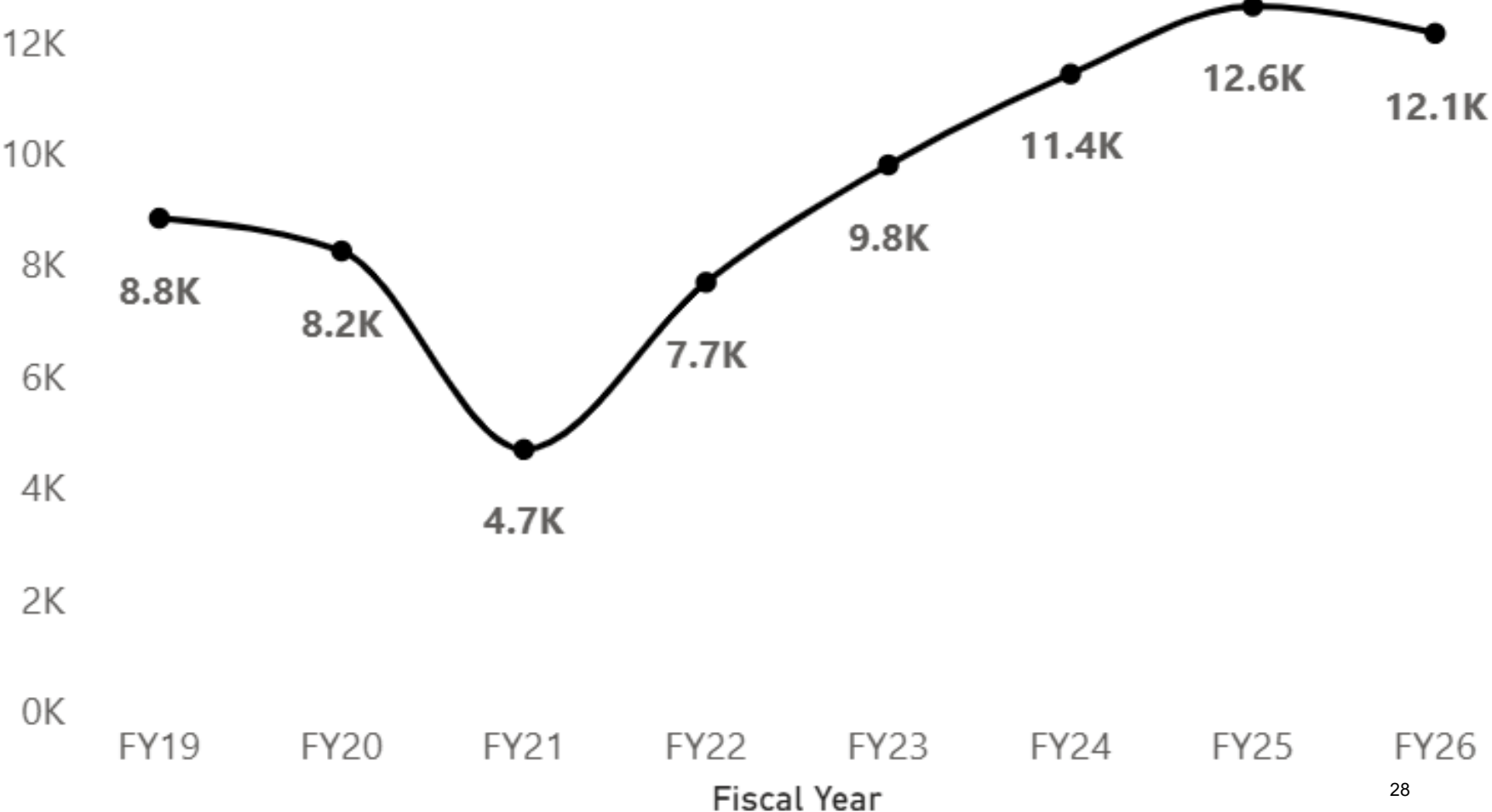
Digital Circulation



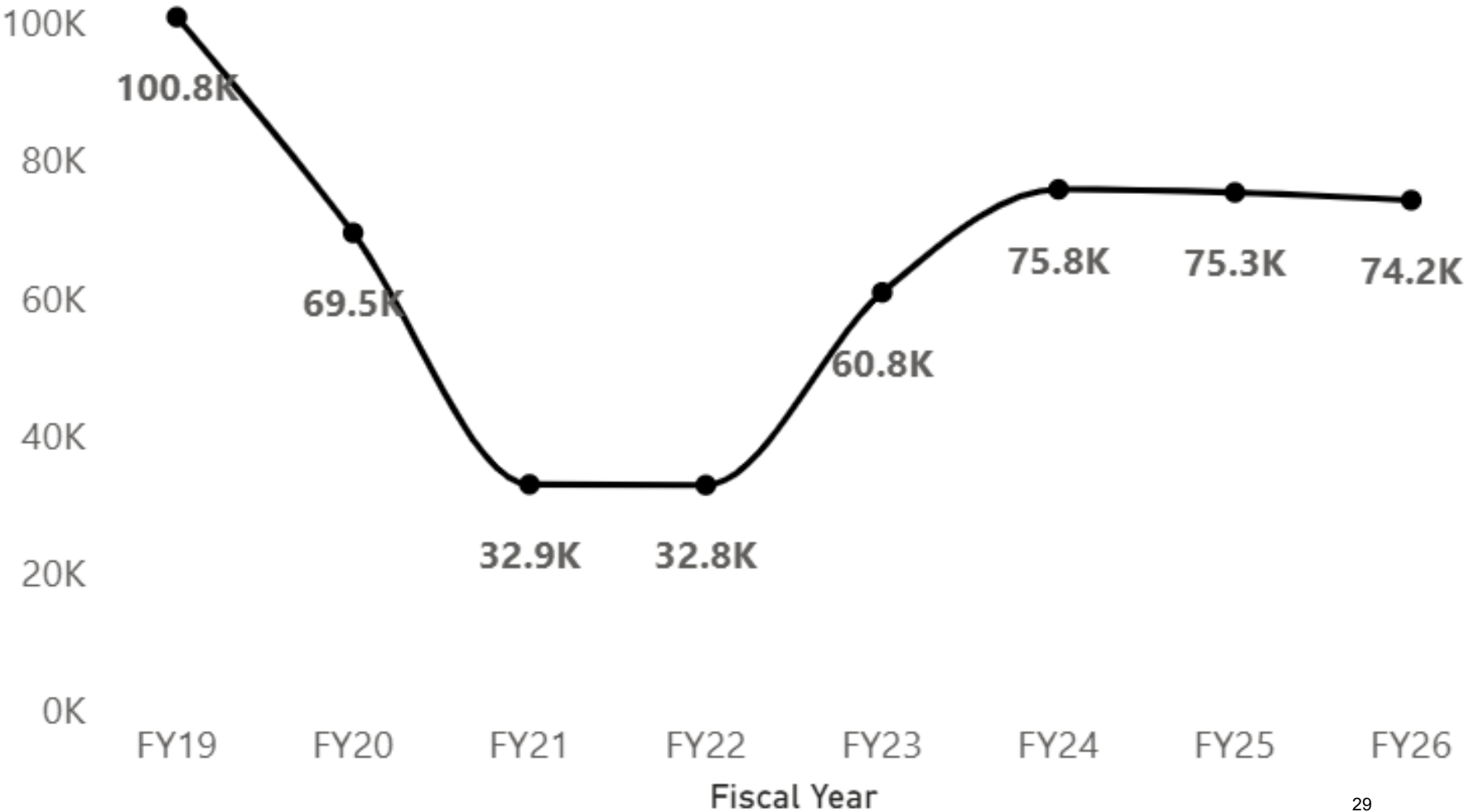
Library Visits



New Cardholders



Computer Use

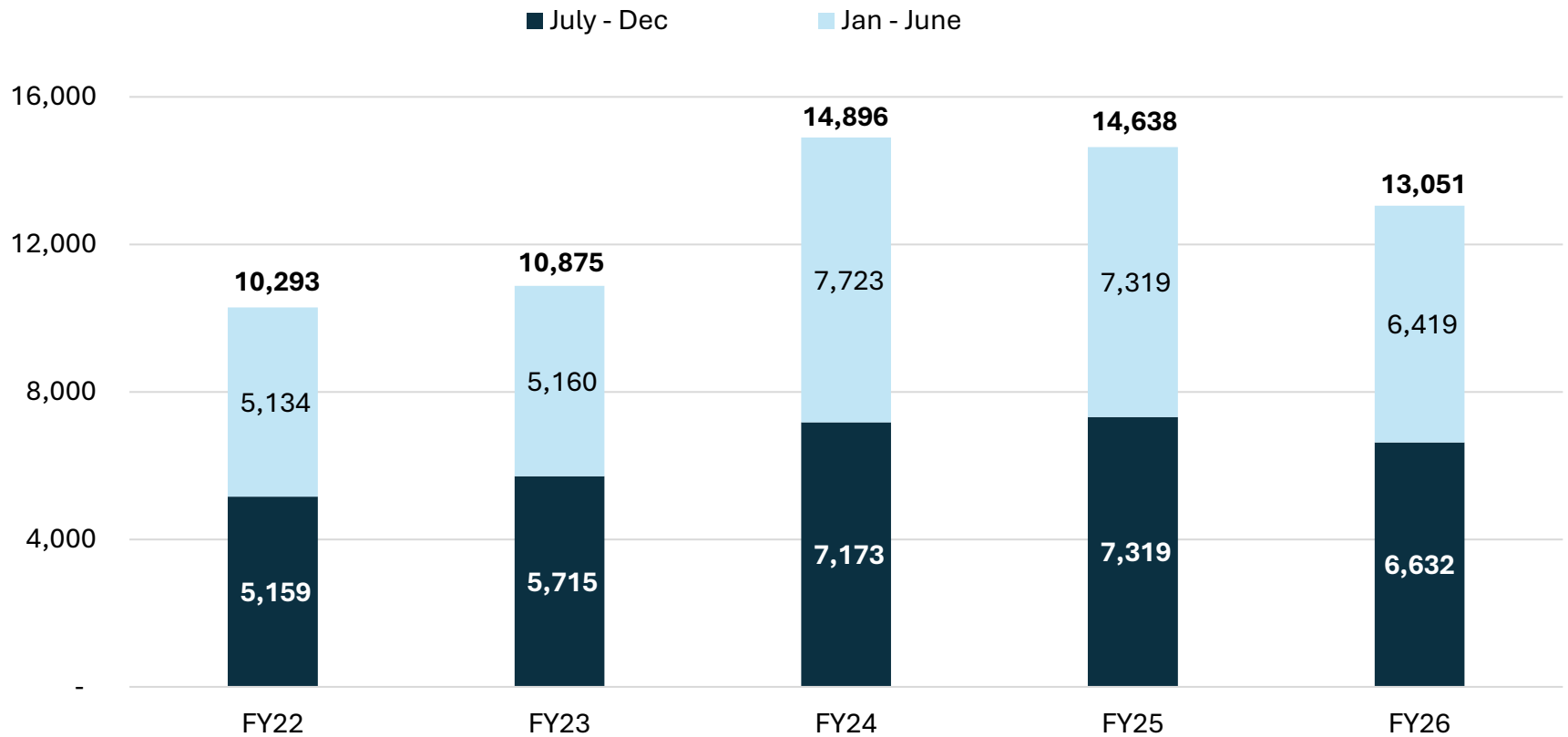


Data Table

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Jackson County Population	220,815	223,620	224,353	221,669	220,768	221,644	221,232	221,795
Total Circulation	2,020,173	1,705,737	1,259,135	1,379,830	1,601,626	1,778,047	1,802,380	1,891,608
Physical Circulation	1,783,469	1,397,933	900,644	1,016,709	1,192,126	1,314,339	1,300,862	1,293,732
Digital Circulation	236,704	307,804	352,363	363,121	409,500	463,708	501,518	597,876
Library Visits (Adjusted)	877,746	630,208	319,512	377,237	592,023	722,602	733,593	796,261
New Cardholders	8,832	8,245	4,688	7,684	9,788	11,417	12,633	12,146
Computer Usage	100,839	69,458	32,869	32,775	60,792	75,783	75,331	74,205

Strategic Plan Metrics

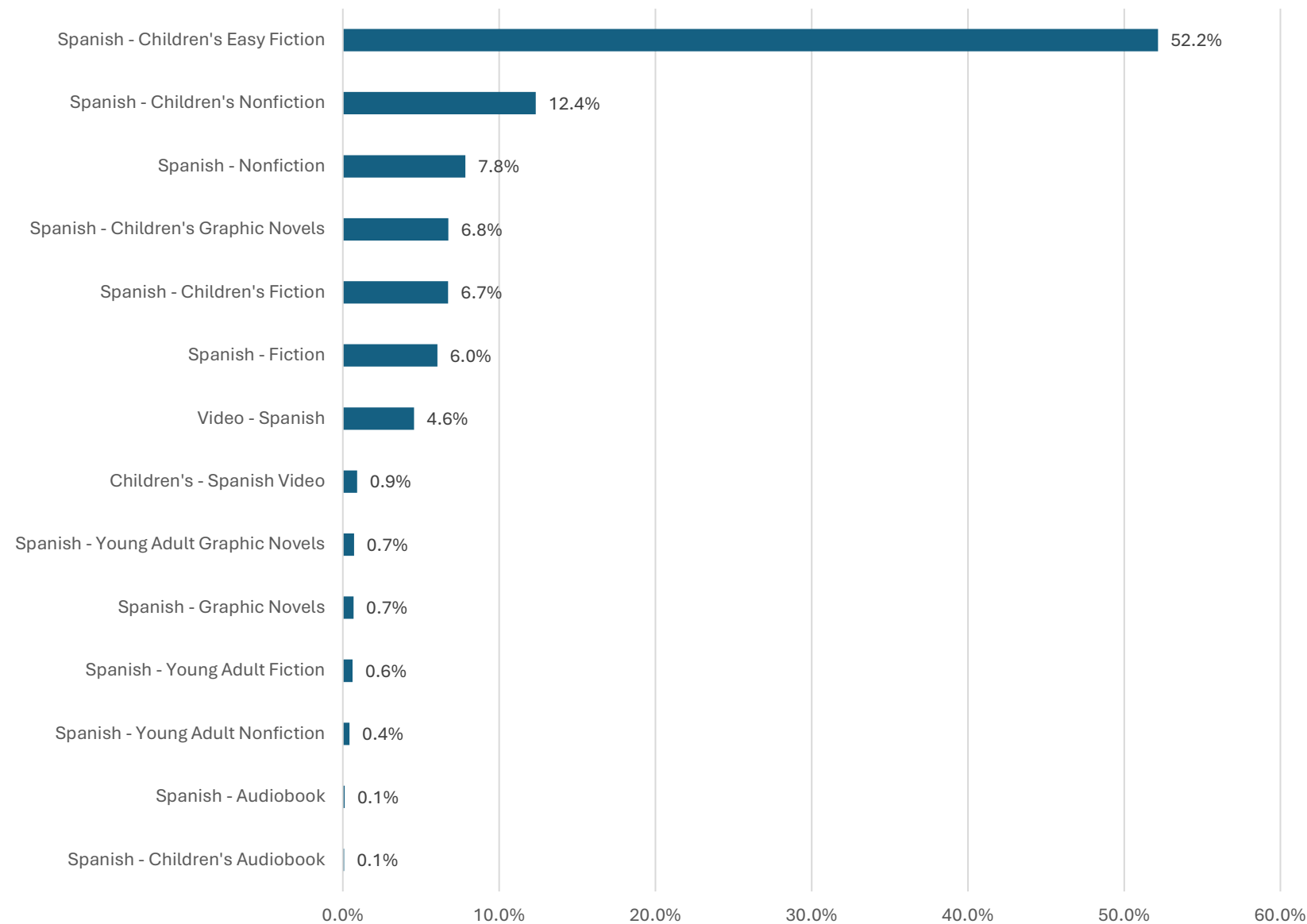
Spanish Circulation: Including Checkouts and Renewals



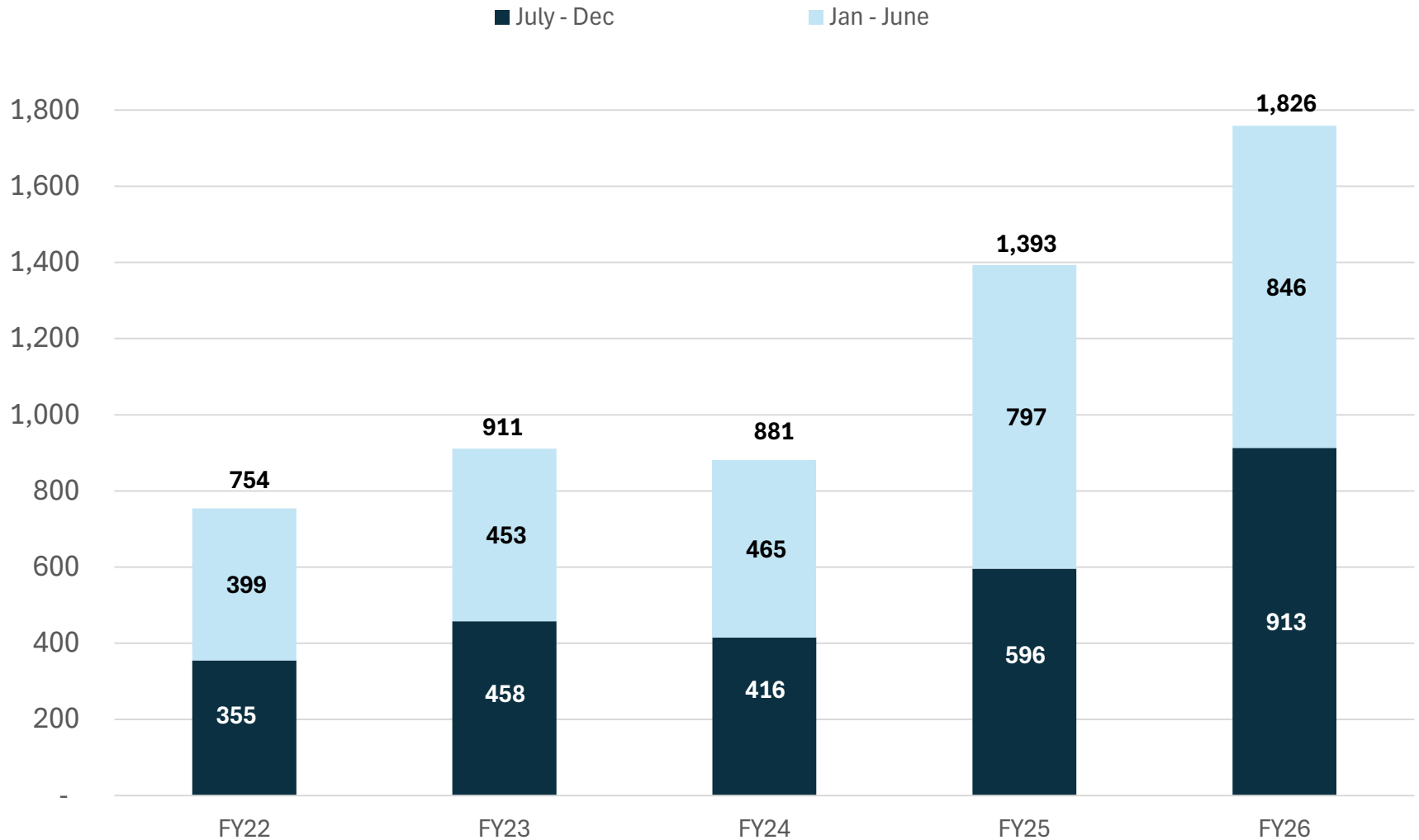
Spanish Circulation by Type

	Checkout	Renewal	Grand Total
Spanish - Children's Easy Fiction	3,513	3,295	6,808
Spanish - Children's Nonfiction	769	843	1,612
Spanish - Nonfiction	453	570	1,023
Spanish - Children's Graphic Novels	473	408	881
Spanish - Children's Fiction	416	464	880
Spanish - Fiction	360	429	789
Video - Spanish	397	198	595
Children's - Spanish Video	57	62	119
Spanish - Young Adult Graphic Novels	50	43	93
Spanish - Graphic Novels	44	45	89
Spanish - Young Adult Fiction	34	47	81
Spanish - Young Adult Nonfiction	21	35	56
Spanish - Audiobook	8	7	15
Spanish - Children's Audiobook	6	4	10
Grand Total	6,601	6,450	13,051

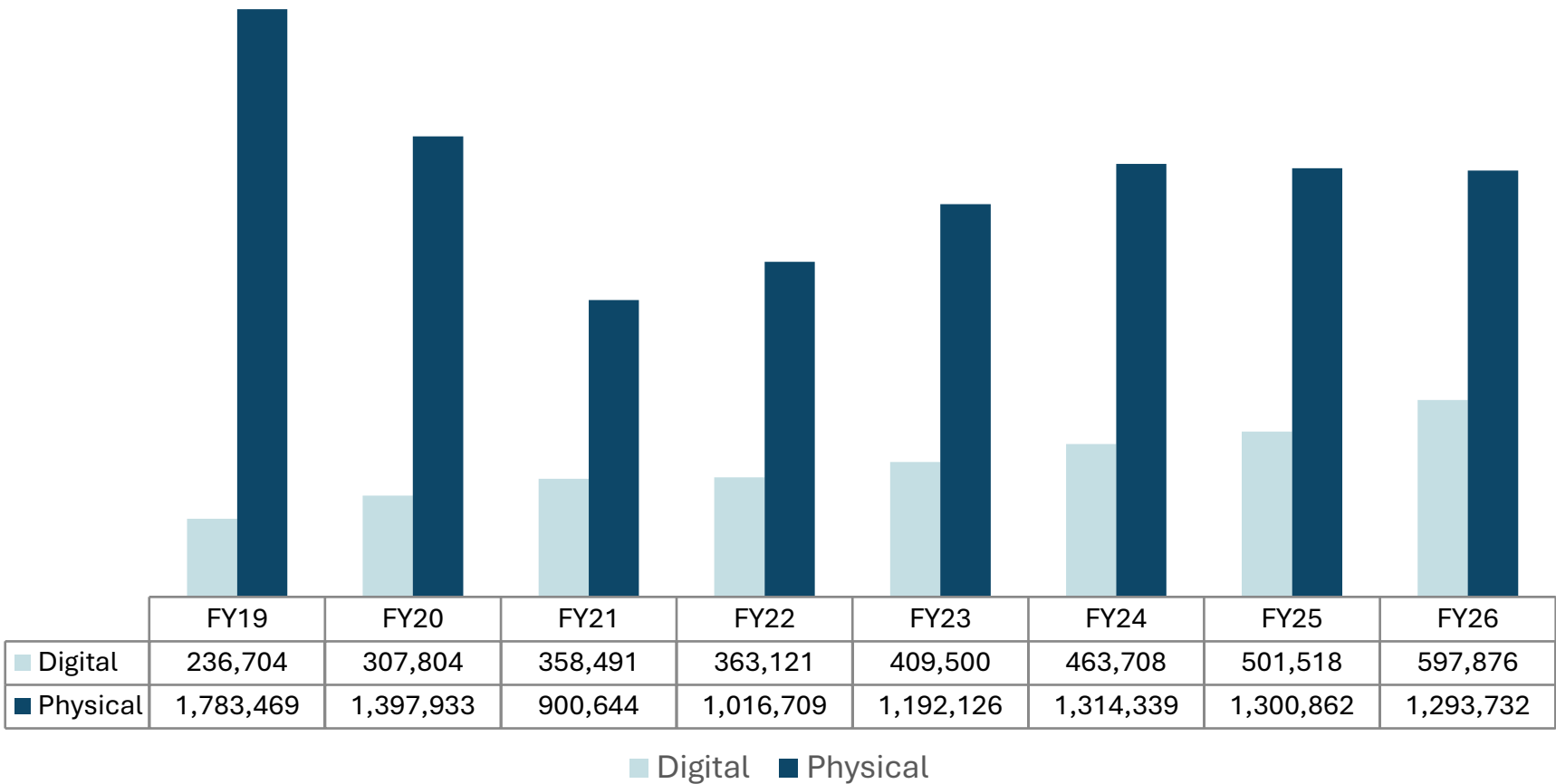
Spanish Circulation by Type



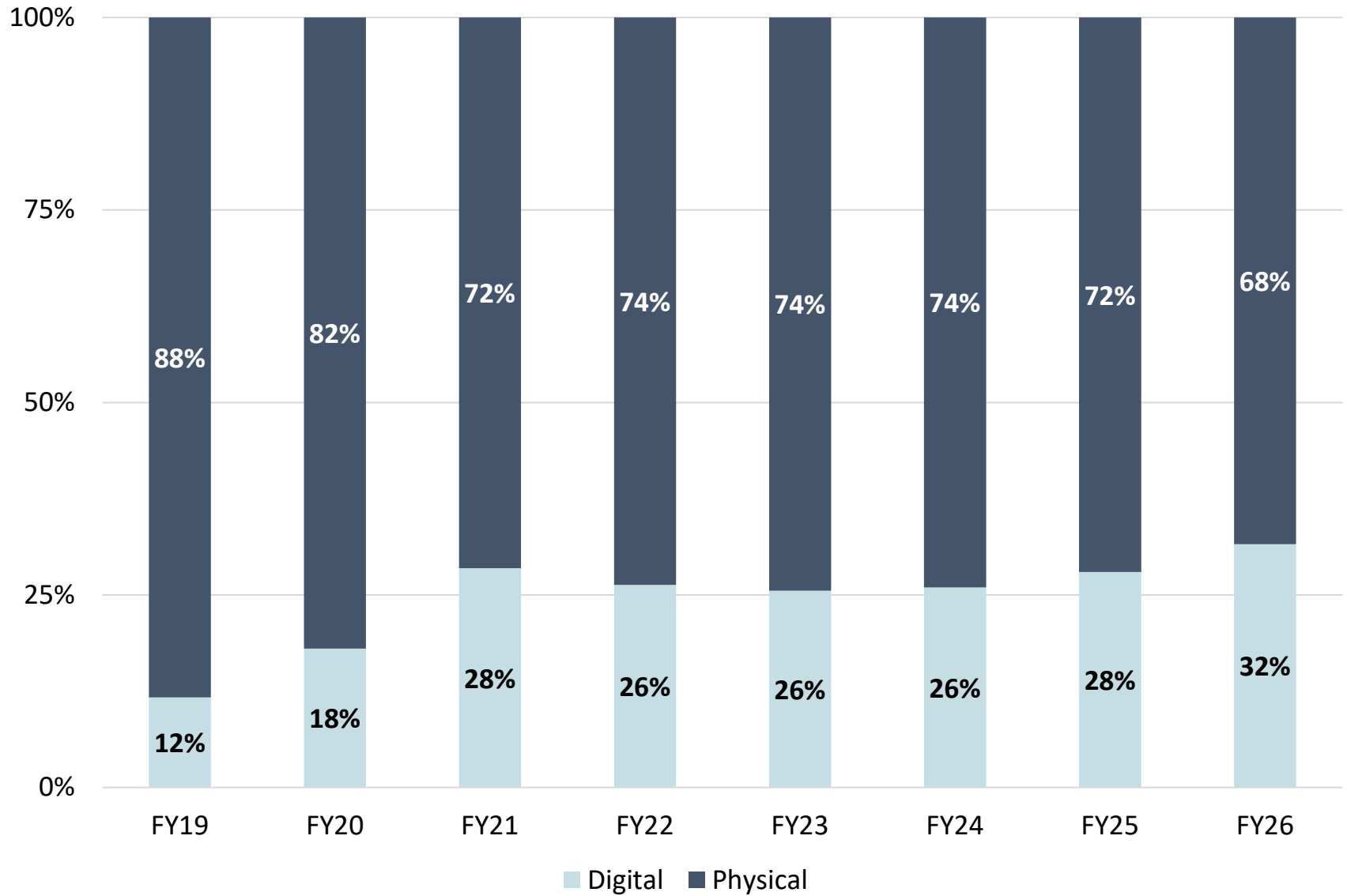
LOT Circulation: Library of Things Checkouts



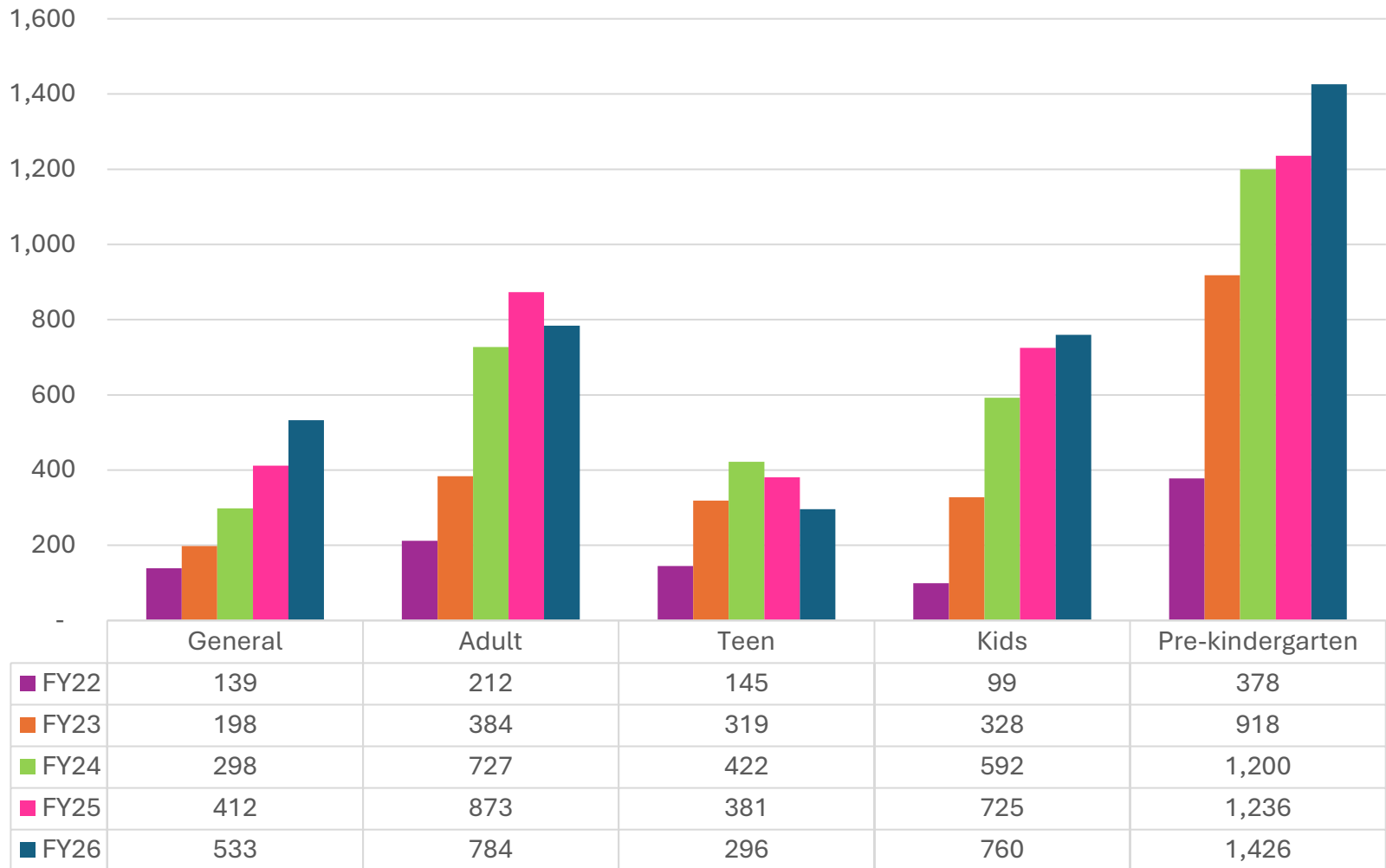
Physical vs Digital Circulation



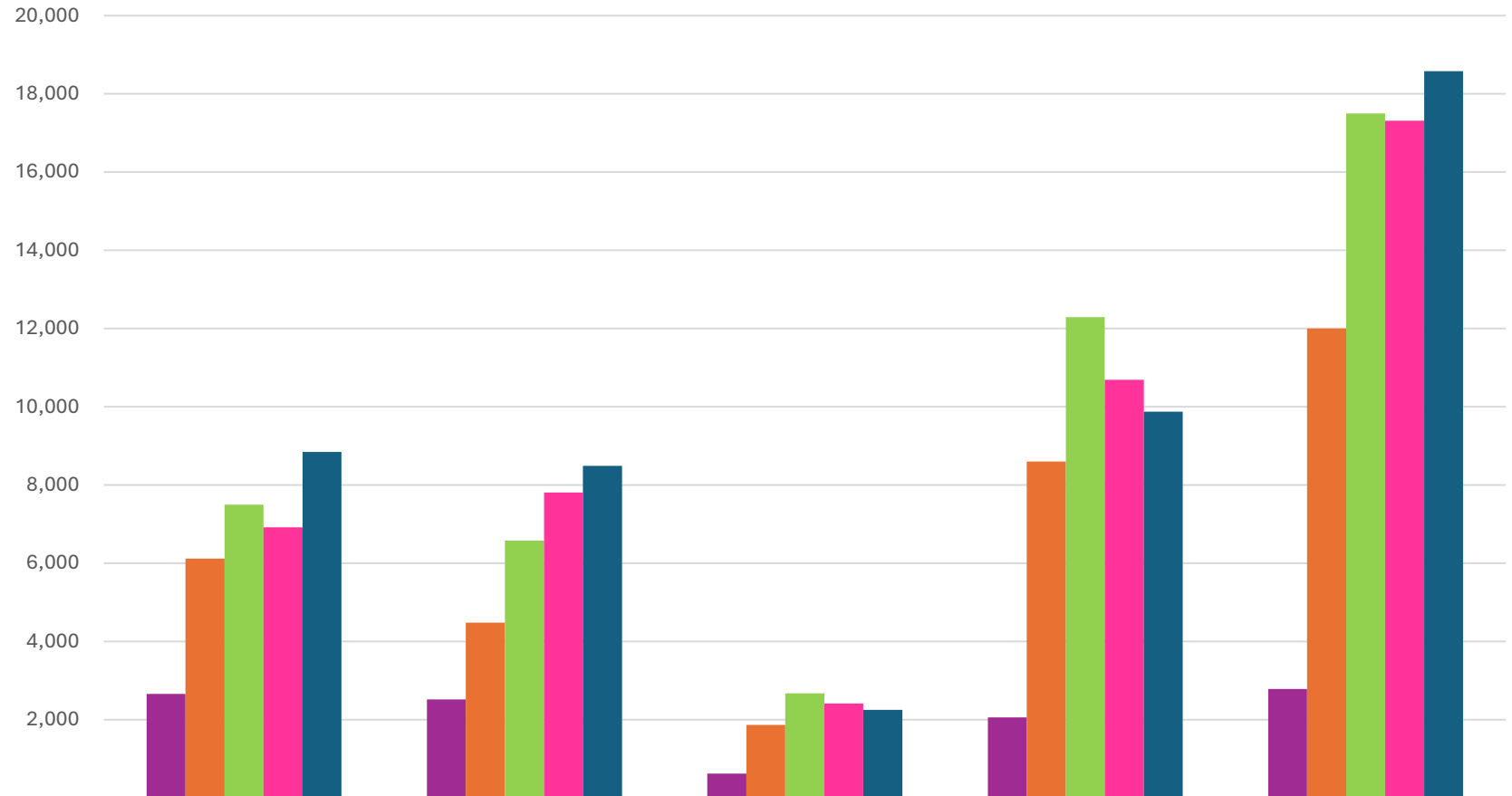
Physical vs Digital Circulation



Programs Offered by Target Audience



Program Attendance by Target Audience

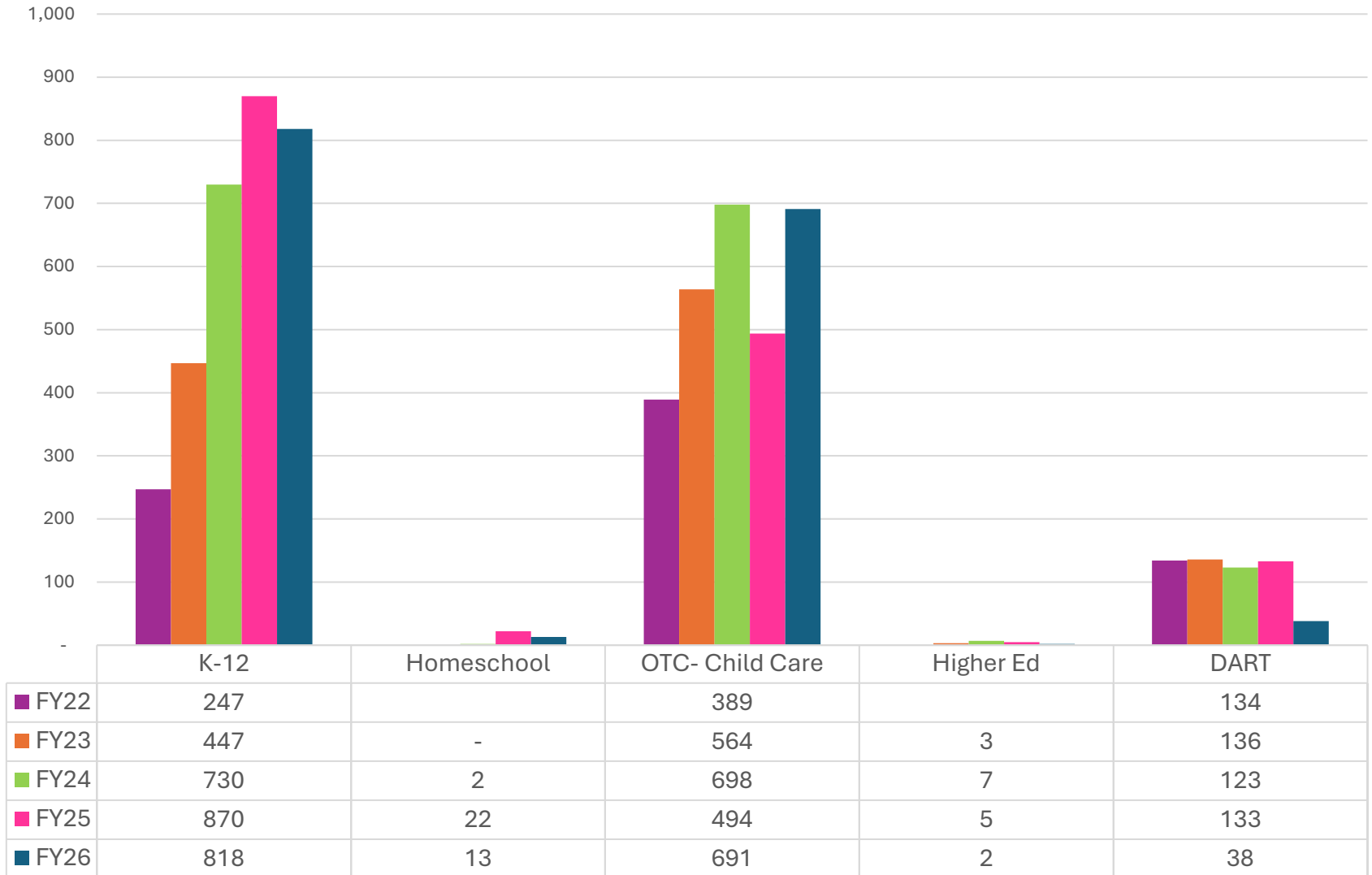


	General	Adult	Teen	Kids	Pre-kindergarten
FY22	2,663	2,522	623	2,057	2,785
FY23	6,117	4,482	1,864	8,601	12,003
FY24	7,495	6,581	2,674	12,293	17,500
FY25	6,917	7,808	2,417	10,690	17,311
FY26	8,843	8,494	2,255	9,878	18,580

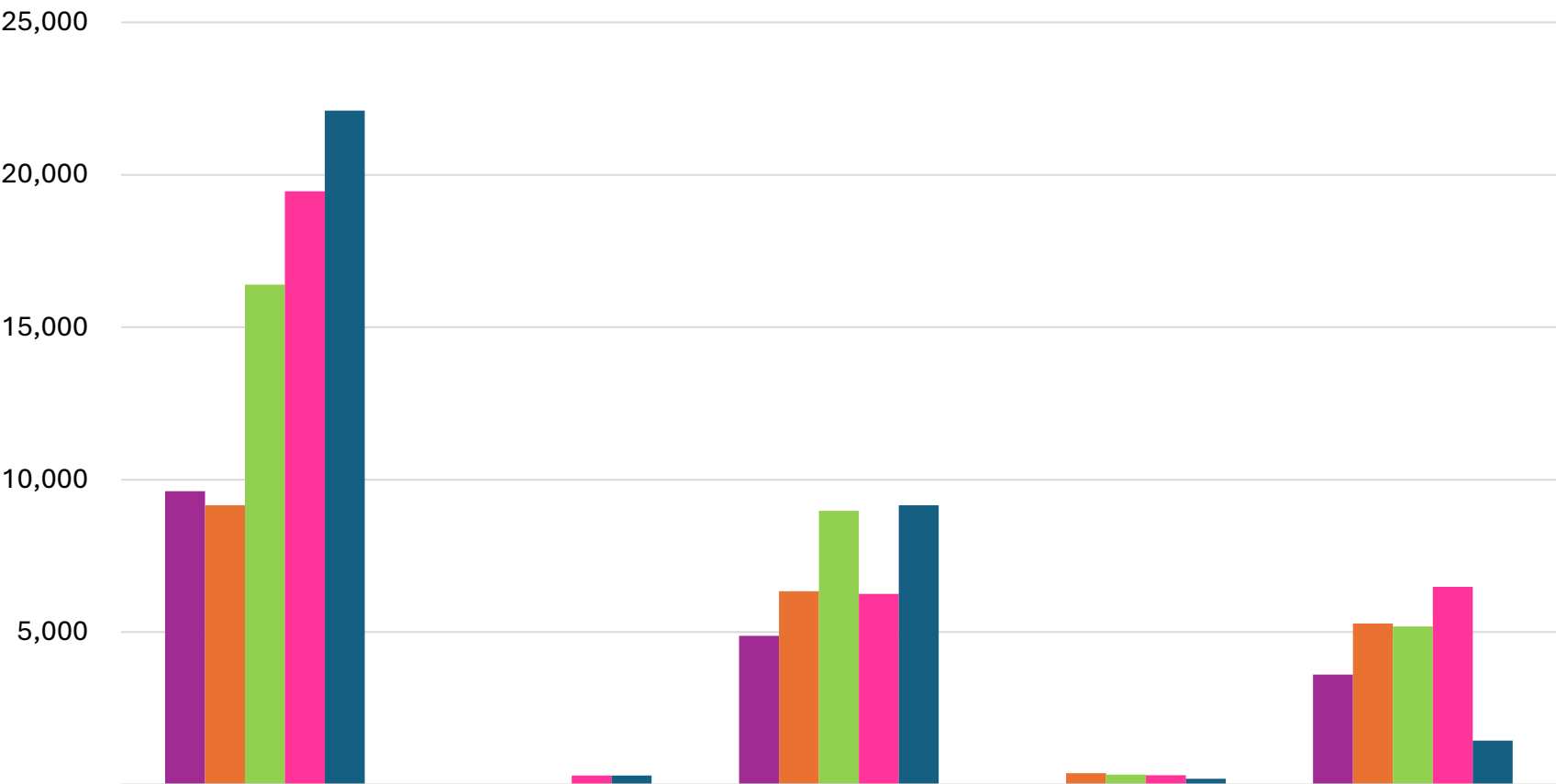
Average Program Attendance by Target Audience



Community Outreach by Focus: Visits



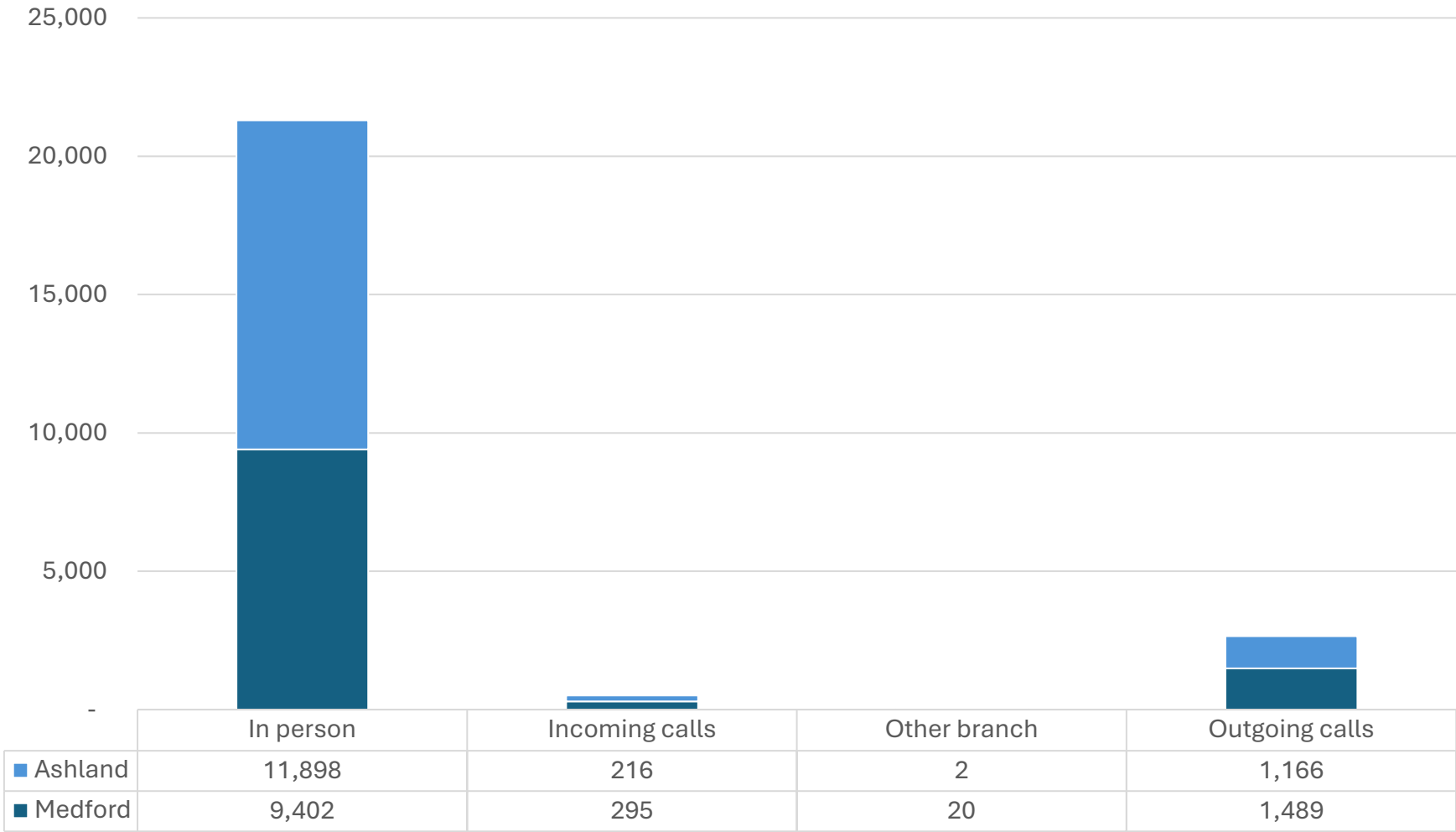
Community Outreach by Focus: Interactions



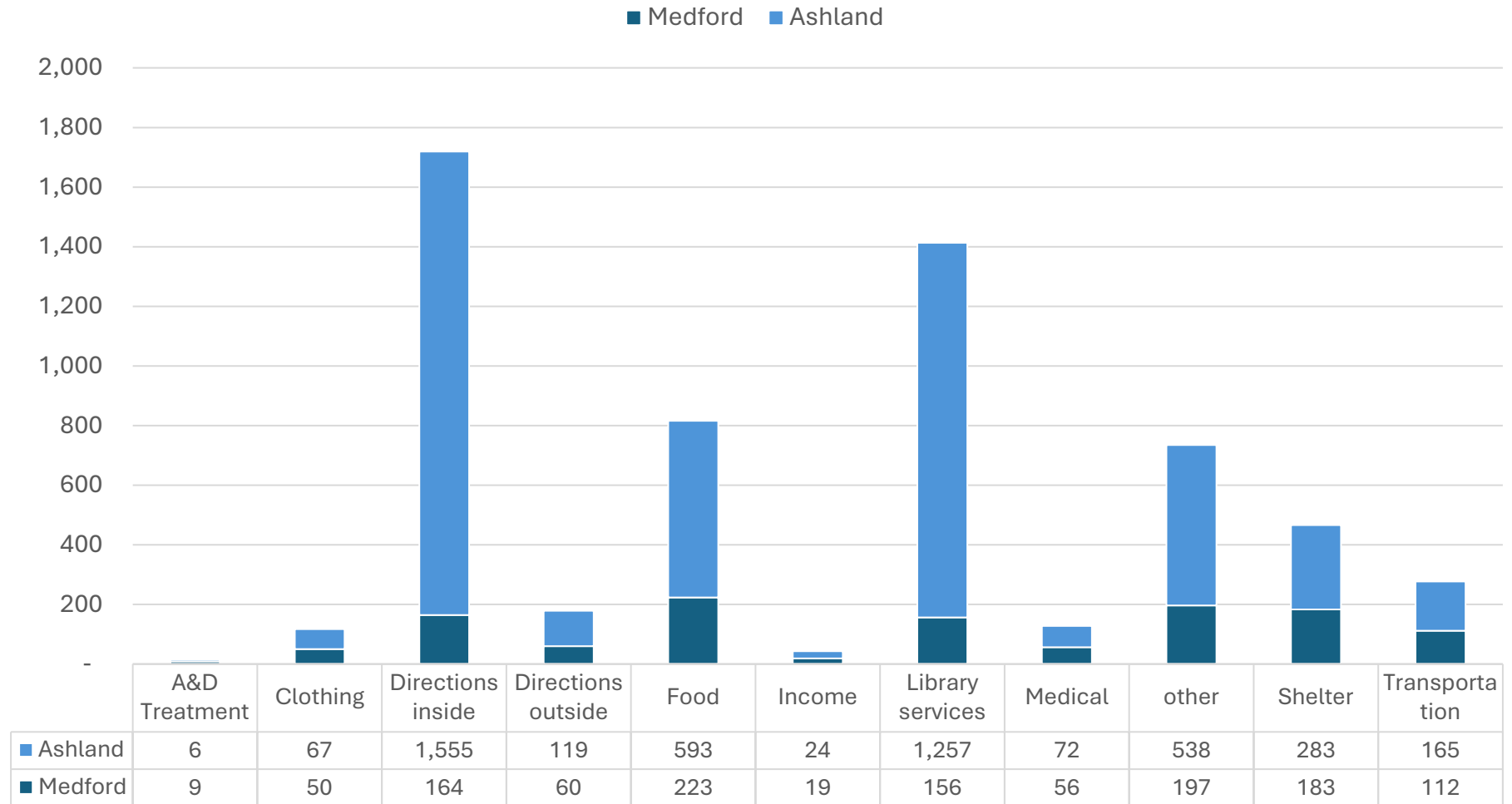
	K-12	Homeschool	OTC- Child Care	Higher Ed	DART
FY22	9,627	-	4,878	-	3,604
FY23	9,161	-	6,342	370	5,280
FY24	16,399	23	8,980	325	5,186
FY25	19,456	294	6,258	305	6,481
FY26	22,107	296	9,165	190	1,438

Community Resource: Interactions by Type

■ Medford ■ Ashland

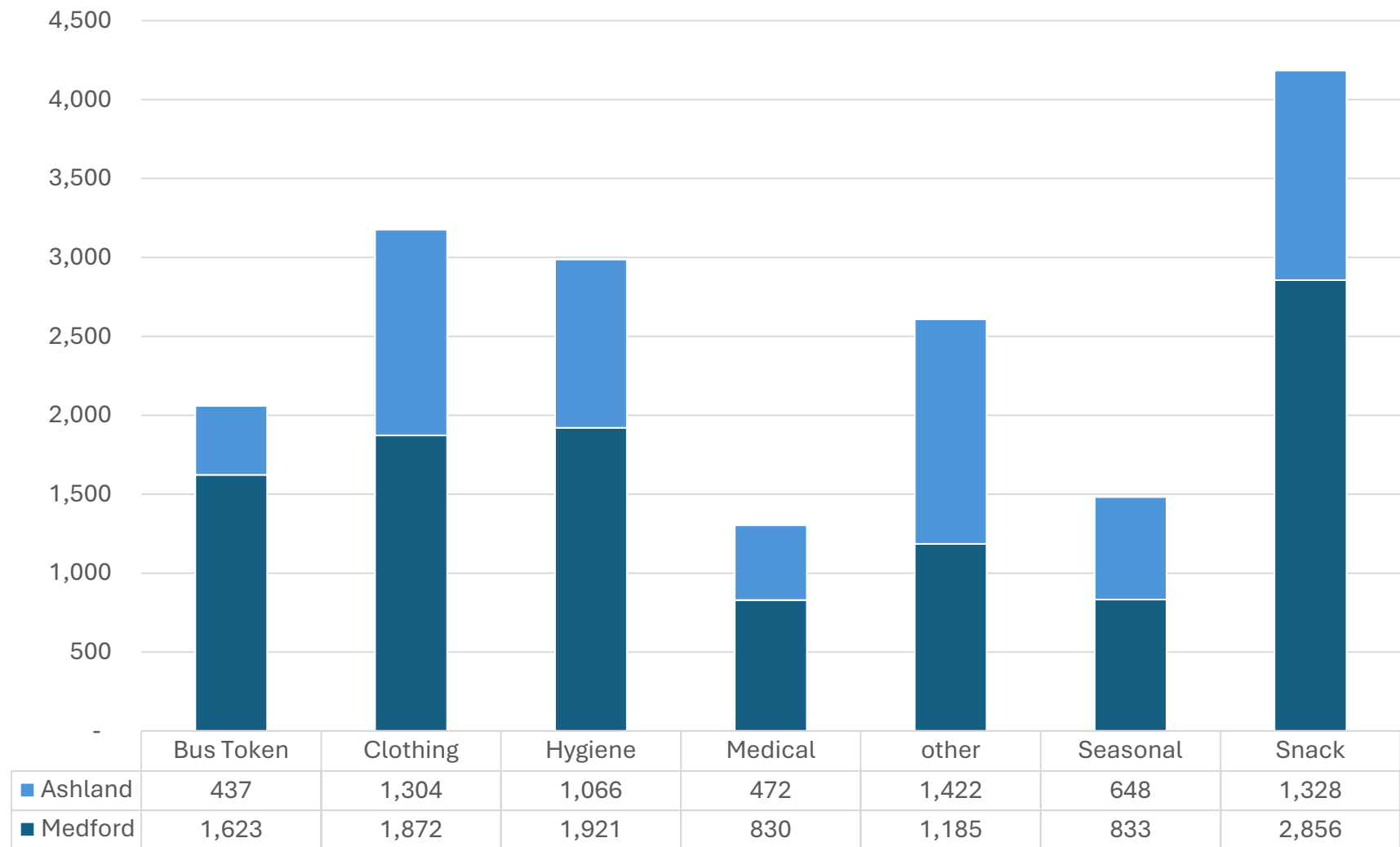


Community Resource: Information Provided

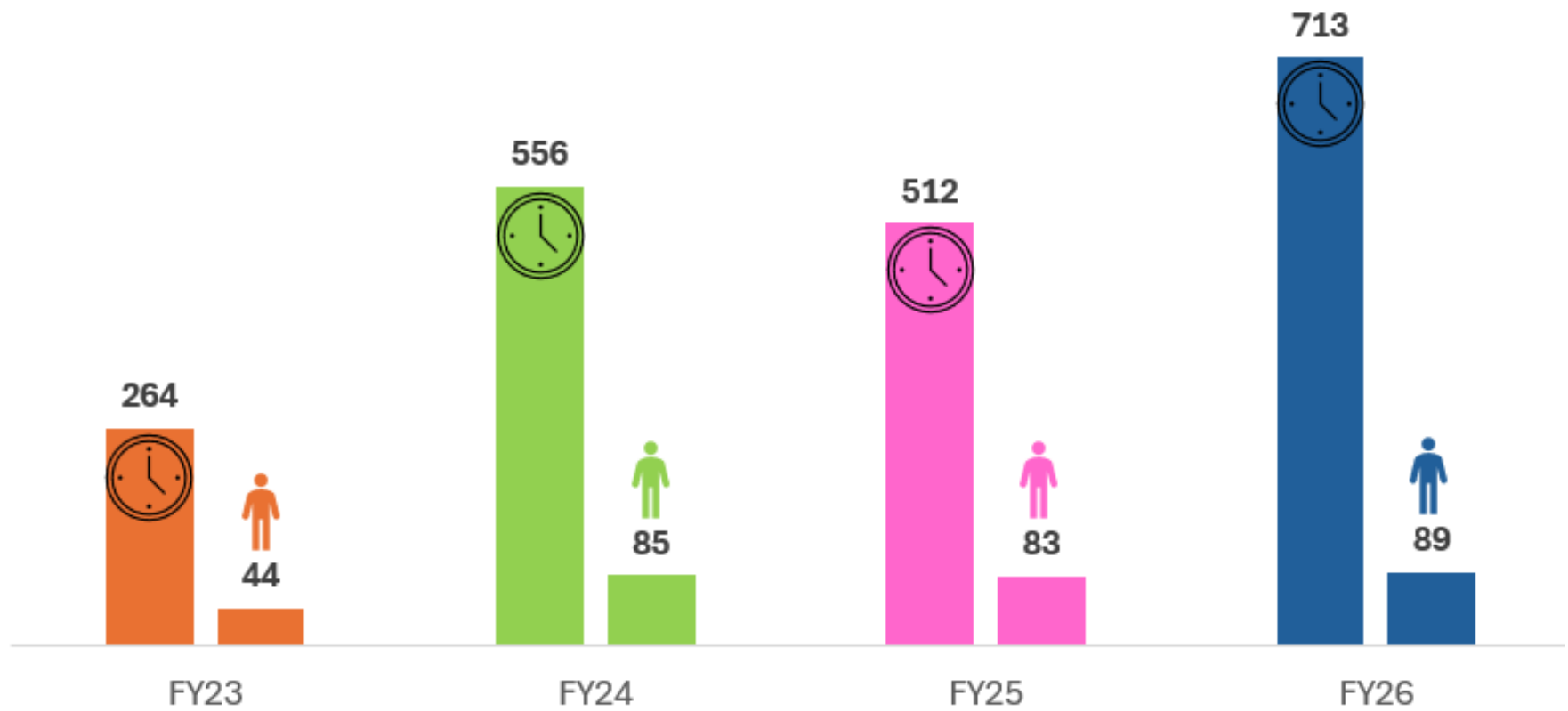


Community Resource: Services Provided

Medford Ashland



Staff Training: Number of Hours & Number of Staff



Thank you



Current Activity to Budget - % Used

June 2026 Combined

100% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Current Property Tax Collections	15,739,835	15,765,000	25,165	100%
Prior Year Property Tax Collections	319,782	250,000	-69,782	128%
Interest Income	600,879	695,000	94,121	86%
Restricted Grant Revenues	656,914	793,381	136,467	83%
Printing/Copying/Fines	50,667	50,000	-667	101%
Other Misc Revenues	1,012	0	-1,012	0%
Transfer In from Other Funds	1,276,970	1,310,000	1,308,988	97%
Revenue Total	18,646,059	18,863,381	217,322	99%
5001 - Salaries and Wages	8,569,354	9,008,464	439,110	95%
5002 - FICA and Medicare- payroll taxes	632,301	657,006	24,705	96%
5003 - Worker comp- payroll taxes	6,691	26,635	19,944	25%
5004 - Health/Dental Insurance	1,527,858	1,580,367	52,508	97%
5005 - Retirement Contribution	563,305	581,877	18,572	97%
5006 - Other Employee Benefits	7,156	17,757	10,601	40%
5008 - Parking permits	22,515	23,000	485	98%
5011 - HSA	72,574	88,785	16,211	82%
5012 - Unemployment	32,453	13,318	-19,135	244%
5016 - Oregon Paid Family Leave	41,643	44,392	2,749	94%
6004 - Auditing Services	44,634	42,500	-2,134	105%
6006 - Bank Fees/Interest Expense	4,275	3,750	-525	114%
6008 - Consultant Fees	62,298	62,000	-298	100%
6009 - Background Checks	1,481	1,500	19	99%
6012 - Insurance	201,110	193,000	-8,110	104%
6013 - Legal Services	105,646	105,000	-646	101%
6014 - Memberships, Dues and Subscriptions	32,677	36,238	3,561	90%
6015 - Supplies	265,695	267,139	1,444	99%
6016 - Postage	17,510	21,872	4,362	80%
6018 - Travel- airfare, lodging, meals etc	1,078	3,000	1,922	36%
6019 - Special fees and Expenses	2,000	0	-2,000	0%
6020 - Employee Cell Phone Allowance	9,800	11,400	1,600	86%
6021 - Advertising/Recruitment	5,760	4,500	-1,260	128%
6022 - In District Mileage	50,422	36,289	-14,133	139%
6023 - In District meetings, meals, events	5,923	8,284	2,361	71%
6024 - Professional Development	43,656	62,500	18,844	70%
6025 - Volunteer Recognition	87	500	413	17%
6026 - Staff Recognition	18,363	16,150	-2,213	114%
6031 - Alarm Services	2,753	3,000	247	92%
6032 - Building Repair/Maintenance	618,710	866,270	247,560	71%
6033 - Custodial Services	738,665	740,000	1,335	100%
6034 - Custodial Supplies	27,475	25,000	-2,475	110%
6036 - Landscape Services	155,647	155,000	-647	100%
6038 - Property Rental/Lease Expense	536	500	-36	107%
6039 - Security Services	291,180	300,000	8,820	97%
6042 - Building Repair/Maintenance Non-Contract	48,405	50,000	1,595	97%
6080 - Copier/Fax Expense	66,233	75,000	8,767	88%
6081 - Equipment Repair/Maintenance	2,747	9,500	6,753	29%
6082 - Facility Furnishing Expense	53,967	125,000	71,033	43%
6084 - Minor Equipment	47,597	46,500	-1,097	102%
6085 - Computers and technology	31,942	81,000	49,058	39%
6089 - Computer Software and Licensing	308,125	369,839	61,714	83%
6106 - E Rate Services	40,850	44,000	3,150	93%
6110 - SOHS contract	30,000	30,000	0	100%
6111 - Advertising	57,009	75,000	17,991	76%
6130 - Library Materials- physical	1,040,874	1,080,500	39,626	96%
6131 - Library materials- digital	749,241	724,463	-24,778	103%
6132 - Library materials- other	18,474	22,000	3,526	84%
6133 - Library databases	123,268	150,000	26,732	82%
6134 - Inter-Library Loan Fees	0	300	300	0%
6140 - Professional Services	132,292	217,650	85,358	61%
6145 - Printing Services	24,694	25,000	306	99%
6207 - Electricity	248,367	266,575	18,208	93%
6208 - Natural Gas	55,355	48,425	-6,930	114%
6209 - Garbage Service	23,573	25,000	1,427	94%
6210 - Utilities	115,332	111,350	-3,982	104%
6213 - Telecom-Voice and LD	42,750	30,000	-12,750	142%
6214 - Telecom-Wide Area Network	251,437	250,000	-1,437	101%
6218 - Telecom- Hot Spots	15,328	25,000	9,672	61%
6300 - Maintenance & Fuel for Vehicles	17,560	25,000	7,440	70%
6400 - Capital Outlay	588,353	1,275,000	686,647	46%
6500 - Contingency	0	250,000	250,000	0%
6600 - Interfund Transfers	1,026,970	1,060,000	33,030	97%
7990 - Transfers Out to Other Funds	250,000	250,000	0	100%
Expense Total	19,593,971	21,749,094	2,155,123	90%
Net Income (Loss)	-947,912	-2,885,713	-1,937,801	33%

Budget Category Totals

Personnel	11,463,135	12,030,000	566,865	95%
Materials & Services	5,566,939	6,884,094	1,317,155	81%
Capital Outlay	255,471	1,275,000	1,019,529	20%
Contingency	250,000	500,000	250,000	50%



Current Activity to Budget - % Used

June 2026 General Fund

100% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Current Property Tax Collections	15,739,835	15,765,000	25,165	100%
Prior Year Property Tax Collections	319,782	250,000	-69,782	128%
Interest Income	375,329	435,000	59,671	86%
Restricted Grant Revenues	227,011	200,000	-27,011	114%
Printing/Copying/Fines	50,667	50,000	-667	101%
Other Misc Revenues	1,012	0	-1,012	0%
Transfer In from Other Funds	1,026,970	1,060,000	33,030	97%
Revenue Total	17,740,606	17,760,000	19,394	100%
5001 - Salaries and Wages	8,559,354	8,998,464	439,110	95%
5002 - FICA and Medicare- payroll taxes	632,301	657,006	24,705	96%
5003 - Worker comp- payroll taxes	6,691	26,635	19,944	25%
5004 - Health/Dental Insurance	1,527,858	1,580,367	52,508	97%
5005 - Retirement Contribution	563,305	581,877	18,572	97%
5006 - Other Employee Benefits	7,156	17,757	10,601	40%
5008 - Parking permits	22,515	23,000	485	98%
5011 - HSA	72,574	88,785	16,211	82%
5012 - Unemployment	32,453	13,318	-19,135	244%
5016 - Oregon Paid Family Leave	41,643	44,392	2,749	94%
6004 - Auditing Services	44,634	42,500	-2,134	105%
6006 - Bank Fees/Interest Expense	4,275	3,750	-525	114%
6008 - Consultant Fees	62,298	62,000	-298	100%
6009 - Background Checks	1,481	1,500	19	99%
6012 - Insurance	201,110	193,000	-8,110	104%
6013 - Legal Services	105,646	105,000	-646	101%
6014 - Memberships, Dues and Subscriptions	23,963	29,738	5,775	81%
6015 - Supplies	149,466	148,458	-1,008	101%
6016 - Postage	17,510	21,872	4,362	80%
6018 - Travel- airfare, lodging, meals etc	1,078	3,000	1,922	36%
6019 - Special fees and Expenses	2,000	0	-2,000	0%
6020 - Employee Cell Phone Allowance	9,800	11,400	1,600	86%
6021 - Advertising/Recruitment	5,760	4,500	-1,260	128%
6022 - In District Mileage	50,422	36,289	-14,133	139%
6023 - In District meetings, meals, events	5,923	8,284	2,361	71%
6024 - Professional Development	43,656	62,500	18,844	70%
6025 - Volunteer Recognition	87	500	413	17%
6026 - Staff Recognition	16,698	14,650	-2,048	114%
6031 - Alarm Services	2,753	3,000	247	92%
6032 - Building Repair/Maintenance	437,401	516,270	78,869	85%
6033 - Custodial Services	738,665	740,000	1,335	100%
6034 - Custodial Supplies	27,475	25,000	-2,475	110%
6036 - Landscape Services	155,647	155,000	-647	100%
6038 - Property Rental/Lease Expense	536	500	-36	107%
6039 - Security Services	291,180	300,000	8,820	97%
6042 - Building Repair/Maintenance Non-Contract	48,405	50,000	1,595	97%
6080 - Copier/Fax Expense	66,233	75,000	8,767	88%
6081 - Equipment Repair/Maintenance	2,747	9,500	6,753	29%
6082 - Facility Furnishing Expense	52,567	50,000	-2,567	105%
6084 - Minor Equipment	47,597	46,500	-1,097	102%
6085 - Computers and technology	31,942	81,000	49,058	39%
6089 - Computer Software and Licensing	308,089	355,220	47,131	87%
6106 - E Rate Services	40,850	44,000	3,150	93%
6110 - SOHS contract	30,000	30,000	0	100%
6111 - Advertising	56,509	70,000	13,491	81%
6130 - Library Materials- physical	835,244	900,000	64,756	93%
6131 - Library materials- digital	490,539	450,000	-40,539	109%
6132 - Library materials- other	18,474	14,000	-4,474	132%
6133 - Library databases	123,268	150,000	26,732	82%
6134 - Inter-Library Loan Fees	0	300	300	0%
6140 - Professional Services	53,244	49,950	-3,294	107%
6145 - Printing Services	24,694	25,000	306	99%
6207 - Electricity	248,367	266,575	18,208	93%
6208 - Natural Gas	55,355	48,425	-6,930	114%
6209 - Garbage Service	23,573	25,000	1,427	94%
6210 - Utilities	115,332	111,350	-3,982	104%
6213 - Telecom-Voice and LD	42,750	30,000	-12,750	142%
6214 - Telecom-Wide Area Network	251,437	250,000	-1,437	101%
6218 - Telecom- Hot Spots	15,328	25,000	9,672	61%
6300 - Maintenance & Fuel for Vehicles	17,560	25,000	7,440	70%
6500 - Contingency	0	250,000	250,000	0%
7990 - Transfers Out to Other Funds	250,000	250,000	0	100%
Expense Total	17,115,413	18,202,131	1,086,718	94%
Net Income (Loss)	625,193	-442,131	-1,067,324	-141%
Budget Category Totals				
Personnel	11,453,135	12,020,000	566,865	95.3%
Materials & Services	5,412,278	5,682,131	269,853	95.3%
By Program				
Public Services	7,079,718	7,482,150	402,432	94.6%
Support Services	6,208,805	6,533,553	324,748	95.0%
Community Engagem	1,812,010	1,881,190	69,180	96.3%
Administrative Serv	1,764,880	1,805,238	40,358	97.8%
Transfers Out	250,000	250,000	250,000	0%
Contingency	250,000	500,000	250,000	50%



Current Activity to Budget - % Used

June 2026 Capital Improvement

Fund 100% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Interest Income	195,111	230,000	34,889	85%
Transfer In from Other Funds	250,000	250,000	0	100%
Revenue Total	445,111	480,000	34,889	93%
6032 - Building Repair/Maintenance	181,309	350,000	168,691	52%
6400 - Capital Outlay	560,661	1,150,000	589,339	49%
6600 - Interfund Transfers	825,000	825,000	-6,022	101%
Expense Total	1,572,993	2,325,000	752,007	68%
Net Income (Loss)	-1,127,882	-1,845,000	-717,118	61%
Budget Category Totals				
Materials & Services	181,309	350,000	168,691	52%
Capital Outlay	560,661	1,150,000	589,339	49%
By Program				
Support Services	741,970	1,500,000	758,030	49%
Transfers Out	825,000	825,000	0	100%



Current Activity to Budget - % Used

June 2026 Grant Funds

100% of Year

	2025-2026 Current Year Activity	2025-2026 Budget	Variance	Percent Used
Interest Income	30,440	30,000	-440	101%
Restricted Grant Revenues	429,903	593,381	163,478	72%
Revenue Total	460,343	623,381	163,038	74%
5001 - Salaries and Wages	10,000	10,000	0	100%
6014 - Memberships, Dues and Subscriptions	8,714	6,500	-2,214	134%
6015 - Supplies	116,229	118,681	2,452	98%
6026 - Staff Recognition	1,666	1,500	-166	111%
6082 - Facility Furnishing Expense	1,400	75,000	73,600	2%
6089 - Computer Software and Licensing	36	14,619	14,583	0%
6111 - Advertising	500	5,000	4,500	10%
6130 - Library Materials- physical	205,630	180,500	-25,130	114%
6131 - Library materials- digital	258,702	274,463	15,761	94%
6132 - Library materials- other	0	8,000	8,000	0%
6140 - Professional Services	79,049	167,700	88,651	47%
6400 - Capital Outlay	27,692	125,000	97,308	22%
6600 - Interfund Transfers	201,970	235,000	33,030	86%
Expense Total	911,588	1,221,963	310,375	75%
Net Income (Loss)	-451,245	-598,582	-147,337	75%

Budget Category Totals

Personnel	10,000	10,000	0	100%
Materials & Services	671,926	851,963	180,037	79%
Capital Outlay	27,692	125,000	97,308	22%

By Program

Public Services	157,505	160,381	2,876	98%
Support Services	493,424	669,463	176,039	74%
Community Engagen	57,189	155,619	98,430	37%
Administrative Servic	1,500	1,500	0	100%
Transfers Out	201,970	235,000	33,030	86%



JCLD Board of Directors Meeting: August 19, 2026

JCLD Executive Director's Report

Section 1: Facilities Conditions Assessment Update:

As of this writing, we have received two proposals for a full Facilities Conditions Assessment (FCA) for all fifteen buildings in the district, totaling 182,000 square feet.

The Executive Summary below (with an AI assist in its composition) lays out the case for conducting an FCA. For our September Board of Directors meeting, we will have three or four full proposals for Board to consider for selection, along with a matrix for comparison purposes, as well as a proposed funding source.

Facilities Condition Assessment Executive Summary

The Jackson County Library District is responsible for a geographically dispersed portfolio of fifteen (15) library facilities totaling about 182,000 square feet.

At contemporary public-building replacement costs, the portfolio represents on the order of \$125 million in building assets, and potentially \$150 million or more on a fully developed replacement-cost basis.

Protecting an asset base of this scale requires a systematic approach to understanding building conditions, anticipating major repairs and replacements, and establishing realistic long-term capital funding requirements.

A comprehensive Facilities Condition Assessment (FCA) would provide the District with an objective, professional baseline for that work. Rather than relying primarily on individual repair requests, staff knowledge, or problems as they arise, an FCA converts building needs into a documented and prioritized capital plan. This is a widely accepted best practice for public agencies responsible for multiple facilities and is particularly valuable for organizations with buildings of differing ages, construction types, and maintenance histories.

In conducting an FCA, JCLD would join numerous other governmental agencies such as library and school districts in using this approach to manage capital needs and building maintenance schedules in an organized manner with detailed, long-term planning of both the physical work and the financial planning.



Recommended Scope

The assessment should examine the principal components of each facility, including site conditions; structural systems; roofs and building envelope; heating, ventilation and air-conditioning; electrical and plumbing systems; fire and life-safety systems; interior finishes and major fixed equipment; and accessibility.

The consultant should also review available plans, maintenance records and prior studies and interview staff who have direct knowledge of building performance and recurring problems.

For each significant component or deficiency, the FCA should identify current condition, estimated remaining useful life, recommended corrective action, probable cost, and an appropriate timeframe for action. The work should distinguish routine maintenance from capital renewal and should flag code, accessibility, safety, energy efficiency, and operational issues that warrant further attention.

The methodology should be consistent with recognized facility-assessment practices, such as ASTM E2018 concepts and relevant APPA facility management practices.

Additionally, the Medford Branch at 83,191 square feet is subject to Oregon Building Performance Standards (OBPS) compliance. This program is relatively new, having been created in 2023 via HB 3409. Without going into detail at this point, the Medford Branch will have to be evaluated for energy consumption with the results reported to the state of Oregon within the next four years. If found to be non-complaint, there are funding sources to allow JCLD to bring the building up to standards. Part of the FCA proposals we are currently garnering include an OBPS evaluation and can help us address that program's requirements in a timely manner.

From Inspection to Capital Plan

The most important deliverable is not simply a set of building reports. The FCA should produce a costed, prioritized capital-renewal plan covering at least 10 to 20 years, with an update-able database or spreadsheet or a software platform that allows the District to revise costs, timing, completed projects, and emerging needs.



Projects should be ranked using transparent criteria such as life safety, regulatory compliance, prevention of further deterioration, continuity of library operations, asset preservation, energy savings, and service improvement.

This information would allow the Board and administration to see future capital obligations before they become emergencies, smooth expenditures over multiple budget years, establish defensible reserve targets, and evaluate when repair is preferable to replacement.

It would also provide stronger documentation for grants, intergovernmental funding requests, insurance and risk-management discussions, and any future consideration of debt or voter-approved capital financing.

Why Undertake the Assessment Now

Without a portfolio-wide assessment, capital decisions tend to be driven by the most visible or immediate problem. That can lead to deferred maintenance, premature failures, emergency procurement, uneven investment among facilities, and difficulty explaining long-range funding needs.

An FCA does not eliminate unexpected repairs, but it materially improves the District's ability to anticipate them and to make capital decisions based on consistent information rather than anecdote.

For a public library district, this is also a matter of stewardship. The facilities are long-lived public assets that support service delivery in communities throughout Jackson County. A disciplined condition-assessment and renewal program demonstrates that the District is preserving those assets, planning responsibly for future taxpayers and patrons, and reducing the likelihood that deferred maintenance will eventually require more expensive corrective action.

Recommendation:

The District should entertain proposals from qualified facilities-assessment firms for a comprehensive FCA of all library and support facilities, including component condition ratings, remaining useful-life estimates, order-of-magnitude repair and replacement costs, project prioritization, and a long-range capital-renewal forecast.



The resulting plan should become a living management document, reviewed annually and periodically refreshed through professional reassessment.

Section 2: Union Negotiations Update:

As of this writing (August 11, 2026) and since last month's Board of Directors meeting on July 15, 2026, we have had a day-long negotiating session on July 30, 2026, with four more such sessions slated:

- August 13, 2026
- August 27, 2026
- September 3, 2026
- September 17, 2026

Some progress has been made with articles going between the two parties for redlining and discussion to move towards agreement. There have been 33 articles brought forth so far and their status is as follows:

	Article	With	Status
1	Statement of Purpose	n/a	TA (tentative agreement)
2	Recognition	n/a	TA
3	Union Rights	n/a	TA
4	Labor-Management Committee	n/a	TA
5	Non-Discrimination	n/a	TA
6	Bereavement	n/a	TA
7	Professional Development	n/a	TA
8	Separability	n/a	TA
9	Discipline	District	Ready to TA
10	Grievance	District	Ready to TA
11	Classification Review	District	Ready to TA
12	Civic Duty	District	Ready to TA
13	Hours of Work	District	Ready to counter
14	Seniority	District	Working on counter
15	Holidays	District	Ready to counter
16	Vacation	District	Ready to counter
17	Sick Leave	District	Working on counter



18	Leave of Absence	District	Working on counter
19	Safe and Healthy Workplace	District	Working on counter
20	Dignity and Respect	District	Tabled: not mandatory
21	Dress Code	District	Tabled: not mandatory
22	Successorship	District	Tabled: not applicable
23	Union Security	Union	Working on counter
24	Management Rights	Union	Working on counter
25	Probationary Period	Union	Working on counter
26	Personnel Records	Union	Working on counter
27	Wages and Salary Administration	Union	Waiting for initial article
28	Filling of Vacancies	Union	Working on counter
29	Health and Other Insurance	Union	Working on counter
30	Retirement	Union	Working on counter
31	Transportation	Union	Working on counter
32	No Strike No Lockout	Union	Working on counter
33	Term of Agreement	Union	Working on counter



DIRECTOR'S REPORT

This report highlights the Library's programs, services, activities, and accomplishments each month and demonstrates how they support the Library's mission to connect everyone to information, ideas, and each other.

With the conclusion of the five-year Strategic Plan, this new format focuses on celebrating the Library's ongoing work and the impact it has on our community. ChatGPT was used to assist with editing for consistency.

Special Highlights



The Technology Education and Marketing departments have successfully moved into their shared workspace in the former RCC Lab/JCLS Computer Classroom. The new space provides a quieter environment for phone calls, virtual appointments, and one-on-one patron support, creating fewer interruptions and a more comfortable workspace for staff. Sharing the space has also encouraged stronger collaboration and communication between the two teams, making it easier to coordinate and share marketing resources. The new office setup also places

the supervisor closer to the team, allowing for more timely support, coordination, and engagement with daily activities and patron services.

Programs Overview

With July now complete, JCLS is two-thirds of the way through the 2026 Summer Reading Program, Plant a Seed, Read. So far, 1,598 people have registered and read 16,700 books, totaling 502,164 minutes.

There were 49 programs connected to this year's theme, with 296 participants. While fewer programs were offered this year due to reduced library hours, the programs held in July were well attended. Highlights included The Magic of Microgreens with the Master Gardeners of Southern Oregon, the Seed Science Workshop with Pollinator Pals, and the Cyanotype Printing program.

The celebration of America 250 also wrapped up in July with Sharing the Spirit of America, a nationwide program featuring readings of the Declaration of Independence. The event at the Jacksonville Branch was highlighted by local news. Additional programs included author Mike Green discussing America 250: Through the Lens of Black American History and historian Tames Alan speaking about the roles of women during the Revolutionary War.

Upper Rogue

Eagle Point



To celebrate America's 250th Independence Day, staff and volunteers from the Eagle Point Library hosted a booth at the Eagle Point city-wide celebration. Community members had the opportunity to connect with the Friends of the Library and JCLS volunteers, enjoy lawn games from the Library of Things, and pick up materials created by JCLS Marketing. This was EP's fourth year participating in the celebration and was a record-breaking year for community interactions and engagement.

Shady Cove



Shady Cove patrons enjoyed learning about Cyano Art, an early photographic printing process that uses light-sensitive chemicals to create beautiful deep-blue images. Participants selected plants and flowers to arrange on special paper, creating their own unique designs.

White City



White City patrons used their creativity to make journals and books using recycled paper, natural sticks, twine, and scrapbooking materials. Each book was constructed and then decorated to reflect the maker's personal style. Patrons found many uses for their creations, including journaling, scrapbooking, drawing, and even creating a comic book.

A young White City patron recently celebrated two exciting milestones: completing all his Pokémon Go challenges and reading a book independently for the first time. He also completed his five Summer Reading books and proudly shared his accomplishment with staff, who were happy to cheer him on and celebrate his success.

Butte Falls

Butte Falls Library continued its partnership with the Community School Partnership and Carpenter Foundation to provide free summer lunches to youth 18 and under. The branch served as a pickup location twice a week, distributing 30 lunches each session. The program has brought new families into the library and created opportunities to connect with community members who had never visited before.

Another highlight was the addition of a Nintendo Switch 2, thanks to Programs Coordinator Brystan Strong. The branch has already hosted two game days, giving families a new way to enjoy time together at the library. These partnerships and activities continue to strengthen the library's connection with the Butte Falls community and create welcoming opportunities for people of all ages.

Central Area

Medford



As the Medford Young Adult and Adult Graphic Novel collections outgrew their shelving, Central Area Manager Spencer Ellis, Teen Librarian Andrea Leone, and the Collection Development team worked together to create a new space for both collections. The area formerly used for Local and Oregon History was repurposed for the Graphic Novels. While signage is still being finalized, the new location has already been popular with patrons, both those looking for specific titles and those simply browsing.



Medford Librarians Jonathan Ulrich and Cody Reese provided supplies and a step-by-step painting video by Tracie Kiernan to guide participants in creating a hot air balloon sunset painting. Attendees enjoyed the program and shared that they would love to see more creative programs like this in the future..

Kelly Rose Wellness brought sound healing and relaxation sessions to the Medford and Central Point Libraries. Using gongs, singing bowls, chimes, drums, and tuning forks, attendees were invited to relax and unwind. Central Point also offered an after-hours session, allowing patrons to settle in among the stacks for a unique and peaceful library experience.

Lower Rogue

Jacksonville



The Jacksonville Library continues to build connections with local organizations. On July 18, the Library partnered with Second Street Musicians to host the No Fret String Quartet for its first public concert. The free event brought classical music to the community, with both kids and adults enjoying the performance and sharing enthusiastic feedback.

Gold Hill



Gold Hill Library hosted its annual Shark Week celebration, welcoming visitors for games, crafts, and sip-and-paint activities. Patrons could also enjoy puzzles, “fish” for sea critters, and explore shark facts throughout the branch. Shark-themed prizes and custom Gold Hill Library T-shirts added to the fun, with special shirts also provided to the Book Buddies groups.

Outreach and Programs



Outreach to Childcare Specialists Bethany Peabody and Kateri Warnick, along with Outreach Supervisor Kayla Samnath, participated in two Britt Kids Concerts at The Children’s Museum of Southern Oregon. The team connected with about 200 attendees, sharing Summer Reading information, free books, and Dolly Parton’s Imagination Library resources with local families.



On Fridays throughout July, Specialist Peabody hosted four summer Storytime and Craft events at Rogue Valley Mall, welcoming about 100 attendees. Families enjoyed stories and crafts while receiving library information, materials, and free books.

Business Librarian Roslyn Donald used the Urban Library Council's Business Value Calculator to estimate the value of library services to the Jackson County economy for fiscal year 2026. The overall value was estimated to be \$652,657.

- Training and Education Value: \$12,850
- Research Services Value: \$315,103
- Physical Space Value: \$15,632
- Technology and Equipment: \$309,072

Donald, accompanied by Spanish Services Coordinator Milagros Morales, attended the launch of Finding Freedom: A Process of Recovery by Carlos Anguiano Herrera at Recovery Café. The event offered an opportunity to connect with members of the recovery community who may not regularly use library services.

Technology Education also saw strong participation at the Ashland Senior Center. In July, 12 patrons attended the iPhone Basics class taught by Technology Education Specialist Jacob Spilman. One participant called it “the best class ever,” sharing that after owning an iPhone for six years, the class helped him finally feel confident using it.

Technology Education Specialist Ryan Murphy also completed Senior Planet instructor training through AGE+, giving the library another trained instructor to support technology classes for older adults and expand access to these programs.

Education Services

In July, Education Services Librarian Evelyn Lorence focused on preparing materials for Year 4 of the Unofficial Battle of the Books (UBOB). Created in 2023 through Education Services in collaboration with JCLS Marketing and Collection Development, UBOB gives readers of all ages a chance to explore the Oregon Battle of the Books reading lists. Participants who read or listen to five or more books can earn an exclusive pin.

Year 4 launches September 1, 2026, and runs through May 15, 2027, encouraging readers to build confidence, discover new books, and connect through shared reading experiences.

Community Resources

Recent grant funding from the Oregon Community Foundation (OCF) allowed the Community Resource Team to purchase approximately 500 RVTB bus tokens and a number of 6-Ride RVTB passes. These resources will help patrons access employment, housing, healthcare, and other essential services while providing more reliable transportation for those working toward long-term stability.

Marketing



The Marketing team distributed red, white, and blue America250/JCLS sunglasses to all branches. Staff shared them with patrons at America250 programs, circulation desks, and Fourth of July events. The sunglasses were a fun way to celebrate America250 and bring the Library into community celebrations, including the Eagle Point Fourth of July event.

Marketing distributed America250/JCLS sunglasses, stickers, and bookmarks to all branches and Outreach teams for patrons to enjoy at programs and Fourth of July events. The bookmarks featured JCLS America250 fiction and nonfiction booklists, while the Blog Committee and Marketing shared an America250 blog post on July 21. Social media also promoted America250 events, booklists, and sunglasses throughout June and July, along with photos from celebrations at JCLS branches.



JCLS Marketing shared [a press release](#) about upcoming America250 events, which led to coverage of Jacksonville's July 8 reading of the Declaration of Independence. [KDRV](#) and [NBC5](#) News attended the event and featured footage and interviews with Jacksonville Branch Manager Rina Pryor.

JCLS also partnered with the City of Talent and Rogue Food Unites to announce a new no-cost mobile farmers market at Talent Commons Park beside the Talent Library, which was featured by [KOBI-TV](#).

Pride bandannas, distributed by Outreach during June Pride events, were popular with patrons. Marketing provided remaining bandannas to branches for continued distribution throughout July.

Applegate Library hosted a screening of JCLS's original documentary House of Threads. The 23-minute film highlights local history through the story of Applegate resident Heather Paladini. Paladini and Marketing Specialist Ryan Pfeil, who directed the film, hosted the screening and Q&A for attendees. The positive response reinforced the value of connecting with communities through local history, documentaries, and partnerships.



Marketing also supported Family Night Out/Noche De Familia in partnership with Britt Kids Concerts and performer Mister G. Bilingual social media, flyers, and digital screens helped promote the event, while Specialist Mariah Mills photographed the evening and shared the photos on JCLS social media the following day.

Social Media

Facebook & Instagram, Threads, & BlueSky

Channel	Posts ▾	Reactions ▾	Comments ▾	Reposts ▾
 jclsoregon	59	454 ↗ 2.5%	200 ↗ 233.3%	15 ↘ 61.5%
 JCLS	41 ↗ 10.8%	83 ↗ 25.8%	2	7 ↘ 12.5%
 Jackson County Library Servi...	36 ↗ 33.3%	350 ↘ 26.8%	11 ↘ 65.6%	-
 jclsoregon	35 ↘ 2.8%	399 ↘ 28.2%	9 ↘ 65.4%	-

YouTube

