



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>
September 16, 2026, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

Hispanic Heritage Month September 15, 2026

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA (5 minutes)

1. August 19, 2026, Regular Board Meeting Minutes.....1
2. Committee Charter & Work Plan- Strategic, Relationship4

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(d) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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. JCLD/JCLF MOU Amendment- Ginny Auer & Frank Phillips (5 minutes)6
4. Strategic Roadmap- Josh Letsinger (5 minutes)9
5. Facilities Conditions Assessment Firm Selection – Kelda Vath (5 minutes)13
6. Expenditure Approval for FY27 Carpet/Flooring Projects – Kelda Vath (5 minutes)16

UNFINISHED BUSINESS

7. Board Work Session Topics (15 minutes)

REPORTS (Inform)

8. Director Report- Frank Phillips (10 minutes)18

COMMITTEE AND BOARD MEMBER REPORTS (Inform) (10 minutes)

9. Relationship Committee30
10. Strategic Committee31
11. Facilities Committee
12. Policy Committee

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

October 7, 2026, 3:30pm JCLD Board Work Session

October 21, 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 Phillips (Interim Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Jacquelyn Bunick (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

NA

CONSENT AGENDA

Director Keating requested a minor amendment to the Board Retreat minutes language under "Library Workplace Culture" to specify that employee affinity groups must be open to all.

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

NEW BUSINESS

Staff Day

Brynn Fogerty, HR Manager, presented a request for Board approval to close all libraries on Friday, October 2, 2026, for Staff Appreciation Day. Fogerty shared the day will include lunch, live music and service award recognition as well as opportunities for staff across the district to connect.

MOTION: Director Tarantsey moved to approve the closure of Libraries for Staff Day; Director Jensen seconded; the vote was unanimous, and the motion passed.

Proposal for a Salary Study

Fogerty presented the Board with a salary compensation proposal. She shared that McGrath (HRG) has been in business for 25 years, completing 641 compensation studies for public entities. She also shared the most recently completed study for the City of Ashland. Conducting a compensation study every 3–5 years is outlined in the JCLS handbook and upcoming strategic roadmap.

MOTION: Director Keating moved to approve Proposal for a Salary Study as presented. Director Tarantsey seconded; the vote was unanimous, and the motion passed.

RESOLUTION 2027-02

Heather Scott, Finance Manager, presented Resolution 2027-02, to move \$30,000 from the contingency fund to cover the Salary Study, as it was not included in the original budget.

MOTION: Director Keating moved to approve Resolution 2027-02. 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

Legal Service Contract

Interim Library Director Frank Phillips presented the renewal of the legal services contract with Jarvis Glatte Bunick, LLP, for retroactive approval, as the previous contract had expired prior to the renewal. The contract authorizes legal services not to exceed \$25,000 during the contract term, with specified hourly rates. The contract is being made retroactive to cover legal expenses incurred since July. Director Jensen questioned whether the \$25,000 cap would be sufficient given the potential for additional legal work associated with hiring a new Library Director. Jacquelyn Bunick noted that legal fees have returned to normal levels following a period of higher activity during the previous fiscal year and that the contract amount is consistent with the approved budget. She added that the contract could be amended if additional legal services are needed.

MOTION: Director Jensen moved to approve the Legal Service Contract with Jarvis Glatte Bunick, LLP . Director Tarantsey seconded the motion. The vote was unanimous, and the motion passed

Orange boy Contract Renewal

Kelda Vath presented a contract renewal for the OrangeBoy Savannah platform, which includes the addition of a new collection diversity analytics component. Director Keating asked whether the Data Committee could review the collection diversity analytics data. Vath confirmed that the new component has not yet been implemented. Vath also clarified that the newsletter is public-facing rather than internal. It includes the JCLS newsletter, Education Services newsletter, and patron communications, such as branch closure notices.

MOTION: Director Tarantsey moved to approve the Orange boy Contract Renewal. Director Jensen seconded the motion. The vote was unanimous, and the motion passed

Facilities Condition Assessment Update

Vath provided a brief update on the progress of the Facilities Condition Assessment process. She shared that Phillips, Crystal, and she have met with four companies capable of completing the assessment. The team currently has three proposals in hand and is awaiting the fourth. The facilities Committee will meet on September 10th to review the proposals using an evaluation matrix. A recommendation will then be presented to the Board at the September Board Meeting.

Unfinished Business

Work Session Topics

The board discussed future work session topics. Board members discussed focusing on committee work in the interim, with a possible October study session dedicated to the director finalist visit process. Director Tarantsey also noted that she would be reaching out to the State Library of Oregon about developing a collection development and maintenance training module for board and trustee members. The September 2 study session was cancelled, and Board members will come prepared to the September Board meeting with ideas for future study session topics.

REPORTS

Annual State Statistics

Regina Mannino, Data and Analytics coordinator, presented the end-of-fiscal-year 2026 statistical report, covering six key performance indicators (KPIs) and strategic plan metrics. Total circulation reached 1.9 million, an increase of 5%, or approximately 89,000 more checkouts than the previous year. Physical circulation totaled 1.29 million, a slight decrease of 7,000, or 0.5%, and has remained relatively flat for the past three years. The report was received and discussed. Staff will look into the factors driving trends in Spanish-language circulation, while the Data Committee will continue reviewing analytics and providing context for the KPIs.

Financial Report

Heather Scott, Finance Manager presented a preliminary FY26 year-end financial report and reported that the District remains within budget across all categories, with no significant variances identified since the previous report. The Board asked whether in-district mileage was over budget. Scott attributed the variance to underbudgeting, increased technology-related travel, and a slight increase in the mileage reimbursement rate. Heather also reported that audit preparation is underway, including account reconciliations. Minor classification adjustments may be made, but no significant changes are expected.

Director's Report

Frank Phillips, Interim Library Director, Interim Library Director Frank Phillips provided an update on ongoing union negotiations with SEIU. Negotiations are being held each Thursday, except this week, with the goal of finalizing the Collective Bargaining Agreement (CBA) in September. Board members asked about the outlook for wages and benefits. Phillips reported that the District has submitted its initial response and is awaiting the union's counterproposal. He will continue to keep the Board informed. Phillips also shared a notable social media achievement. On August 10, JCLS posted on Instagram Threads asking for five new followers to reach 3,400. The post received 35,900 likes and resulted in 20,470 new followers, bringing the account's total to approximately 23,865. Post reactions increased by 2,200%. For comparison, the account had only 124 followers in 2023.

Committee and Board member reports

Director Kiefer provided an update on the Library Director search process being managed by Bradbury Miller Associates (BMA). She reported that seven applications have been received, with screened applications expected to be provided to the Search Committee during the week of September 6. Applications will close on September 6, followed by a Search Committee Zoom meeting on September 22 to review candidates. Final interviews are scheduled for November 2–3. The new Library Director is anticipated to start no earlier than January 1.

Director Kiefer adjourned the JCLD Board Meeting at 5:20 p.m.

/s/ Yoli Diaz

Recording Secretary



JCLD-JCLF Relationship Committee

2026-2027 Charter and Work Plan

Purpose

The Relationship Committee will ensure that the District and Foundation work together to further the mission of the Jackson County Library District. The Committee will oversee the relationship between the two entities, including aid in setting priorities and goals for the Foundation.

Membership

The Committee Appointed JCLF Executive Director, Ginny Auer as Committee chair; and District Board members Susan Kiefer and Patty Jensen; Foundation Board members Sue Collins and Patty Vanikiotis; and Interim Director Frank Phillips as committee members.

Responsibilities

The Committee has the following areas of focus:

1. Maintain strong communication between the District and the Foundation
2. Facilitate alignment between the District's Strategic Plan and the Foundation's Strategic Plan
3. Mutually support each other's vision
4. Report on JCLF benchmarks twice a year
5. Ensure compliance with the MOU
 - a. Per MOU section 2.4 Personnel: "Both JCLD and JCLF shall work together to determine the specific metrics under which the performance of the Executive Director shall be evaluated."

Meetings

The Committee will meet and report to the District Board and the Foundation Board three times a year or as needed. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, but these individuals have no voting power.

Annual Work Plan

For Fiscal Year 2026-27, the Relationship Committee has set up the following Work Plan:

- July/August 2026 and January 2027 – JCLF Benchmark reports to the Boards
- September 22, 2026, 6 – 7 p.m. – Joint Board Session
- Jan/Feb 2027: annual social event with the District and Foundation Boards
- January – March 2027: Budget preparation:
 - District presents Strategic Plan priorities for FY28 to Foundation; Foundation develops Strategic Plan
 - Evaluate benchmarks, including in-kind support for addendum to MOU
 - Share financial reports
- May 25, 2027: finalize budget information to present to Boards in May/June
- May 25, 2027: Adoption of MOU Addendum

Committee Review and Board Approval

The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.



2026-2027 Charter and Work Plan

Jackson County Library District Strategic Planning Committee

Presented to Jackson County Library District Board of Directors on

Purpose

The Strategic Committee Charter and Work Plan serves to guide the Library's Strategic Committee in fulfilling its role of providing oversight, direction, and accountability for the implementation of the Library's strategic priorities. It outlines the committee's mandate, structure, responsibilities, and annual objectives to ensure alignment with the Library's mission, vision, and long-term goals.

Membership

The Board appointed Marissa Shepherd and Marta Tarantsey to the Strategic Planning Committee, and Frank Phillips, Kelda Vath, Joan Vigil, and Josh Letsinger as Committee Members.

Responsibilities

The Committee has the following areas of focus:

1. Develop strategic priorities to guide JCLD.
2. Establish metrics to measure effectiveness of strategic plan.
3. Recommend strategic plan to board for adoption.

Meetings

The Committee will meet quarterly and report its activities to the Board. The Committee chairs may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan

The Strategic Planning Committee has established the following work plan for FY26 - 27-:

- Maintain status quo until new director is in place.

Committee Review and Board Approval

The Strategic Planning Committee will review its charter and work plan and recommend any proposed changes to the Board for review.



JCLD Board Meeting

Agenda Item Memo

Date: September 16, 2026

Title: JCLD JCLF MOU

From: Frank Phillips, Interim Library Director

Summary:

This Memorandum of Understanding (MOU) remains unchanged from the prior year. No amendments, revisions, or updates were made to the agreement for the current year.

Recommendation:

Approval and Board action is required.

Resource Requirements:

No additional resources are required. This is a date change only and supports the ongoing collaboration and alignment between JCLD and JCLF.

AMENDMENT 5 TO MEMORANDUM OF UNDERSTANDING

Effective Date: July 1, 2026

Parties: **Jackson County Library District (“JCLD”)**
Jackson County Library Foundation (“JCLF”)

Recitals

A. On July 1, 2021, the parties entered into a Memorandum of Understanding (“MOU”) under which JCLD would provide assistance to JCLF to facilitate its operation and fulfillment of its stated mission in exchange for JCLF seeking and providing financial support through its operations for the direct benefit of JCLD and the community JCLD serves.

B. The initial term of the MOU was for a period of three (3) years as of July 1, 2021, ending June 30, 2024. The MOU provides for an option to amend and extend the MOU upon written consent by the Parties under terms and conditions that are mutually agreeable to both Parties.

C. The MOU was amended, effective July 1, 2022, pursuant to Amendment 1 to MOU, to revise Section 2.0, remove Section 2.1, and replace Schedule A to the MOU.

D. The MOU was amended, effective June 21, 2023, pursuant to Amendment 2 to MOU, to revise Schedule A to the MOU.

E. The MOU was amended, effective July 1, 2024, pursuant to Amendment 3 to MOU.

F. The MOU was amended, effective July 1, 2025, pursuant to Amendment 4 to MOU.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

Agreements

1. The Recitals set forth above are incorporated herein and deemed a material part of Extension and Amendment Five of the MOU.

2. The MOU, as amended, shall be extended for an additional term of one (1) year, commencing July 1, 2026, and terminating on June 30, 2027. With an option to renew for up to two (2) additional one (1) year terms, upon the mutual consent of both Parties. JCLD specifically reserves the right to not consent to enter into renewal terms if, in its sole discretion, it determines renewal is not likely to generate a favorable term on its investment, is not approved by the JCLD Board, or JCLD loses funding to maintain the support.

3. Except as modified by this Amendment 5 to MOU, the MOU, as previously amended, is ratified and affirmed by the parties.

IN WITNESS WHEREOF, the parties have executed this Amendment 5 to MOU as of the date set forth above.

JACKSON COUNTY LIBRARY DISTRICT

By: Susan Kiefer
Title: Board President

Date: _____

Approved as to legal sufficiency:

Jacquelyn Bunick, Library District Counsel

JACKSON COUNTY LIBRARY FOUNDATION

By: Sue Collins
Title: Board President

Date: _____

Approved as to legal sufficiency:

Jennifer Nicholls, Jackson County Library Foundation Counsel



Date: September 16, 2026

Title: Recommendation to Adopt the FY27-FY28 Strategic Roadmap

From: Josh Letsinger, Community Engagement Manager

Summary:

The purpose of this memorandum is to recommend Board adoption of the FY27-FY28 Strategic Roadmap, which establishes organizational priorities and performance measures through June 30, 2028. The roadmap provides a framework for strengthening the systems, processes, and relationships that support the Library's mission and long-term success.

Background

The Strategic Roadmap recognizes that sustainable community impact depends on a strong organizational foundation. Rather than focusing solely on service expansion, the roadmap prioritizes improvements in the areas that enable JCLS to deliver high-quality services consistently and effectively. The plan aligns organizational activities with the Library's vision, "Through JCLS, individuals reach their potential and our communities thrive," and its mission, "Connect everyone to information, ideas, and each other."

The roadmap is structured using a modified Balanced Scorecard framework that connects organizational investments to operational performance, patron outcomes, and financial stewardship. This approach ensures that day-to-day initiatives support broader strategic objectives and measurable results.

Strategic Priorities

The roadmap identifies three foundational priorities that will guide organizational efforts through FY28:

- Relationships: Developing internal and external relationships that strengthen JCLS's position in the community.
- Core Services: Maintaining and improving targeted library services to enhance the patron experience.
- Infrastructure: Building and sustaining the organizational systems and resources necessary for long-term operational success.

Progress will be evaluated through measures related to staff capability, operational excellence, patron impact and satisfaction, and responsible stewardship of taxpayer resources.

Recommendation:

Approval and the Board action to adopt the FY27-FY28 Strategic Roadmap as presented and directs staff to implement the plan and report on progress through established performance measures.

Attachments:

Strategic Roadmap FY27-FY28

Strategic Roadmap: FY27 - FY28



**JACKSON COUNTY
LIBRARY SERVICES**

Strengthening the Foundation:

Through June 30, 2028, JCLS will focus on strengthening the organizational foundations that support its mission and long-term success. As a mission-driven organization, JCLS recognizes that strong internal systems, processes, and capacity are essential to delivering meaningful services and community impact. Three key areas have been identified as priorities for improvement and growth. This strategic roadmap will guide operations during that period, aligning actions, measures, and outcomes through a balanced scorecard approach. By connecting day-to-day initiatives to these foundational priorities, the roadmap provides a framework for achieving sustainable organizational improvement and advancing the library's mission.

Mission: Connect everyone to information, ideas, and each other.

Vision: Through JCLS, individuals reach their potential and our communities thrive.

Foundational Priorities

Core Services



Maintain and improve on targeted core services to improve ability to deliver a better patron experience.

Infrastructure



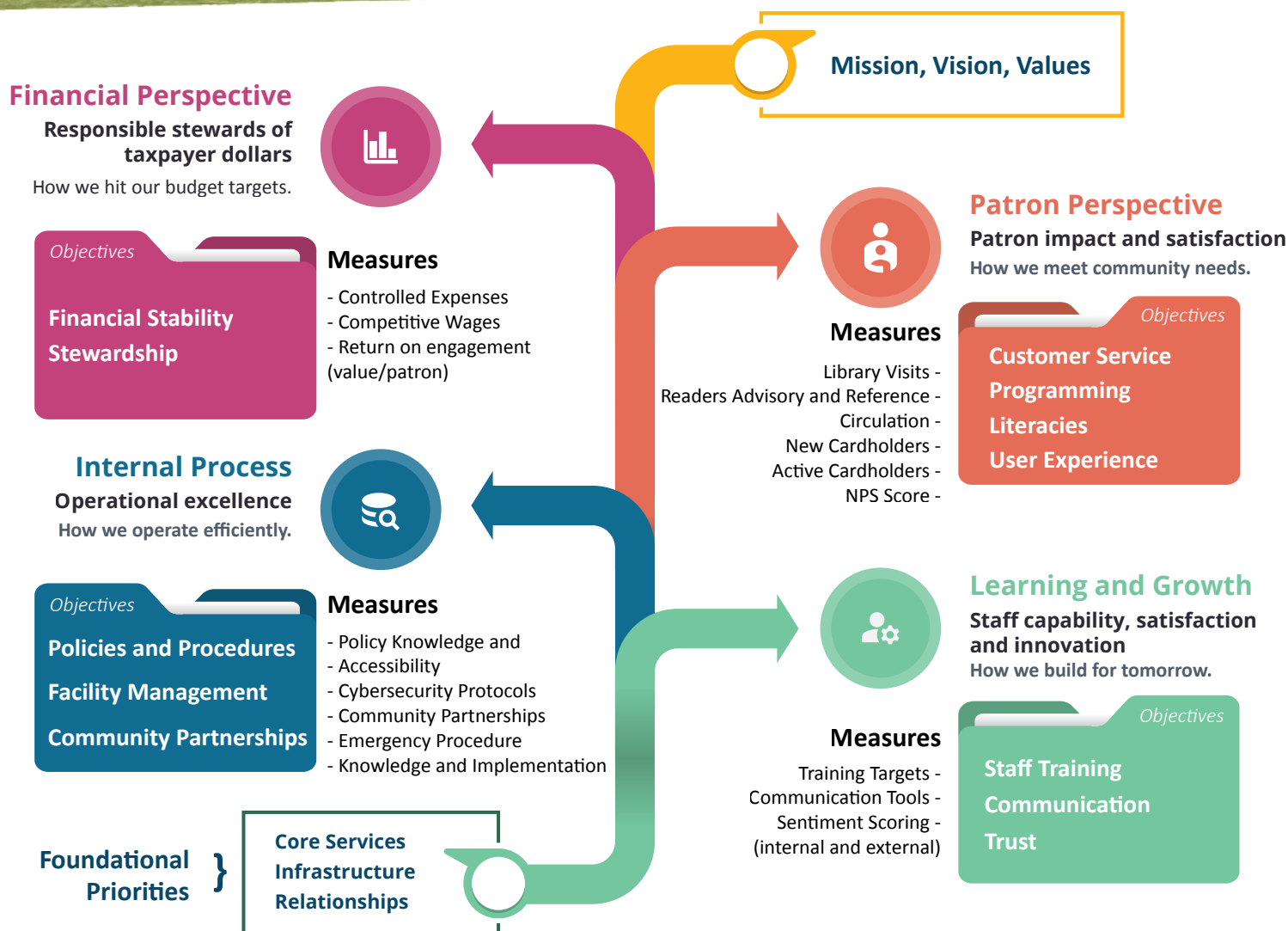
Build on key elements of library infrastructure that promote sustainable operations.

Relationships



Develop internal and external relationships that strengthen JCLS's position in the community.

Strategy Map



Understanding the Roadmap: A Companion

This roadmap is organized using a modified Balanced Scorecard framework. Rather than viewing organizational priorities as separate initiatives, the scorecard shows how improvements in foundational areas drive operational excellence, strengthen service delivery, and ultimately advance JCLS's mission.

Read the strategy from the bottom up:

- Foundation Priorities identify the organizational capabilities that must be strengthened.
- The Core Perspectives (Learning and Growth, Internal Process, Patron Perspective, and Financial Perspective) offer a holistic view of the organizations performance through aligned efforts and bridging vision with action.
- Objectives identify areas of focus.
- Measures track progress and indicate whether the organization is achieving the intended results.
- Mission Impact represents the ultimate purpose of the work, ensuring that organizational improvements translate into greater value for the communities JCLS serves.

This approach emphasizes that organizational effectiveness is not an end in itself. As a mission-driven library system, JCLS invests in its people, processes, and infrastructure so that it can better fulfill its mission, meet community needs, and create lasting impact.



Date: September 16, 2026

Title: Facilities Condition Assessment/ Capital Asset Management & Funding Plan Approval

From: Kelda Vath, Assistant Director of Support Services and the Facilities Committee

Summary:

The Facilities Committee is seeking approval of a special procurement of personal services under ORS 279.B.085 and District policy, and authorization for the Interim Library Director to enter into an agreement with one of two finalists in JCLD's project to develop a Facilities Condition Assessment and Capital Funding Plan for JCLD facilities.

Recommendation:

The committee will bring a final recommendation to the full Board at the September 16, 2026 meeting with proposer that best meets the District's needs and project objectives.

Resource Requirements:

Funding for this project is included in the FY27 adopted budget and will be paid from the Capital Improvement Fund.

Background and Additional Information:

As discussed at the Board Retreat on July 23, 2026, staff initiated a procurement process to identify consultant services for a Facilities Condition Assessment and Capital Asset Management and Funding Plan. Staff contacted several firms to discuss project goals and requirements and met virtually with four teams. The Facilities Committee received and evaluated 4 proposals at their meeting on September 10, 2026, which resulted in two finalists. Committee members agreed that staff will contact the two finalists to answer follow-up questions from the Committee and will bring a recommendation to the District Board meeting.

The purpose of this project is to provide a systemwide framework for assessing facility conditions, identifying capital needs, prioritizing those needs in the annual budget process, and forecasting future renewal and replacement requirements. The resulting plan is intended to support informed capital planning, long-term financial decision making, and responsible stewardship of District assets. Deliverables will provide tools and information that JCLD staff can maintain and use to inform future budgeting, capital investment, and facility management decisions.

Attachments:

- Proposal Scoring Summary

Suggested Motion:

I move that the Board approve a special procurement of personal services under ORS 279B.085 and District policy, and authorize the Interim Library Director to negotiate and execute an agreement with [recommended finalist] in an amount not to exceed \$85,000 for professional services related to a Facilities Condition Assessment and Capital Asset Management and Funding Plan.

JCLD Capital Asset Management & Funding Plan

Proposal Scoring Summary

Enter each scorer's final score out of 100. Total, average, and rank calculate automatically. Rank 1 indicates the highest average score.

Proposal	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Total	Average	Rank
Arkitek	91.0	90.0	89.0	87.0	83.0	440.0	88.0	2
ISES Corp	87.0	88.5	85.0	80.0	82.0	422.5	84.5	3
McKinstry	86.0	85.0	82.0	85.0	81.0	419.0	83.8	4
Terracon	92.0	91.5	93.0	91.0	92.0	459.5	91.9	1

Committee Notes / Final Determination

Scorer identities are not included on this summary sheet.



JCLD Board Meeting

Agenda Item Memo

Date: September 16, 2026

Title: FY27 Carpeting/Flooring projects approval

From: Kelda Vath, Assistant Director of Support Services

Summary:

The adopted FY27 budget includes funding to replace carpet and/or flooring at the White City and Ashland library branches. Staff are requesting Board approval to proceed with the projects and associated expenditures.

Recommendation:

Staff recommend that the Board approve moving forward with the FY27 flooring replacement projects at the White City and Ashland library branches as presented.

Resource Requirements:

Funding for these projects was included in the FY27 Capital Improvement Fund budget. Board approval is required because the total project cost exceeds the Interim Library Director's signing authority.

Background and Additional Information:

Staff intent to use an existing State of Oregon cooperative purchasing contract for flooring materials and installation services on these projects. Statewide price agreements are available to JCLD as a public agency and provide access to competitively established pricing and contract terms without requiring a solicitation process. The District has worked with this contractor on previous carpet and flooring replacement projects.

Attachments:

- FY27 Flooring Projects summary

Suggested Motion:

Move to approve the FY27 flooring replacement projects at the White City and Ashland library branches and authorize the Interim Library Director to proceed with procurement through the Oregon State Price Agreement with Shaw Integrated Solutions, Inc., consistent with the adopted FY27 budget.

Summary of Jackson County Library District Flooring Projects – FY27

Project Name	Status	Proposed Cost	Est Project Date	Notes	Coding
WC Library Flooring Replacement	In-Process	\$37,817.06	9/26/26-10/3/26	State Price Agreement - Handling direct, not through county.	201-6032-300-15-001
WC Meeting Room Flooring Replacement	In-Process	\$11,458.00	9/24/26-9/28/26	Handling direct, not through county. Under 25k. Direct sourcing high quality stain resistant carpet tiles for high traffic meeting room.	201-6032-300-15-001
ASH Library Flooring Replacement	In-Process	\$109,352.33	11/29/26-12/20/26	State Price Agreement - Handling direct, not through county.	201-6032-300-02-001
ASH Library Restroom Flooring Replacement	Pending	\$35,000.00	TBD	State Price Agreement - Handling direct, not through county. Planning to complete after the new year. Cost is an estimate based on current prices then rounded up.	201-6032-300-02-001
Estimated Total		\$193,627.39			
Budgeted Amount		\$205,000.00			
Amount over/under budget		\$11,372.61			



JCLD Board of Directors Meeting: September 16, 2026

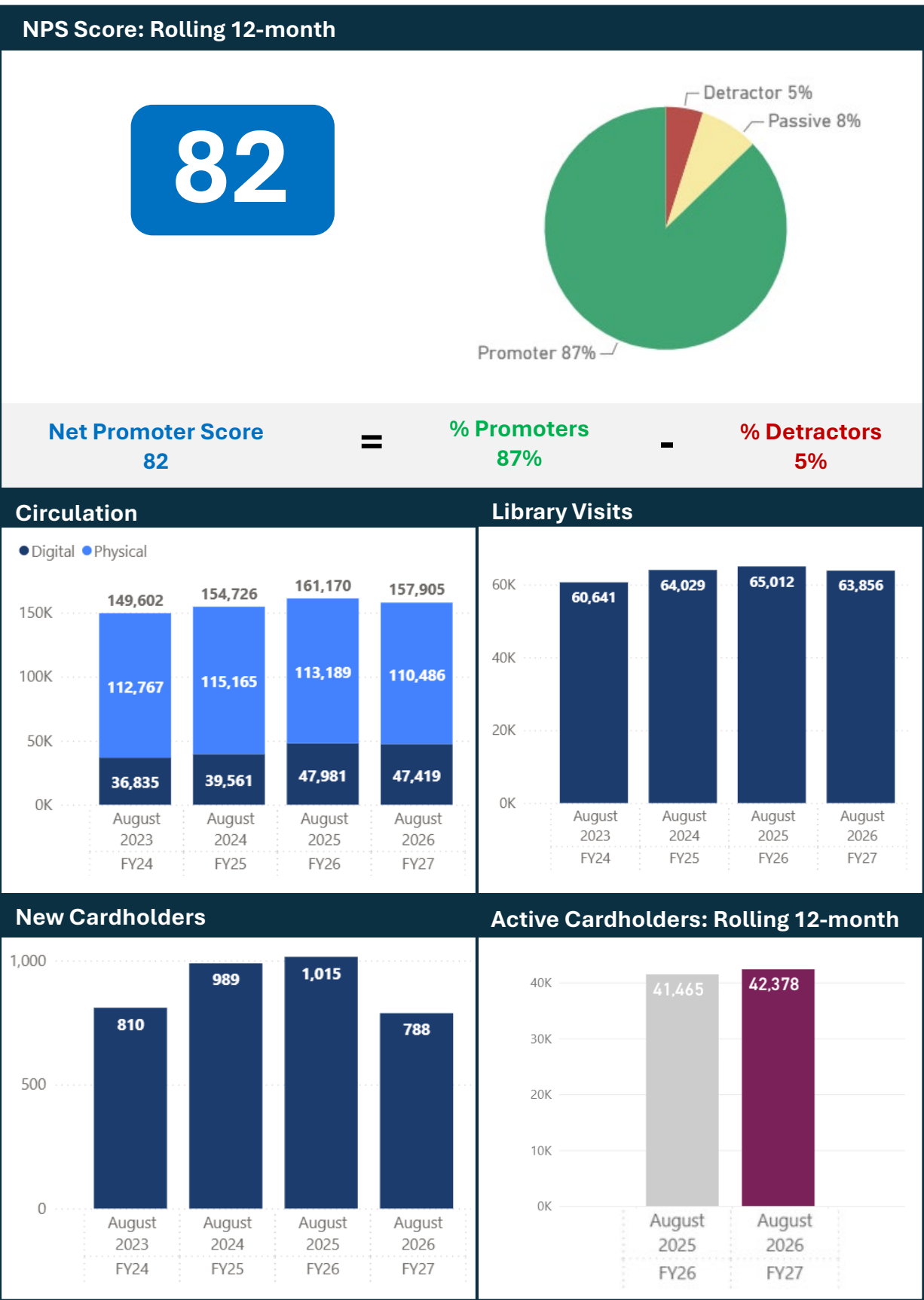
Executive Director's Report

Here are the major topics for Board consideration this month:

- **Union Negotiations Update:** This topic will be covered in detail in executive session with JCLD's counsel, Mark Wolf, leading the presentation via Zoom.
- **Library Director (aka Executive Director) Search:** Bradbury Miller Associates (BMA) has received twenty-three applications for the Director's position. The Search Committee will be reviewing applications under the guidance of our BMA consultant on September 22, 2026.
- **Facilities:** We are interviewing finalists for the Facilities Coordinator position. This is new forty-hour position to assistant the Facilities Manager. This position was approved as part of the 2026 annual JCLD budget. The hiring coincides with our selection of a firm to conduct a full Facilities Conditions Assessment (FCA). It will be great to have the new Facilities Coordinator on board at the beginning of this necessary project. The selection of the firm to conduct the FCA will be discussed separately as part of the agenda.
- **New KPI Snapshot:** Below please see the handiwork of Data Analytics Coordinator Regina Mannino, with many thanks to Kelda Vath as well, for revamping what will be a monthly KPI Snapshot for the Board of Directors. This one page, well-rendered, graphics-rich Snapshot bears analogy to a vital signs chart in a medical setting. It gives the Board a monthly look at our NPS score, circulation statistics, library visits, and cardholder numbers.

See next page

JCLS Board KPI Snapshot – August 2026





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 Phoenix Pollinator Garden officially opened with a ribbon-cutting celebration on August 20, welcoming more than 50 community members and JCLS staff. Guests enjoyed the blooming red columbine, yarrow, and blue grama grass, while the Rogue Valley Pollinator Project offered activities and shared information about the importance of pollinators. Speakers included Community Engagement Manager Josh Letsinger, Jackson County Library Foundation Executive Director Ginny Auer, and Phoenix Branch Manager Jody Fleming and with Facilities Manager Crystal Zastera who managed this project, cutting the ribbon.

Marketing supported the celebration with promotional materials, a press release distributed on August 7, and an advertisement in the Medford Sneak Preview. The event drew strong community interest and coverage from several local news outlets.

Jefferson Public Radio: [New Phoenix Library pollinator garden grows from Almeda Fire recovery – OPB](#) – This article was also featured in the American Libraries Direct newsletter from ALA on August 26, 2026. This newsletter goes out to library members nationally.

Library's pollinator garden emerges from wildfire recovery



Peyton Gast writes: "A new 4,000-square-foot pollinator garden opened Thursday at the Phoenix (Ore.) branch of Jackson County Library District, giving the community a green space inspired by residents' hopes for recovery after the 2020 Almeda Fire. The garden wraps around the library, with greenery near the entrance, colorful flowers in the back and tall trees shading pathways through the space. Library leaders say the project grew out of community listening sessions held after the fire, which destroyed much of Phoenix. Residents expressed a desire to restore some of the plants, wildlife, and natural spaces lost in the disaster."...

OPB, Aug. 23

Rogue Valley Times: <https://rv-times.com/2026/08/20/phoenix-library-unveils-new-4000-square-foot-pollinator-garden/>

Kobi5: <https://kobi5.com/news/top-stories/phoenix-library-unveils-pollinator-garden-313655/>

August 20th saw the debut of JCLS's new Experience Pass Collection! This collection offers library cardholders the opportunity to experience museums, cultural institutions, and recreational sites located within Jackson County using electronically bookable passes. Science Works Hands-On Museum in Ashland is the first available pass and from August 20th through September 3rd, patrons booked 13 passes and 17 passes are currently booked over the next 30 days. Collection Development Manager Laurin Arnold continues to speak with potential community partners, hoping to add several more passes by November.



In other library collection highlights, 19 additional LEAP bags (Learning, Exploration, and Play early literacy kits) were added to the collection in August, sent to a variety of branches across the district.

Programs Overview

The 2026 Summer Reading Program, Plant a Seed, Read, concluded on August 31. Rooted in the farm-to-table concept, the theme connected the ways farms nourish the body with how libraries nourish the mind through ideas and stories. Programs throughout the summer explored science, health, history, ecology, and human connection while supporting JCLS's mission of connecting people with information, ideas, and each other.

Young readers explored literacy and nature through several community partnerships. Special Storytimes with the Children's Museum of Southern Oregon reached 130 patrons, encouraging a love of reading from an early age. In partnership with the Pollinator Project, more than 50 children participated in Seed Science Workshops, dissecting beans under microscopes, preparing wildflower seeds through movement, and learning how to start pollinator gardens.

Tweens and teens explored environmental stewardship and creativity. The Southern Oregon Forest Restoration Collaborative taught more than 20 participants about wildfire behavior and defensible space through hands-on models. Grange Co-op introduced more than 40 teens to guerrilla gardening and seed bombs, while another 70 teens used sunlight, iron-based chemicals, and water to create cyanotype prints.

Nearly 90 patrons joined the Master Gardeners of Southern Oregon to sample microgreens and learn how to grow them at home. Adult programs also connected the summer theme to regional history and the environment. More than 40 people attended a screening of *Bringing the Salmon Home*, followed by discussion about the region's historic dam removal and river restoration project.

Author Seamus O'Caellaigh brought history and hands-on learning together through a program on medieval medicinal plants. More than 50 participants explored Tudor-era treatments, medical texts, and diagnostic techniques before making their own salve.

Reading remained at the heart of the summer. At the time of reporting, 1,672 active readers had logged 33,252 books and 915,542 minutes. Compared with last year, active readers decreased 17%, books read decreased 29%, and minutes read decreased 6%. No single cause was identified, although reduced operating hours may have affected opportunities to promote the program and host related events. Beanstack also merged duplicate accounts and removed inactive users, which may have affected year-over-year comparisons.

Several branches saw encouraging growth in Summer Reading participation this year. Applegate increased participation by 38%, Phoenix by 59%, Prospect by 37%, and Ruch by 29%, highlighting strong engagement in these communities.

Building on these successes and lessons from this summer, planning for the 2027 theme, *Reading Expands Our Universe*, will focus on creating new opportunities to engage readers and expand participation across JCLS.

Central Area

Medford



Medford Adult Services partnered with John Johnson of Bugs R Us for an interactive, all-ages program in the Adult Gardens. Families enjoyed hands-on experiences with live worms while learning about the natural world. Just before the program began, Library Specialist Christine Yee personally invited patrons throughout the library to join the event, successfully bringing additional families into the garden.

At the Jackson County Community Justice Transition Center, Outreach Supervisor Kayla Samnath and Librarian Meghan Thompson led two financial literacy sessions focused on spending, saving, and managing finances when money is tight. Participants were engaged and eager to learn, and several who had attended multiple sessions received certificates of completion in recognition of their participation.



Central Point Library underwent significant changes in August as the Teen and Adult areas were reorganized to create more distinct and welcoming spaces. The branch closed for two days while staff relocated shelving, computers, furniture, and collections. Adult Fiction was moved alongside the other adult collections, while the YA collection moved into the former

Fiction area to create a dedicated teen space. Central Point now has defined Children's, Teen, and Adult areas where patrons can browse, read, use technology, and enjoy spaces designed for their needs.

Upper Rogue

White City



Young patrons explored science and creativity during Spark Space Presents: Fairy Science. The program began with a reading of Ashley Spires' Fairy Science, introducing children to scientific inquiry and the steps of the scientific method. Participants took home a lima bean growing experiment, decorated magic wands, created fairy houses, and enjoyed face painting. Staff dressed as fairies for the occasion, with several young guests joining in costume.

Butte Falls

The Butte Falls Library partnered with Butte Falls Charter School and Kinder Camp to welcome children preparing to enter kindergarten. Students visited the library on August 11 and 18, where they explored the branch, listened to stories, and participated in activities. The visits gave staff an opportunity to build connections with the children while helping them become comfortable with their local library as a welcoming place to learn, explore, and have fun.



Saturday Crafternoon brought youth and adults together for a relaxed afternoon of creativity and connection at the library. Participants experimented with paints, clay, beads, and other materials while creating individual projects and exploring new ideas. The program provided an inviting space for community members of all ages to create, socialize, and enjoy time together.

Eagle Point



The Tooth Fairy made a special visit to Eagle Point Storytime, sharing tips for healthy oral care through stories, songs, and activities. Children created their own tooth containers to take home for future Tooth Fairy visits and received goodie bags generously donated by a local Eagle Point dental office.

A long-awaited project at the Eagle Point Library was completed this month with support from the Eagle Point Friends of the Library. A new electric fireplace replaced the former gas unit, and the surrounding brickwork was restored in August. The completed project creates a warm and inviting space for patrons to enjoy as cooler weather approaches.

Lower Rogue

Ruch



The Ruch Library welcomed a large, all-ages audience for a screening of House of Threads, highlighting a successful collaboration between JCLS Marketing and Applegate Valley history enthusiasts Laura Ahearn and Heather Paladini. Friends of Ruch Library helped promote the event locally and provided refreshments. The film sparked an engaging discussion, with many attendees sharing their own knowledge and personal connections to the area's history.

Jacksonville

Jacksonville patrons shared some positivity through the Brighten a Stranger's Day project, creating cards with messages and drawings for meals delivered by Food & Friends (formerly Meals on Wheels). Food & Friends welcomed the thoughtful additions to their deliveries, and the success of the project has led to plans to continue the partnership.

Gold Hill



Gold Hill was surprisingly busy in mid-August, and on a few afternoons had a "full house". All the teen/kids computers were in use and everyone was having a great afternoon. The kids have told Gold Hill staff that the library is their favorite place and their best days are the ones when they can come to the library.

Bear Creek

The Ashland Library wrapped up Summer Reading with a lively Jack and the Beanstalk-themed celebration. Children made crowns, navigated an obstacle course wearing oversized “Fee-fi-fo-fum” cardboard feet, participated in a golden egg toss, and tried balloon sheep herding. The activities filled the Children’s Department with energy and provided a fun conclusion to the summer.

Ashland’s newer teen program, Snack Break, continues to build a regular following among teens and tweens. Participants explore snacks and foods from around the world, combining food literacy with a relaxed opportunity to learn about other cultures and connect with one another.

For adults, The Heart of the Show: Launch Your Own Podcast introduced participants to storytelling and the technical basics of podcasting. Attendees developed and recorded their own podcast introductions, which were professionally produced and provided to them after the workshop. The program was supported by a 2026 Oregon Humanities Storytelling Fellowship and led by Jennifer Chambers, a writer, speaker, and host of the podcasts Beyond the Margins with Jen Chambers and Same Crime, Different Time.

Outreach and Programs

Business Librarian Roslyn Donald hosted the Applegate Business Meetup at Valley View Vineyards. The speaker was Matt Stern of Stern Design Co and the theme was “Is Your Website Actually Working?” A series of meetups is planned in August and October to facilitate networking among rural entrepreneurs in the Applegate Valley. Business Librarian Roslyn Donald gave a presentation on Peterson’s Career and Test Prep database to the job coaches at Southern Oregon Goodwill. Donald has presented to this group before, but they have hired several new coaches in the ensuing year and requested a refresher.

Business Librarian Donald, along with Outreach Supervisor Kayla Samnath, represented JCLS at the OLLI Open House. This annual event is an effective outreach opportunity to reach seniors interested in lifelong learning.

Business Librarian Donald, along with Children’s Librarians Nancy Nightingale and Jamie Leach, tabled at the downtown Medford Third Friday vendor market. This is a new initiative designed to enhance the partnership with the Downtown Medford Association. DMA is grateful to JCLS for providing a craft activity for children.

Outreach to Childcare Library Specialists, Bethany Peabody, Kateri Warnick and Eva Nava participated in Medford School District’s Kinder Jumpstart program. This program provides incoming Kindergarten students with the opportunity to ease into their first school experience. The team visited six elementary schools within the district over a three-day period with a combined attendance of over 250 participants. The Outreach to Childcare team participated in this program by presenting an interactive storytime to celebrate the incoming Kindergartners. For the first time, the team was able to provide a canvas pencil case with library swag for each child in the program.



Specialists Peabody and Warnick tabled at the final summer concert of the Britt Kids Concert series held at The Children's Museum of Southern Oregon. While interacting with over 75 of the attendees, the team provided library information and resources while seeing familiar faces and continuing to strengthen community relationships.

Spanish Services Coordinator Milagros Morales partnered with Humanities Fellowship Grant recipient Frida Cruz for a bilingual art group at the White City Library. Morales also joined Phoenix Branch Manager Jody Phoenix at Jackson Care Connect's Healthy Start Block Party, where 16 new library cards were issued.

Morales shared JCLS resources at Rogue Community College open houses and, with At Home Services Library Specialist Mackenzie Pollock, visited the Housing Authority of Jackson County's Cherry Creek site, where four new library cards were issued and residents explored digital library resources.

Education Services

Education Services Librarian Evelyn Lorence and Phoenix Associate Sasha Bassett visited Armadillo Community Charter School to connect teens with library resources and promote the Phoenix Library's September Teen Science Fiction Writing Contest. The team recorded 56 engagements and issued several new library cards.

Lorence also joined Outreach Specialist Bethany Peabody and Rogue River Branch Manager/Lower Rogue Area Manager Ames Moser at Rogue River Elementary's Back to School Open House. The team connected with 98 students and families and issued 10 new library cards, helping the school community start the year connected to JCLS resources.

Tech Ed

Technology Education continues to make a meaningful difference for patrons across the community. A recent Cybersecurity class at the Ashland Senior Center received enthusiastic feedback, reflecting the need for practical technology education that helps patrons navigate the digital world with greater confidence and security.

Individual appointments provide equally important support. Technology Education Specialist Nicole Vukcevic assisted a retired first responder whose mobile phone provider unexpectedly canceled her business plan just two days before an international trip. Nicole helped her navigate the process and communicate with the provider until service was restored. The patron shared that she "would not have been able to get it done on my own" and expressed her gratitude for the library's assistance.

Technology Educations Specialis Leia Pastizzo helped another patron regain access to a mobile phone account navigating the recovery process with Apple Support. in another apppaointment, Technology Education Specialist jacob Spilman helped a rural patron set up a new iPhone and install Zoom on an iPad. The Patron shared that the assistace left her feeling more connected beyond her “rural boudaries” and imortantly, better prepared in case of an emergency.

At the Ashland Library, Technology Education Specialist Ryan Murphy helped a patron with cloud storage. The patron later told staff how grateful they were for the service, describing Ryan as “knowledgeable and patient and kind.”

These experiences highlight the broader impact of Technology Education, helping patrons build confidence, overcome technology barriers, stay connected, and access tools and services that support their everyday lives.

Technology Education continued to support patrons following JCLS’s July 1 transition from the Oregon Digital Library Consortium (ODLC) to its standalone OverDrive collection. Throughout August, staff assisted patrons who were encountering the change for the first time as they returned to Libby and other digital services.

Staff helped patrons connect to the JCLS collection, verify accounts, navigate changes to reading history and holds, find suggested purchase options, and resolve login and access issues. These interactions also provided opportunities to introduce patrons to Libby and OverDrive features and help them make the most of the library’s digital collection.

Through ongoing one-on-one assistance, Technology Education has helped patrons navigate the transition and continue accessing eBooks, audiobooks, and other digital resources with confidence.

Marketing

This month, JCLS was featured in multiple local news outlets, shining a spotlight on many positive and exciting happenings across our library system.

Experience Pass Marketing & Press

Marketing supported the launch of the new Experience Pass collection bookmarks and flyers for all branches, social media posts, and a press release. Following the press release, two local news outlets reported on the collection:

Ashland News: <https://ashland.news/jackson-county-library-program-will-let-people-check-out-local-experiences-for-free/>

Kobi5: <https://kobi5.com/news/top-stories/jackson-county-library-cardholders-to-get-free-access-to-local-attractions-313150/>

House of Threads on SOPBS

A contact reached out after seeing JCLS-original documentary, House of Threads, and invited us to submit it to SOPBS’s Cinema 42 program, which features local filmmakers and films pertaining to Southern Oregon and Northen California.

"House of Threads" will make its television premiere on Southern Oregon PBS at about 5:30 p.m. PST Thursday, September 3, and stream online at <https://video.sopbs.org/livestream/>. It is planned to play on air at one or two times per month.

Dolly Parton's Imagination Library

Following Dolly Parton's passing, an Ashland News reporter reached out to learn more about her impact and legacy with Dolly Parton's Imagination Library in Jackson County. The Marketing Team connected him with JCLF Executive Director, Ginny Auer, to comment.

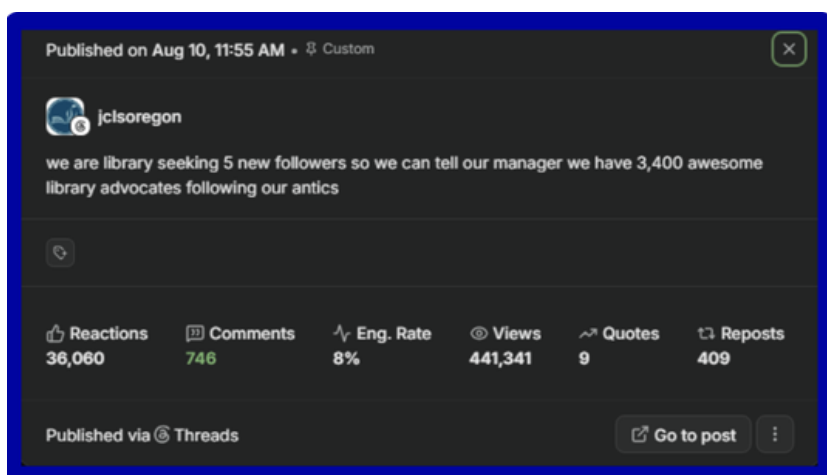
Ashland News: <https://ashland.news/more-than-a-music-legend-dolly-parton-leaves-a-living-legacy-in-jackson-county/>
LEAP & Fall Materials

The Marketing team shared materials with branches and the Outreach team during August. These materials included flyers and bookmarks for LEAP bags, which were distributed to 8 additional branches at the end of August, as well as materials for fall author talks, rainbow celebrations, and Latinx Heritage Month.

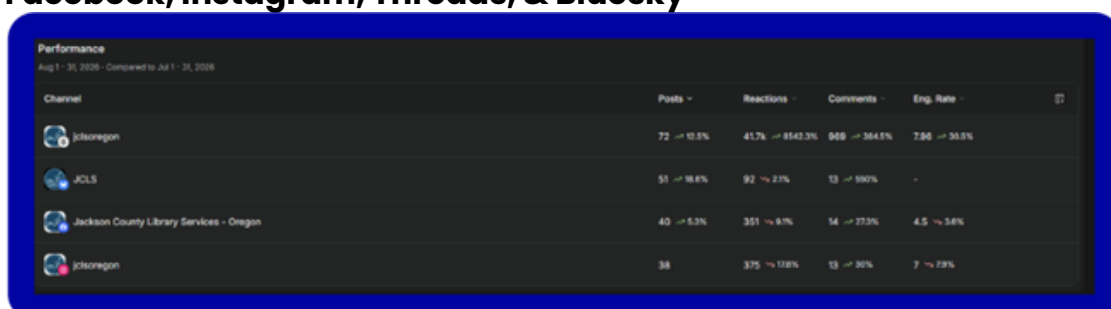
Social Media

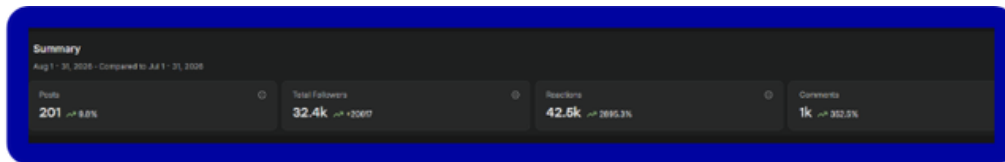
Facebook & Instagram, Threads, & BlueSky

A JCLS Threads post went viral in early August, bringing international attention to the library's social media presence while also sparking engagement closer to home. Local community members joined the conversation by sharing library memories and expressing interest in getting library cards.



Facebook, Instagram, Threads, & Bluesky





YouTube





CALL TO ORDER

NEW BUSINESS

- Reviewed the MOU and work plan from last fiscal year.
 - Attached is the updated work plan and MOU for fiscal year 26-27.
- Charter & Work Plan
 - The group reviewed the work plan item by item to determine whether updates were needed.
 - The group proceeded to review each item in the work plan for potential revision.
 - Ginny was elected unanimously as committee chair.
- Discuss number of meetings needed to achieve this year's goals
 - The committee decided on 3 meetings per year and more as needed.
- Schedule committee meetings for FY 26-27
 - Today's meeting counts as 1
 - The other meetings will be January 26, 2027, at 3 pm to discuss benchmarks and May 25th, 2027, at 3 pm to discuss budgets
- Planned upcoming joint board meeting to be held on September 22 from 6-7 pm after the regular JCLF board meeting.
 - The agenda will include:
 - Some time to get to know one another
 - A discussion of each organization's vision with mission as basis for said visions
 - Mutually supportive priorities
 - Report from JCLF on its activities
 - A discussion of advocacy needs of the JCLS and how the two Boards can work together to support the library

The Foundation will take care of the food for the meeting. The meeting will be facilitated by Sue Collins. This was determined by email following this relationship committee meeting.



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
STRATEGIC COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
August 31, 2026, at 4:00 p.m.**

MINUTES

ATTENDEES AND NOTE TAKER

Present: Board member: Marissa Shepherd; Library Staff Frank Phillips, Josh Letsinger, Joan Vigil, Kelda Vath.

NEW BUSINESS

Charter and Work Plan FY27

The committee reviewed and updated the FY27 Charter and Work Plan, correcting dates and refining areas of focus and responsibilities. Three committee responsibilities were confirmed: (1) develop strategic priorities, (2) establish metrics/KPIs to measure their effectiveness, and (3) recommend the Strategic Roadmap to the board for adoption. Note that the meeting schedule was adjusted, and the October meeting will be kept as a placeholder and cancelled if the board approves the roadmap, the next meeting to be in January 2027.

UNFINISHED BUSINESS

Review Strategic Roadmap Final Draft

Josh Letsinger, Community Engagement Manager, noted that the Strategic Plan was revised from a five-year timeline to a two-year plan (FY27–28). The committee agreed that the Roadmap is ready to present to the board, pending minor typo corrections and clarification that the plan runs through June 30, 2028. The balanced scorecard's pathway-style format was well received for its clarity and alignment with the roadmap concept. Following board approval, the marketing team will develop supporting visuals and communications.

NEXT MEETING DATE

October 5, 2026
January 4, 2026
April 5, 2026