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
November 18, 2026, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

NA

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA (5 minutes)

1. October 21, 2026, Regular Board Meeting Minutes.....1
2. October 23, 2026 Board Work Session Minutes 4

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. Policy 5-19 Program Policy- Josh Letsinger **(5 minutes)** 6
4. Holiday Schedule- Brynn Fogerty (**5 minutes)** 16

REPORTS (Inform)

5. Marketing/Community Engagement- Josh Letsinger (**15 minutes)** .....
6. Financial Report, 1st quarter- Heather Malepsy **(10 minutes)** 18
7. Director Report- Kelda Vath **(5 minutes)** 25

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

8. Finance Committee 33
9. Search Committee .....

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.

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

December 2, 2026, 3:30
December 16, 2026, 4:00

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 an 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.

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
October 21, 2026, 4:00 p.m.

MINUTES

ATTENDEES

Present at the meeting: Board Members Susan Kiefer (President), Kevin Keating (virtual) (Vice President), Patty Jensen, Marissa Shepherd(virtual), Marta Tarantsey (virtual).

Additional attendees: Frank Phillips (Interim Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Kristin Anderson (Area manager) Heather Scott (Finance Manager), Josh Letsinger (Community Engagement 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

Director Kiefer read a proclamation declaring National Friends of the Library October 18-26, 2026.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE
None

NEW BUSINESS
Resolution 2027-03 Banner Bank Signers
Finance Manager, Heather Malepsy presented Resolution 2027-03 updating Banner Bank signers. Removing prior former Assistant Director of Support Services Joan Vigil and authorizing new Assistant Director of Support Services Kristin Anderson as an authorized user.

MOTION: Director Jensen moved to approve Resolution 2027-03 as presented; Director Tarantsey seconded; the vote was unanimous, and the motion passed.
Board Vote:
Susan Kiefer- Y
Patty Jensen- Y
Marta Taantsey- Y
Marissa Shepherd- Y
Kevin Keating- Y

Ashland Branch Closure
Kelda Vath, Assistant Director - Support Services, Presented the request to close November 30 – December 5, with phased access in subsequent weeks; Vath noted lockers would remain operational. Director Tarantsey

asked whether scheduling had been coordinated with contractors and branch staff, while taking school closures into account to minimize disruptions. Vath confirmed that facilities Manager, Crystal Zastera coordinated with all parties, and the plan was well thought through.

MOTION: Director Jensen moved to approve the one-week closure of Ashland Branch November 30-December 5, 2026, to accommodate the planned flooring replacement project. Director Shepherd seconded; the vote was unanimous, and the motion passed.

Policy 5-3 Collection Development Policy
Kelda Vath, Assistant Director of Support Services, on behalf of the Policy Committee presented the Board with proposed updates to the Collection Development Policy, revised in collaboration with the Collection Development Team, led by Laurin Arnold, Collection Development Manager. The proposed revisions included reorganization and minor additions, with no significant policy changes. Director Jensen voiced her appreciation for the work of those involved, and her opinion that it was a great policy.

Director Shepherd then expressed concerns regarding the availability of classic literature, duplicate titles, and the vocabulary quality of newer books in the children's collection, as well as the collection's emphasis on current popular materials. She also requested access to the full catalog data for statistical analysis and noted similar concerns she has heard from individuals in the homeschool community.

The discussion continued with Directors Shepherd and Keating questioning the library's collection development practices, which is conducted by professional librarians who use the criteria outlined in the Collection Development Policy, industry book reviews, vendor tools, and circulation and other data about patron demand to inform selection decisions. Director Tarantsey shared her positive experience accessing classic literature through JCLS and expressed support for the policy. She also noted efforts to coordinate Board training on collection development best practices through the Oregon State Library.

Director Keating suggested postponing the policy for one month to allow additional discussion and clarification. Director Kiefer suggested that questions and concerns should be submitted in writing to Interim Director Phillips, with Vath copied, rather than communicated directly to staff.

MOTION: Director Keating moved to table the Collection Development Policy until the next Board meeting. Director Shepherd seconded the motion. The motion passed 3–2.

The policy will be reconsidered at the next monthly meeting.

Budget Committee Recruitment
The Board discussed filling three vacancies on the Budget Committee, as Citizen Budget Committee members Doug Townsend and Dave Matheiu declined to continue serving, while Kathy DeWolf expressed interest in remaining on the committee. Director Keating asked whether term limits applied, and Malapsey clarified that the committee policy does not have term limits. Directors Keating and Tarantsey volunteered to assist with the recruitment process, and the Board reached a consensus to have both directors participate. The vacancies will be advertised on the JCLS website and in the Rogue Valley Times. All candidates, including Kathy DeWolf, will go through the standard application and interview process, with the goal of completing interviews before the December Board meeting.

REPORTS
State Statistical Report Data Review
Data analytics coordinator, Regina Mannino presented the annual state statistical report covering 10 sections of Library data for FY26. Mannino highlights key trends across 10 sections of library data. Digital circulation, library visits, and wireless sessions increased, while physical circulation decreased slightly. Program offerings increased

by 4%, while attendance declined by 2%. Mannino also discussed reporting changes, staffing and volunteer data. Director Keating asked regarding database activity, Mannino stated that it is an unusual spike in database usage that remains under review. Director Shepherd asked about line 614 (first-time circulation of children's materials); Mannino clarified the distinction between initial checkouts and renewals; children's first-time circulation increased 1%. The report was presented for review, with no formal action required.

Director's Report
Interim Director Frank Phillips presented the Director's Report, highlighting branch activities, the Facilities Condition Assessment Study, the Compensation Study, and ongoing union negotiations. He noted that bargaining has exceeded 150 days and that labor attorney Mark Wolf will provide updates to the Board under attorney-client privilege. Phillips also provided an update on the Shady Cove water situation, including ongoing coordination with multiple agencies, pending water capacity decisions, and potential revisions to the intergovernmental agreement with the City of Shady Cove.

Committee and Board member reports
Directors Kiefer and Jensen remined the board of the upcoming joint JCLD & JCLF meeting, Tuesday, October 27, 2026, at 6:00 pm that will take place in the Board Room.

Director Kiefer adjourned the JCLD Board Meeting at 5:09 p.m.

/s/ Yoli Diaz

Recording Secretary

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS WORK SESSION
Medford Branch Library
Board Room
205 S Central Ave, Medford, OR
October 23, 2026, 3:30 p.m.

MINUTES

ATTENDEES
Present at the meeting were: Board Members Susan Kiefer (President), Patty Jensen, Marta Tarantsey, Marissa Shepherd (joined at 3:45), and Kevin Keating (arrived 3:40).

Additional attendees: Kristin Anderson (Assistant Director of Public Services), Josh Letsinger (Community Engagement Manager), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), and Yoli Diaz (Executive Assistant).

CALL TO ORDER/ROLL CALL
President Kiefer called the meeting to order at 3:34p.m. Roll call was taken. The Land Acknowledgement was read.

DISCUSSION ITEMS (Inform/Discuss)
The board held a study session focused on board development, governance roles, and the upcoming library director search process.

The board briefly discussed the specific language of the Collection Development Policy. Director Kiefer emphasized that the Board's authority is limited to governance and oversight, expressing concern that operational data requests could exceed its role and undermine staff trust. Director Keating disagreed, noting that the Board has a responsibility to address community concerns. Director Shepherd expressed concerns about the balance of classic and newer titles in the library's collection, particularly in the children's and young adult fiction sections, noting that community members had raised similar concerns. The Board agreed to seek clarification from SDAO and legal counsel regarding its authority, while ensuring data requests respect staff expertise. Director Shepherd will submit a written summary of collection concerns to Interim Library Director Phillips. The Board will revisit the Collection Development Policy at a future meeting, with the option to defer approval until December.

Board & New Director Relationship
The Board discussed the Library Director recruitment process, which included approximately 24 applicants, six semi-finalists, and three finalists selected for in-person interviews on November 4. Director Shepherd asked about additional candidate materials and preliminary interviews. Finalists will submit videos addressing a strategic plan scenario for review by the Board, staff, and community. BMA will facilitate the interview process, followed by an executive session and anticipated hiring decision that afternoon. The decision will remain confidential until the selected candidate accepts and background and reference checks are completed. Board members will meet at 12:15 p.m. for a working lunch and interview preparation.

Ethics Training
The Board discussed required training, including the ALA module on the board-director relationship and ethics training. Members will receive instructions for accessing the ALA video and are expected to submit completed ethics training certificates to executive assistant. The frequency of ethics training requirements will be confirmed. The Board also discussed the upcoming joint meeting with the Jackson County Library Foundation at 6:00 p.m. the following Tuesday, October 27. The next study session will focus on the board-director relationship in preparation for the new Library Director.

ADJOURN

President Kiefer adjourned the meeting at 4:43 p.m.

/s/ Yoli Diaz
Recording Secretary

JCLD Board Meeting **Agenda Item Memo**

Date: November 18, 2026

Title: Policy 5-19 Program Policy (Library Operations Policy) – Updated Policy for Board Review

From: Josh Letsinger, Community Engagement Manager

Summary:
Staff presents the updated Library Operations Policy 5-19, Program Policy, for the Board's consideration. The policy explains the scope of Jackson County Library Services (JCLS) sponsored programs, the criteria for creating and implementing those programs, and programming guidelines. It affirms that JCLS provides diverse programs for all ages, free of charge, and that programs support the organization's mission, vision, values, and strategic initiatives. Programs must meet criteria including relevance to county residents, meeting a current community need, accuracy and timeliness, and being supportable by available JCLS budget and staff or local community partners. The policy also sets programming guidelines (for example, programs are free and open to the public, non-commercial, and subject to all other JCLS policies) and establishes a process for Requests for Reconsideration of Library Programs, with an appeal of the Director's decision to the District Board.

Recommendation:
Staff requests that the Board review and consider approval of the updated Program Policy 5-19. Options include approving the policy as presented, approving it with amendments, or postponing action for further discussion. Staff recommends approval of the policy as presented, so that the Library has a current, clear framework for sponsoring programs and for handling community concerns about programs.

Resource Requirements:
The policy does not identify any new funding request. It states that sponsored programs must be able to be supported by available JCLS budget resources and by JCLS staff and/or local community partners, and that programs are offered free of charge.

Policies, Plans, and Goals Supported:
The policy supports the JCLS mission, vision, and values and its strategic initiatives, and applies Equity, Diversity, and Inclusion (ED&I) principles to program planning. It upholds the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, and works alongside the Rules of Conduct Policy (5-10), Meeting Room Use Policy (5-13), and Child Safety Policy.

Background and Additional Information:

Policy 5-19 was originally approved on 2/22/2023, and the updated version was created 10/30/2026. Key provisions include: programs are free and open to the public, with some age-group restrictions for capacity, learning objectives, or content; a parent, guardian, or responsible individual must remain on site when a child is age 10 or younger; sponsorship does not constitute endorsement of a program's content or the views expressed; programs are non-commercial, though pre-arranged book sales by authors may be approved by JCLS staff; JCLS does not collect personal information unless a program requires pre-registration; and photographs or videos taken at library events may be used for publicity unless a patron objects to staff, with no names used without written consent. Section VI sets out the Request for Reconsideration process: an individual may discuss concerns with a librarian, submit the written form (Attachment A), and request review by program librarians and the Director, who replies in writing. The Director's decision may be appealed to the District Board, and the program remains on the calendar pending the decision. Groups or organizations may not submit a request.

Attachments:

Policy 5-19 Program Policy, including Attachment A: Request for Reconsideration of Library Programs form

Suggested Motion:

I move to approve Library Operations Policy 5-19, Program Policy, as presented.

Policy 5-19	**Program Policy**	**Created:~~10/15/2026~~10/30/2026** **Approved:**

I. PURPOSE

This policy explains the scope of Jackson County Library Services (JCLS) sponsored programs, the criteria for creating and then implementing those programs, and programming guidelines.

II. INTRODUCTION

JCLS provides diverse programs for all ages, free of charge, in its libraries and throughout Jackson County. Through diverse programming, JCLS helps individuals reach their potential and our communities thrive, connecting people to information, ideas, and each other. Library programs exist to disseminate ~~additional~~ knowledge, skills, and opportunities for growth. ~~regardless of one's age, economic status, educational background, political status, race, gender, sexual orientation, or religion.~~ These engaging opportunities are meant to serve as an extension of JCLS's print and digital collections and services to the public.

III. SCOPE

JCLS programs support the organization's mission, vision, values, and strategic initiatives as well as promote the library's collections, services, and resources. Programs provide enriching experiences that reflect the informational and recreational needs and interests of the community. JCLS strives to provide programs that reflect and honor the diversity of backgrounds of our communities by promoting a culture of inclusion. Library programs are not meant to be all encompassing, but are, instead, a window into concepts, current events, literature, local history, art, and more.

IV. CRITERIA

JCLS aims to provide content that is accurate, engaging, and meaningful to residents of Jackson County.

JCLS honors the diversity of our community and uses Equity, Diversity, and Inclusion (ED&I) principles when planning programs. In addition to informational presentations, the library will provide programs that highlight the voices of marginalized communities.

Criteria for JCLS sponsored programs include:

- Advances the JCLS mission, vision, and values ~~(Inclusion, Trust, Stewardship, Collaboration,~~
- Strategic alignment
- Is relevant to the interests of Jackson County residents
- Meets a current need in the community
- Is accurate and timely
- ~~Fits within the JCLS budget~~Can be supported by available JCLS budget resources
- ~~Capacity of~~ Can be supported by JCLS staff and/or local community partners

Presenters, authors, and performers are selected from JCLS staff and local, regional, and national resources based on their knowledge or expertise on a particular topic. Library staff will evaluate potential presenters to ensure they align strategically.

V. PROGRAMMING GUIDELINES

Jackson County Library Services upholds the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association.

While anyone is welcome to attend or not attend programs, or to determine if their minor children should attend, the freedom of others to attend library programs will not be restricted. The Library does not stand in *loco parentis* (in the place of parents).

- Programs may be canceled due to weather, low registration, or unanticipated absence of the presenter. Canceled programs are not necessarily rescheduled.
- Library programs are free and open to the public. Presenters may not require a fee from attendees.
- Everyone can attend library programs, with some exceptions, whether or not they have a library card.
- Some programs may be restricted to certain age groups due to capacity limitations, learning objectives and/or content ~~appropriateness~~ of the material being presented.
- ~~During Library programs for children, A parent, guardian, or older responsible individual must remain on site until the program has ended if the child in their care is 10 and under. Please review the Child Safety Policy for more information.~~ A parent, guardian, or other responsible individual must remain on site for the duration of the program when a child in their care is age 10 or younger. Please refer to the Child Safety Policy for additional information.
- All other JCLS policies, including the Rules of Conduct, apply at Library sponsored programs, whether inside the libraries or outside in the communities.
- ~~The views and opinions expressed in Library programs from non-staff presenters are those of the presenter and do not necessarily reflect the official policy or position of JCLS.~~ Programs may include a variety of perspectives and viewpoints. JCLS sponsorship of a program does not constitute endorsement of the program's content or the views expressed by presenters or participants.
- Final review and approval of topic, content, and presenter will be the responsibility of library staff.
- ~~Presenters may not require a fee from patrons in attendance.~~
- Programs are non-commercial; presenters may have a business affiliation, but no solicitation, recruitment, advertisement, or promotion for business purposes will be permitted. Business-related information such as brochures, flyers, and business cards may be made available to hand out as information only.
- Sale of books by authors is permitted when arranged in advance. All plans to sell such items must be approved by library staff. Library staff are not available to assist in sales.
- JCLS does not collect personal information about attendees unless the program requires pre-registration. Any information collected for these purposes will not be shared.

- JCLS reserves the right to utilize photographs or videos taken at the library for publicity purposes in print and digital materials. All library patrons consent to the use of their photo, audio, or video image taken at the library during library events unless they specifically inform staff of an objection to such use. No names will be used in conjunction with captured media without express written consent.
- Use of copyrighted content in library programs without the proper licensing is a violation of copyright law. Performers, presenters, and musicians should only use material for which they have permission to use.
- JCLS welcomes groups and organizations to reserve meeting spaces at our facilities, but this does not constitute JCLS sponsorship of the program. Please review the Meeting Room Policy.

VI. REQUESTS FOR RECONSIDERATION OF PROGRAMS

Individual programs, which in and of themselves may be controversial or offensive to some patrons or staff, may be provided through the Library if their inclusion will forward the mission and strategic direction of Jackson County Library Services or increase the Library's ability to serve its community.

The Library recognizes the rights of individuals to question Library sponsored programs and has developed a process to address concerns. Groups or organizations may not submit a Request for Reconsideration of Library Programs. This process includes the opportunity for an individual to discuss their opinion with a librarian, to complete a written Request for Reconsideration of Library Programs form, and to request a review of the program by librarians responsible for Library sponsored programs and the Library Director. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Programs is attached to this policy (Attachment A).

The program in question will remain on the JCLS calendar pending the Library Director's written decision.

Request for Reconsideration of Library Programs

Date: _____

If you have concerns about library programs or events, please complete all sections of this form to ensure prompt consideration by library staff.

PROGRAM FOR RECONSIDERATION

Title of Program: _____ Date/Time of Program: _____

Library Branch: _____

Intended Audience (Select all that apply):

____ Preschool ____Kids ____Teens ____Adults ____General

Did you attend the program? _____Yes _____No

Have you read the Program Policy in its entirety? _____Yes _____No

Please describe your concerns regarding this program:

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97501

Policy 5-19	**Program Policy**	**Created: 10/30/2026** **Approved:**

I. PURPOSE

This policy explains the scope of Jackson County Library Services (JCLS) sponsored programs, the criteria for creating and then implementing those programs, and programming guidelines.

II. INTRODUCTION

JCLS provides diverse programs for all ages, free of charge, in its libraries and throughout Jackson County. Through diverse programming, JCLS helps individuals reach their potential and our communities thrive, connecting people to information, ideas, and each other. Library programs exist to disseminate knowledge, skills, and opportunities for growth. These engaging opportunities are meant to serve as an extension of JCLS's print and digital collections and services to the public.

III. SCOPE

JCLS programs support the organization's mission, vision, values, and strategic initiatives as well as promote the library's collections, services, and resources. Programs provide enriching experiences that reflect the informational and recreational needs and interests of the community. JCLS strives to provide programs that reflect and honor the diversity of backgrounds of our communities by promoting a culture of inclusion. Library programs are not meant to be all encompassing, but are, instead, a window into concepts, current events, literature, local history, art, and more.

IV. CRITERIA

JCLS aims to provide content that is accurate, engaging, and meaningful to residents of Jackson County.

JCLS honors the diversity of our community and uses Equity, Diversity, and Inclusion (ED&I) principles when planning programs. In addition to informational presentations, JCLS will provide programs that highlight the voices of marginalized communities.

Criteria for JCLS sponsored programs include:

- Advances the JCLS mission, vision, and values
- Strategic alignment
- Is relevant to the interests of Jackson County residents
- Meets a current need in the community
- Is accurate and timely
- Can be supported by available JCLS budget resources
- Can be supported by JCLS staff and/or local community partners

Presenters, authors, and performers are selected from JCLS staff and local, regional, and national resources based on their knowledge or expertise on a particular topic. JCLS staff will evaluate potential presenters to ensure they align strategically.

V. PROGRAMMING GUIDELINES

Jackson County Library Services upholds the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association.

While anyone is welcome to attend or not attend programs, or to determine if their minor children should attend, the freedom of others to attend library programs will not be restricted. JCLS does not stand in *loco parentis* (in the place of parents).

- Programs may be canceled due to weather, low registration, or unanticipated absence of the presenter. Canceled programs are not necessarily rescheduled.
- Library programs are free and open to the public. Presenters may not require a fee from attendees.
- Everyone can attend library programs, with some exceptions, whether or not they have a library card.
- Some programs may be restricted to certain age groups due to capacity limitations, learning objectives and/or content of the material being presented.
- A parent, guardian, or other responsible individual must remain on site for the duration of the program when a child in their care is age 10 or younger. Please refer to the Child Safety Policy for additional information.
- All other JCLS policies, including the Rules of Conduct, apply at library sponsored programs, whether inside the libraries or outside in the communities.
- Programs may include a variety of perspectives and viewpoints. JCLS sponsorship of a program does not constitute endorsement of the program's content or the views expressed by presenters or participants.
- Final review and approval of topic, content, and presenter will be the responsibility of JCLS staff.
- Programs are non-commercial; presenters may have a business affiliation, but no solicitation, recruitment, advertisement, or promotion for business purposes will be permitted. Business-related information such as brochures, flyers, and business cards may be made available to hand out as information only.
- Sale of books by authors is permitted when arranged in advance. All plans to sell such items must be approved by JCLS staff. Library staff are not available to assist in sales.
- JCLS does not collect personal information about attendees unless the program requires pre-registration. Any information collected for these purposes will not be shared.
- JCLS reserves the right to utilize photographs or videos taken at the library for publicity purposes in print and digital materials. All library patrons consent to the use of their photo, audio, or video image taken at the library during library events unless they specifically inform staff of an objection to such use. No names will be used in conjunction with captured media without express written consent.
- Use of copyrighted content in library programs without the proper licensing is a violation of copyright law. Performers, presenters, and musicians should only use material for which they have permission to use.
- JCLS welcomes groups and organizations to reserve meeting spaces at our facilities, but this does not constitute JCLS sponsorship of the program. Please review the Meeting Room Policy.

VI. REQUESTS FOR RECONSIDERATION OF PROGRAMS

Individual programs, which in and of themselves may be controversial or offensive to some patrons or staff, may be provided through the JCLS if their inclusion will forward the mission and strategic direction of Jackson County Library Services or increase the Library's ability to serve its community.

JCLS recognizes the rights of individuals to question library sponsored programs and has developed a process to address concerns. Groups or organizations may not submit a Request for Reconsideration of Library Programs. This process includes the opportunity for an individual to discuss their opinion with a librarian, to complete a written Request for Reconsideration of Library Programs form, and to request a review of the program by librarians responsible for JCLS sponsored programs and the Director. The Director will reply in writing to the individual. The decision of the Director may be appealed to the District Board. The Request for Reconsideration of Library Programs is attached to this policy (Attachment A).

The program in question will remain on the JCLS calendar pending the Director's written decision.

Request for Reconsideration of Library Programs

Date: _____

If you have concerns about library programs or events, please complete all sections of this form to ensure prompt consideration by JCLS staff.

PROGRAM FOR RECONSIDERATION

Title of Program: _____ Date/Time of Program:_____

Branch: _____

Intended Audience (Select all that apply):

____ Preschool ____Kids ____Teens ____Adults ____General

Did you attend the program? _____Yes _____No

Have you read the Program Policy in its entirety? _____Yes _____No

Please describe your concerns regarding this program:

What action would you like JCLS to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97501

JCLD Board Meeting **Agenda Item Memo**

November 18, 2026

Title: 2027 Holidays

From: Brynn Fogerty, HR Manager

Recommendation:

Human Resources Manager Brynn Fogerty recommends that JCLD approve the 2027 Holiday Closure Schedule as presented, for a total of twelve paid holidays.

Date	Holiday Observed
Friday, 1/1/2027	New Year's Day
Monday, 1/18/2027	MLK Jr. Day
Monday, 2/15/2027	Presidents' Day
Monday, 5/31/2027	Memorial Day
Friday, 6/18/2027 Saturday, 6/19/2027	Juneteenth*
Monday, 7/5/2027	Independence Day
Monday, 9/6/2027	Labor Day
TBD	Staff Day (Library Closed, Staff to attend event)
Monday, 10/11/2027	Indigenous Peoples' Day
Thursday, 11/11/2027	Veterans' Day
Thursday, 11/25/2027	Thanksgiving Day
Friday, 12/24/2027	Christmas Eve
Friday, 12/25/2027	Christmas Day

*Since the Juneteenth holiday falls on a Saturday, when a majority of staff are off, the District will be closed both Friday, June 18th and Saturday, June 19th. Staff who are scheduled to work both Friday and Saturday would take accrued leave for the additional day, or work with their supervisor to flex their schedule within the workweek.

Policies, Plans, and Goals Supported:

The holiday closure schedule reflects the policy outlined in the Employee Handbook.

Background and Additional Information:

This list of paid holidays aligns with the ones observed in 2026.

Budget Impacts:

For the 2027 calendar year, JCLD will provide twelve (12) paid holidays to all regular employees working 20 hours per week or more. The budgetary impact is neutral, as the holidays would be paid instead of regular wages.

Emergency Closures

Libraries may also need to be closed on a case-by-case basis due to inclement weather or other emergencies. The procedure for such closure decisions is outlined in the Employee Handbook:

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. Infectious disease outbreaks could also trigger an emergency. In extreme cases, these circumstances may require the closing of the District.

In the event that JCLS makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the Library Director, Assistant Director or Human Resources Manager.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via email and other appropriate communication channels.

Dependent upon the nature and duration of emergency closure, and at the direction of the Board of Directors, exempt employees will be paid for all absences, full day or partial day and should be available to work from home if necessary.

When Administration decides to close any branch library in response to an emergency, staff will be paid for their regularly scheduled hours during the time the library is closed. Staff should mark their time as Administrative Paid Leave on their time card for their regularly-scheduled shift. If staff chooses to leave work early or does not report to work when the library is open, they are not eligible to utilize Admin Paid Leave, but may, with supervisory approval, use available vacation hours.

Extended closures may require additional Board action and guidance.

Current Activity to Budget - % Used
September 2026 Combined
25% of Year

	2026-2027 Current Year Activity	2026-2027 Budget	Variance	Percent Used	
Interest Income	-	184,000	184,000	0%	
Current Property Tax Collections	124,901	16,300,000	16,175,099	1%	CY deposits start in Q2
Prior Year Property Tax Collections	55,855	250,000	194,145	22%	
Interest Income	101,396	372,000	270,604	27%	
Restricted Grant Revenues	123,961	843,620	719,659	15%	
Printing/Copying/Fines	12,905	50,000	37,095	26%	
Transfer In from Other Funds	-	458,000	458,000	0%	
Revenue Total	**419,018**	**18,457,620**	**18,038,602**	**2%**	
5001 - Salaries and Wages	1,830,705	8,240,000	6,409,295	22%	
5002 - FICA and Medicare- payroll taxes	135,598	610,000	474,402	22%	
5003 - Worker comp- payroll taxes	4,689	33,000	28,311	14%	
5004 - Health/Dental Insurnace	337,973	1,605,040	1,267,067	21%	
5005 - Retirement Contribution	126,446	578,000	451,554	22%	
5006 - Other Employee Benefits	2,331	27,620	25,289	8%	
5008 - Parking permits	5,071	23,000	17,929	22%	
5011 - HSA	14,028	83,000	68,972	17%	
5012 - Unemployment	12,837	136,340	123,504	9%	
5016 - Oregon Paid Family Leave	11,941	50,000	38,059	24%	
6004 - Auditing Services	2,000	44,000	42,000	5%	
6006 - Bank Fees/Interest Expense	757	4,000	3,243	19%	
6008 - Consultant Fees	30,100	174,000	143,900	17%	
6009 - Background Checks	40	1,000	960	4%	
6010 - Elections	-	45,000	45,000	0%	
6012 - Insurance	52,665	225,000	172,335	23%	
6013 - Legal Services	16,245	40,000	23,755	41%	Union negotiations
6014 - Memberships, Dues and Subscriptions	3,519	36,750	33,231	10%	
6015 - Supplies	52,025	317,620	265,595	16%	
6016 - Postage	5,327	16,010	10,683	33%	Quarterly reload of postage account
6018 - Travel- airfare, lodging,meals etc	-	3,000	3,000	0%	
6020 - Employee Cell Phone Allowance	1,800	12,000	10,200	15%	
6021 - Advertising/Recruitment	-	4,000	4,000	0%	
6022 - In District Mileage	10,187	43,500	33,313	23%	
6023 - In District meetings, meals, events	312	6,200	5,888	5%	
6024 - Professional Development	3,334	40,000	36,666	8%	
6025 - Volunteer Recognition	-	500	500	0%	
6026 - Staff Recognition	689	19,400	18,711	4%	
6031 - Alarm Services	3,090	3,000	(90)	103%	Annual billing
6032 - Building Repair/Maintenance	144,398	1,271,800	1,127,402	11%	
6033 - Custodial Services	164,410	680,000	515,590	24%	
6034 - Custodial Supplies	6,801	28,000	21,199	24%	
6036 - Landscape Services	39,689	190,000	150,311	21%	
6038 - Property Rental/Lease Expense	6	500	494	1%	
6039 - Security Services	60,347	270,000	209,653	22%	
6042 - Building Repair/Maintenance Non-Contract	5,020	50,000	44,980	10%	
6080 - Copier/Fax Expense	16,541	76,000	59,459	22%	
6081 - Equipment Repair/Maintenance	-	9,500	9,500	0%	
6082 - Facility Furnishing Expense	16,000	133,500	117,500	12%	
6084 - Minor Equipment	4,115	57,500	53,385	7%	
6085 - Computers and technology	4,760	177,400	172,640	3%	
6089 - Computer Software and Licensing	81,856	355,625	273,769	23%	
6106 - E Rate Services	13,616	44,000	30,384	31%	
6110 - SOHS contract	7,500	7,500	-	100%	Contract terminated
6111 - Advertising	7,527	49,800	42,274	15%	
6130 - Library Materials- physical	122,034	874,480	752,446	14%	
6131 - Library materials- digital	312,098	670,000	357,902	47%	Front loaded due to Overdrive independence transition
6132 - Library materials- other	12,280	142,000	129,720	9%	
6134 - Inter-Library Loan Fees	-	300	300	0%	
6140 - Professional Services	33,856	199,500	165,644	17%	
6145 - Printing Services	3,745	52,800	49,055	7%	
6207 - Electricity	72,975	309,900	236,925	24%	
6208 - Natural Gas	2,165	62,350	60,185	3%	
6209 - Garbage Service	5,642	27,275	21,633	21%	
6210 - Utilities	33,227	81,550	48,323	41%	Includes water bills from the summer. Should even out over full year.
6213 - Telecom-Voice and LD	9,541	32,000	22,459	30%	
6214 - Telecom-Wide Area Network	68,614	418,900	350,286	16%	
6218 - Telecom- Hot Spots	610	5,000	4,390	12%	
6300 - Maintenance & Fuel for Vehicles	3,730	25,000	21,270	15%	
6400 - Capital Outlay	4,423	445,750	441,327	1%	
6500 - Contingency	-	470,000	470,000	0%	
6600 - Interfund Transfers	-	208,000	208,000	0%	
7990 - Transfers Out to Other Funds	-	250,000	250,000	0%	
Expense Total	**3,921,229**	**20,096,910**	**16,175,681**	**20%**	
Net Income (Loss)	**(3,502,212)**	**(1,639,290)**	**1,862,922**	**214%**	

Budget Category Totals

Personnel	*2,478,348*	*11,375,000*	*8,896,652*	*22%*
Materials & Services	*1,438,459*	*7,318,160*	*5,879,701*	*20%*
Capital Outlay	*4,423*	*445,750*	*441,327*	*1%*

Current Activity to Budget - % Used
September 2026 General Fund
25% of Year

	2026-2027 Current Year Activity	2026-2027 Budget	Variance	Percent Used
Current Property Tax Collections	124,901	16,300,000	16,175,099	1%
Prior Year Property Tax Collections	55,855	250,000	194,145	22%
Interest Income	60,419	348,000	287,581	17%
Restricted Grant Revenues	55,116	365,900	310,784	15%
Printing/Copying/Fines	12,905	50,000	37,095	26%
Transfer In from Other Funds	-	208,000	208,000	0%
Revenue Total	**309,195**	**17,521,900**	**17,212,705**	**2%**
5001 - Salaries and Wages	1,830,705	8,230,000	6,399,295	22%
5002 - FICA and Medicare- payroll taxes	135,598	610,000	474,402	22%
5003 - Worker comp- payroll taxes	4,689	33,000	28,311	14%
5004 - Health/Dental Insurnace	337,973	1,605,040	1,267,067	21%
5005 - Retirement Contribution	126,446	578,000	451,554	22%
5006 - Other Employee Benefits	2,331	27,620	25,289	8%
5008 - Parking permits	5,071	23,000	17,929	22%
5011 - HSA	14,028	83,000	68,972	17%
5012 - Unemployment	12,837	136,340	123,504	9%
5016 - Oregon Paid Family Leave	11,941	50,000	38,059	24%
6004 - Auditing Services	2,000	44,000	42,000	5%
6006 - Bank Fees/Interest Expense	757	4,000	3,243	19%
6008 - Consultant Fees	30,100	174,000	143,900	17%
6009 - Background Checks	40	1,000	960	4%
6010 - Elections	-	45,000	45,000	0%
6012 - Insurance	52,665	225,000	172,335	23%
6013 - Legal Services	16,245	40,000	23,755	41%
6014 - Memberships, Dues and Subscriptions	3,519	26,250	22,731	13%
6015 - Supplies	23,930	132,050	108,120	18%
6016 - Postage	5,327	16,010	10,683	33%
6018 - Travel- airfare, lodging,meals etc	-	3,000	3,000	0%
6020 - Employee Cell Phone Allowance	1,800	12,000	10,200	15%
6021 - Advertising/Recruitment	-	4,000	4,000	0%
6022 - In District Mileage	10,187	43,500	33,313	23%
6023 - In District meetings, meals, events	312	6,200	5,888	5%
6024 - Professional Development	3,334	40,000	36,666	8%
6025 - Volunteer Recognition	-	500	500	0%
6026 - Staff Recognition	689	17,650	16,961	4%
6031 - Alarm Services	3,090	3,000	(90)	103%
6032 - Building Repair/Maintenance	132,940	531,800	398,860	25%
6033 - Custodial Services	164,410	680,000	515,590	24%
6034 - Custodial Supplies	6,801	28,000	21,199	24%
6036 - Landscape Services	39,689	190,000	150,311	21%
6038 - Property Rental/Lease Expense	6	500	494	1%
6039 - Security Services	60,347	270,000	209,653	22%
6042 - Building Repair/Maintenance Non-Contract	5,020	50,000	44,980	10%
6080 - Copier/Fax Expense	16,541	76,000	59,459	22%
6081 - Equipment Repair/Maintenance	-	9,500	9,500	0%
6082 - Facility Furnishing Expense	1,000	99,500	98,500	1%
6084 - Minor Equipment	4,115	57,500	53,385	7%
6085 - Computers and technology	4,760	177,400	172,640	3%
6089 - Computer Software and Licensing	81,856	355,325	273,469	23%
6106 - E Rate Services	13,616	44,000	30,384	31%
6110 - SOHS contract	7,500	7,500	-	100%
6111 - Advertising	7,527	49,800	42,274	15%
6130 - Library Materials- physical	110,525	818,500	707,975	14%
6131 - Library materials- digital	269,278	616,500	347,222	44%
6132 - Library materials- other	12,280	142,000	129,720	9%
6134 - Inter-Library Loan Fees	-	300	300	0%
6140 - Professional Services	12,959	58,200	45,241	22%
6145 - Printing Services	3,745	52,800	49,055	7%
6207 - Electricity	72,975	309,900	236,925	24%
6208 - Natural Gas	2,165	62,350	60,185	3%
6209 - Garbage Service	5,642	27,275	21,633	21%
6210 - Utilities	33,227	81,550	48,323	41%
6213 - Telecom-Voice and LD	9,541	32,000	22,459	30%
6214 - Telecom-Wide Area Network	68,614	418,900	350,286	16%
6218 - Telecom- Hot Spots	610	5,000	4,390	12%
6300 - Maintenance & Fuel for Vehicles	3,730	25,000	21,270	15%
6500 - Contingency	-	470,000	470,000	0%
7990 - Transfers Out to Other Funds	-	250,000	250,000	0%
Expense Total	**3,787,028**	**18,210,260**	**14,423,232**	**21%**
Net Income (Loss)	**(3,477,833)**	**(688,360)**	**2,789,473**	**505%**

Budget Category Totals

Personnel	*2,483,418*	*11,365,000*	*9,680,280*	*21.9%*
Materials & Services	*1,303,610*	*6,095,260*	*5,247,217*	*21.4%*

By Program

Public Services	*1,532,537*	*7,005,259*	*5,472,722*	*21.9%*
Support Services	*1,553,223*	*7,094,334*	*5,541,111*	*21.9%*
Community Engagement	*380,028*	*1,765,872*	*1,385,844*	*21.5%*
Administrative Services	*321,241*	*1,594,795*	*1,273,554*	*20.1%*
Transfers Out	*-*	*250,000*	*250,000*	*0.0%*
Contingency	*30,000*	*500,000*	*470,000*	*6.0%*

Current Activity to Budget - % Used
September 2026 Capital Improvement Fund
25% of Year

	2026-2027 Current Year Activity	2026-2027 Budget	Variance	Percent Used
Interest Income	0	184,000	184,000	0%
Interest Income	36,000	0	-36,000	0%
Transfer In from Other Funds	0	250,000	250,000	0%
Revenue Total	**36,000**	**434,000**	**398,000**	**8%**
6032 - Building Repair/Maintenance	11,458	740,000	728,542	2%
6400 - Capital Outlay	6	357,000	356,994	0%
6600 - Interfund Transfers	0	184,000	184,000	0%
Expense Total	**11,464**	**1,281,000**	**1,269,536**	**1%**
Net Income (Loss)	**24,536**	**-847,000**	**-871,536**	**-3%**

Budget Category Totals

Materials & Services	*11,458*	*740,000*	*728,542*	*1.5%*
Capital Outlay	*6*	*357,000*	*356,994*	*0.0%*

By Program

Support Services	*11,464*	*1,097,000*	*1,085,536*	*1.0%*
Transfers Out	*-*	*184,000*	*184,000*	*0.0%*

Current Activity to Budget - % Used
September 2026 Grant Funds
25% of Year

	2026-2027 Current Year Activity	2026-2027 Budget	Variance	Percent Used
Interest Income	4,977	24,000	19,023	21%
Restricted Grant Revenues	68,846	477,720	408,874	14%
Revenue Total	**73,823**	**501,720**	**427,897**	**15%**
5001 - Salaries and Wages	0	10,000	10,000	0%
6014 - Memberships, Dues and Subscriptions	0	10,500	10,500	0%
6015 - Supplies	28,095	185,570	157,475	15%
6026 - Staff Recognition	0	1,750	1,750	0%
6082 - Facility Furnishing Expense	15,000	34,000	19,000	44%
6089 - Computer Software and Licensing	0	300	300	0%
6130 - Library Materials- physical	11,509	55,980	44,471	21%
6131 - Library materials- digital	42,820	53,500	10,680	80%
6140 - Professional Services	20,897	141,300	120,403	15%
6400 - Capital Outlay	4,417	88,750	84,333	5%
6600 - Interfund Transfers	0	24,000	24,000	0%
Expense Total	**122,737**	**605,650**	**482,913**	**20%**
Net Income (Loss)	**-48,914**	**-103,930**	**-55,016**	**47%**

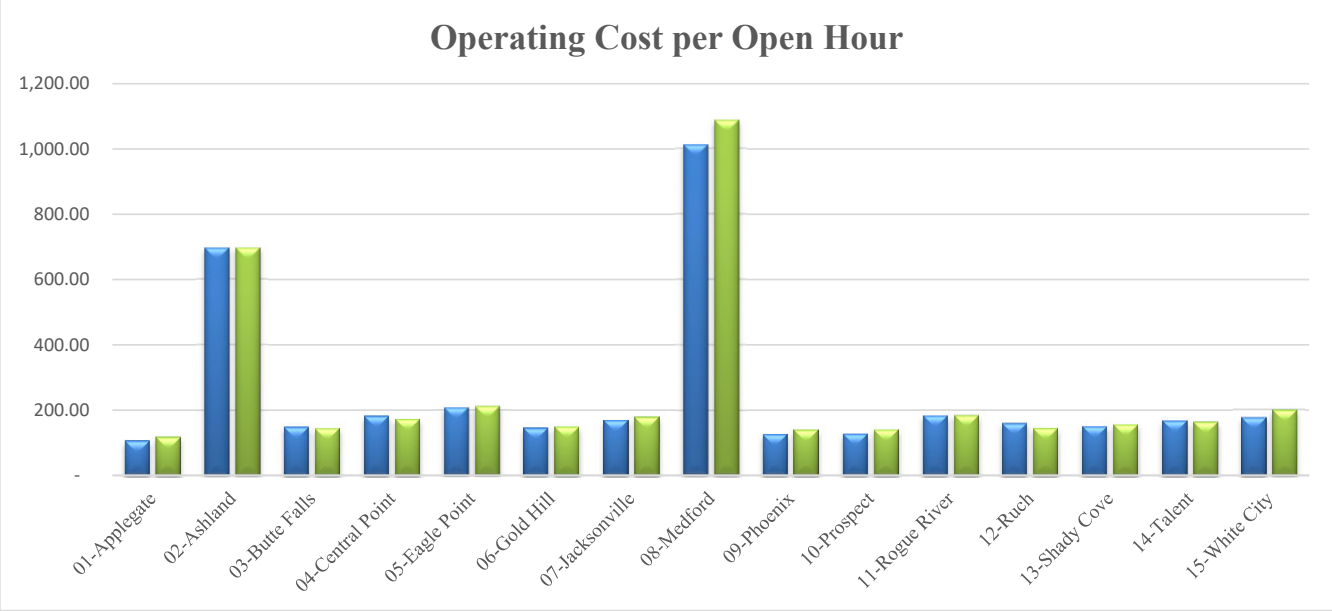
Budget Category Totals

Personnel	*-*	*10,000*	*10,000*	*0.0%*
Materials & Services	*118,321*	*482,900*	*364,579*	*24.5%*
Capital Outlay	*4,417*	*88,750*	*84,333*	*5.0%*

By Program

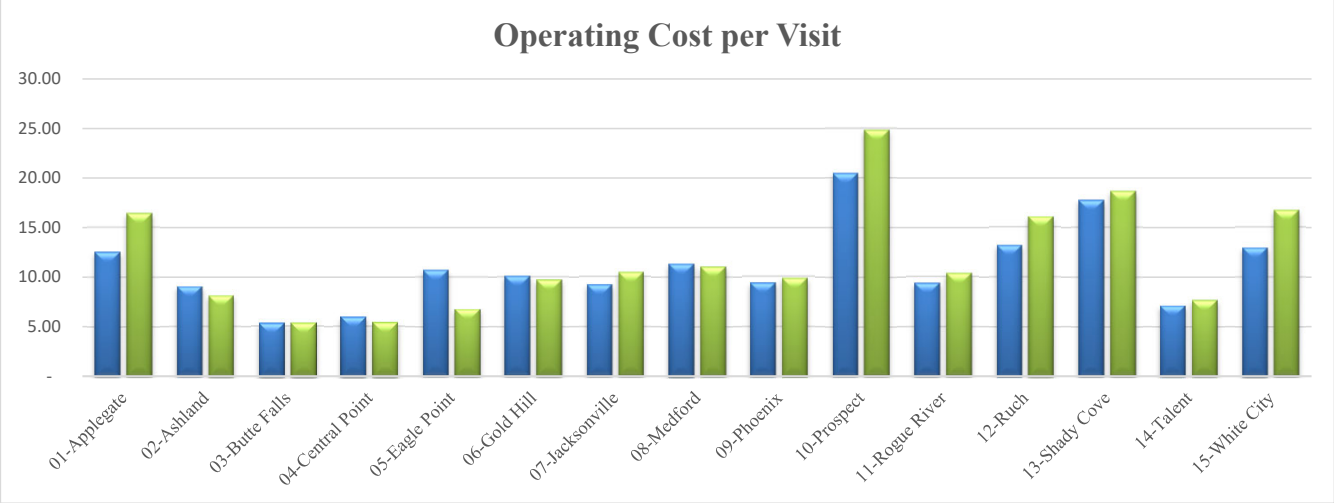
Public Services	*38,113*	*239,020*	*200,907*	*15.9%*	
Support Services	*73,746*	*232,230*	*158,484*	*31.8%*	Digital Materials
Community Engagem	*10,878*	*108,900*	*98,022*	*10.0%*	
Administrative Servic	*-*	*1,500*	*1,500*	*0.0%*	
Transfers Out	*-*	*24,000*	*24,000*	*0.0%*	

JACKSON COUNTY LIBRARY SERVICES



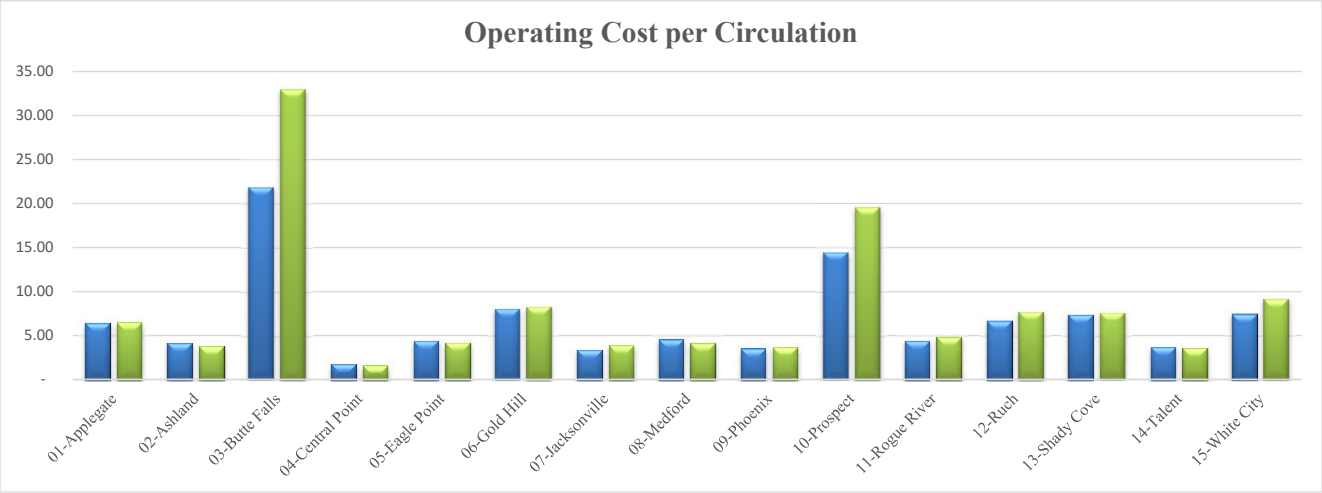
	NOT COMPARATIVE - 11 mos vs. 3 mos				COMPARATIVE - % and cost/visit			
	5/31/2026	*5/31/2026*	*9/30/2026*	*9/30/2026*	*5/31/2026*	***5/31/2026***	*9/30/2026*	***9/30/2026***
Branch	Total OP	Hours			% Total	Op Cost/ Hour	% Total	Op Cost/ Hour
01-Applegate	111,802	*1059*	32,194	*276*	5%	105.57	4%	116.65
02-Ashland	1,718,930	*2468*	406,844	*584*	11%	696.49	9%	696.65
03-Butte Falls	116,400	*781*	33,111	*228*	3%	149.04	4%	145.22
04-Central Point	350,918	*1910*	90,362	*518*	8%	183.73	8%	174.44
05-Eagle Point	381,597	*1827*	107,754	*508*	8%	208.87	8%	212.11
06-Gold Hill	176,662	*1211*	50,925	*340*	5%	145.88	6%	149.78
07-Jacksonville	244,898	*1448*	75,698	*424*	6%	169.13	7%	178.53
08-Medford	2,506,512	*2475*	635,062	*584*	11%	1,012.73	9%	1,087.43
09-Phoenix	185,943	*1480*	57,120	*412*	6%	125.64	7%	138.64
10-Prospect	132,871	*1048*	36,591	*262*	5%	126.79	4%	139.66
11-Rogue River	323,019	*1769*	93,136	*508*	8%	182.60	8%	183.34
12-Ruch	169,708	*1065*	45,015	*312*	5%	159.35	5%	144.28
13-Shady Cove	171,955	*1144*	46,124	*296*	5%	150.31	5%	155.82
14-Talent	322,380	*1912*	87,479	*532*	8%	168.61	9%	164.43
15-White City	264,102	*1485*	78,764	*394*	6%	177.85	6%	199.91
	7,177,695	*23082*	1,876,179	*6178*				

JACKSON COUNTY LIBRARY SERVICES



	NOT COMPARATIVE - 11 mos vs. 3 mos				COMPARATIVE - % and cost/visit			
	5/31/2026-11 mos		*9/30/2026-3 mos*		*5/31/2026*	*9/30/2026*	***5/31/2026***	***9/30/2026***
Branch	Total OP	Visits	Total OP	Visits	% of total	% of total	Op Cost/Visit	Op Cost/Visit
01-Applegate	111,802	*8903*	32,194	*1957*	1%	1%	12.56	16.45
02-Ashland	1,718,930	*190456*	406,844	*50122*	26%	25%	9.03	8.12
03-Butte Falls	116,400	*21648*	33,111	*6152*	3%	3%	5.38	5.38
04-Central Point	350,918	*58413*	90,362	*16593*	8%	8%	6.01	5.45
05-Eagle Point	381,597	*35544*	107,754	*15813*	5%	8%	10.74	6.81
06-Gold Hill	176,662	*17450*	50,925	*5237*	2%	3%	10.12	9.72
07-Jacksonville	244,898	*26526*	75,698	*7228*	4%	4%	9.23	10.47
08-Medford	2,506,512	*220496*	635,062	*57400*	30%	29%	11.37	11.06
09-Phoenix	185,943	*19796*	57,120	*5797*	3%	3%	9.39	9.85
10-Prospect	132,871	*6470*	36,591	*1471*	1%	1%	20.54	24.88
11-Rogue River	323,019	*34412*	93,136	*8976*	5%	5%	9.39	10.38
12-Ruch	169,708	*12841*	45,015	*2800*	2%	1%	13.22	16.08
13-Shady Cove	171,955	*9672*	46,124	*2470*	1%	1%	17.78	18.67
14-Talent	322,380	*45029*	87,479	*11368*	6%	6%	7.16	7.70
15-White City	264,102	*20364*	78,764	*4706*	3%	2%	12.97	16.74
	7,177,695	*728020*	1,876,179	*198090*				

JACKSON COUNTY LIBRARY SERVICES



5/31/2026-11 mos

	NOT COMPARATIVE - 11 mos vs. 3 mos						COMPARATIVE - % and cost/visit	
Branch	Total OP		Physical Circulation		Total Circulation		Op Cost/ Phys Circ	Op Cost/ Total Circ
01-Applegate	111,802	1%	*13573*	1%	*17521*	1%	8.24	6.38
02-Ashland	1,718,930	26%	*271648*	24%	*419789*	25%	6.33	4.09
03-Butte Falls	116,400	3%	*4726*	0%	*5322*	0%	24.63	21.87
04-Central Point	350,918	8%	*138578*	12%	*192219*	12%	2.53	1.83
05-Eagle Point	381,597	5%	*56809*	5%	*85377*	5%	6.72	4.47
06-Gold Hill	176,662	2%	*13406*	1%	*22073*	1%	13.18	8.00
07-Jacksonville	244,898	4%	*48551*	4%	*72502*	4%	5.04	3.38
08-Medford	2,506,512	30%	*363850*	32%	*546025*	33%	6.89	4.59
09-Phoenix	185,943	3%	*37046*	3%	*53174*	3%	5.02	3.50
10-Prospect	132,871	1%	*7983*	1%	*9196*	1%	16.64	14.45
11-Rogue River	323,019	5%	*54522*	5%	*72627*	4%	5.92	4.45
12-Ruch	169,708	2%	*19988*	2%	*25368*	2%	8.49	6.69
13-Shady Cove	171,955	1%	*15377*	1%	*23292*	1%	11.18	7.38
14-Talent	322,380	6%	*61155*	5%	*87595*	5%	5.27	3.68
15-White City	264,102	3%	*26678*	2%	*35586*	2%	9.90	7.42
	7,177,695		*1133890*		*1667666*			

9/30/2026-3 mos

	NOT COMPARATIVE - 11 mos vs. 3 mos						COMPARATIVE - % and cost/visit	
Branch	Total OP		Physical Circulation		Total Circulation		Op Cost/ Phys Circ	Op Cost/ Total Circ
01-Applegate	32,194	2%	*4006*	1%	*4976*	1%	8.04	6.47
02-Ashland	406,844	22%	*72138*	23%	*108348*	24%	5.64	3.75
03-Butte Falls	33,111	2%	*856*	0%	*1006*	0%	38.68	32.91
04-Central Point	90,362	5%	*40139*	13%	*54594*	12%	2.25	1.66
05-Eagle Point	107,754	6%	*18045*	6%	*25401*	6%	5.97	4.24
06-Gold Hill	50,925	3%	*3916*	1%	*6173*	1%	13.00	8.25
07-Jacksonville	75,698	4%	*13620*	4%	*19473*	4%	5.56	3.89
08-Medford	635,062	34%	*104175*	33%	*152298*	34%	6.10	4.17
09-Phoenix	57,120	3%	*11134*	4%	*15577*	3%	5.13	3.67
10-Prospect	36,591	2%	*1609*	1%	*1874*	0%	22.74	19.53
11-Rogue River	93,136	5%	*14537*	5%	*19226*	4%	6.41	4.84
12-Ruch	45,015	2%	*4488*	1%	*5844*	1%	10.03	7.70
13-Shady Cove	46,124	2%	*4227*	1%	*6083*	1%	10.91	7.58
14-Talent	87,479	5%	*17795*	6%	*24568*	5%	4.92	3.56
15-White City	78,764	4%	*6251*	2%	*8671*	2%	12.60	9.08
	1,876,179		*316936*		*454112*			

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

Author Visit – Laila Lalami

The highlight of October programming was having author Laila Lalami visit our Medford branch. Laila Lalami is the author of six books, including The Moor's Account, The Other Americans, and her most recent fiction novel, The Dream Hotel, which was a national bestseller, was longlisted for the Women's Prize, and was a finalist for the Edgar Award. Lalami is an outspoken advocate for free expression and regularly contributes to discussions regarding the systemic removal of marginalized authors and texts. This made her the perfect author to host during Banned Books Week. She discussed The Dream Hotel, censorship, banned books, outsider perspectives, and what it means to be a citizen.

Rebel Heart Bookstore from Jacksonville was there and facilitated the book sale portion of the event, selling the brand new paperback release of The Dream Hotel.The previous day, Lalami was the guest at a private event, hosted by Jackson County Library Foundation where answered questions about her work and writing, signed some books, and chatted with guests about whether or not her book is considered speculative fiction.

Additionally, Lalami did an interview with our marketing department to be hosted on our YouTube channel. https://www.youtube.com/watch?v=eKA0j8Ls7DE&t



Ashland Mystery Fest
For the fourth year running, Ashland Adult Services collaborated with Travel Ashland to help host the Ashland Mystery Fest.

On the weekend of October 8th-11th, mystery authors and readers converged on Ashland for workshops, receptions, and author meet-ups, including two held at the Ashland Branch.

Friday's workshop was for young authors and adults interested in writing mysteries for young readers, and Saturday's panel featured four cozy mystery book influencers, recommending favorites to add to the audience members' lists



Thaddeus Crawford, Community Resource Manager, had his work recognized by the local CONNECT Group that gathers to collaborate on issues facing the unhoused in the area. Each month they highlight a community partner in the Rogue Valley who is involved in social services, homelessness advocacy, or other community-based support efforts and in October, they selected Thaddeus' good work.

ILS Administrator Kris Becker was selected by ByWater Solutions, JCLS's ILS hosting and support partner, as the October 2026 Librarian of the Month. Nominated by ByWater's Vice President of Strategic Partnerships who said, "Kris is an active and engaged member of the open source community and we are so grateful for all she does!"

Information Technology
October was Cybersecurity Awareness Month, making it a fitting time for JCLS's IT Department to launch a new staff cybersecurity training program. During an All Hands virtual training, IT Manager Jessica Appolonio shared practical cybersecurity tips and introduced the new program, which includes ongoing training and phishing simulations. Building staff awareness strengthens JCLS's security while also giving employees practical knowledge they can share with patrons and apply at home.

Upper Rogue
Eagle Point



A 9-year-old patron worked with Branch Manager Masyn Phoenix and his parent to create an engaging display about cryptids and spooky entities, sharing his interests with the community.



Eagle Point Library also hosted its annual Boo Bash, where families enjoyed costumes, games, crafts, candy, and a special visit from a local balloon artist.

White City

The White City Team was invited to participate in the STEM Literacy Night at Table Rock Elementary. The team promoted Spark Space Programming, especially Dinovember, had a talk with students and parents about the library, all that they offer, as well as had the opportunity to participate in an activity of sorting pre-historic animals into dinosaurs or not dinosaurs. Everyone had an amazing time, and the staff were excited to participate in such an engaging event.



Spark Space Hours Presents: Potions 101 at White City. For Potions 101 kids learned about chemistry, in particular, carbon dioxide and the CO2 cycle. We did some "magical" demonstrations with red cabbage liquid and various compounds (vinegar, dish soap, baking powder), and CO2 in its solid form (dry ice). Everyone got to make a couple of magic potions, and a lava lamp in a plastic cup, to take home.

The White City Branch was closed from Saturday, September 26th – Tuesday, October 6th for an extensive flooring replacement project. The well-worn carpet was original to the building and was replaced throughout, including the community meeting room. Additionally, the staff area, which had all been carpeted, now has a new durable vinyl flooring.







Butte Falls

On October 24, 2026, the Butte Falls branch hosted Haunted Jackson County: Medford Paranormal Investigations. The Jackson County Paranormal Society shared their experiences and discussed what goes into investigating reported paranormal activity. This presentation gave curious patrons and staff a chance to learn more about paranormal investigations, the equipment and methods used, and some of the strange and spooky experiences investigators encounter. It was an entertaining program for those interested in the unexplained!

Lower Rogue

Ruch







The Ruch Branch celebrated a festive October with fall decorations, a Día de los Muertos ofrenda, and Halloween activities. Families painted mini-pumpkins, added sugar skulls and photos to the ofrenda, and enjoyed staff costumes, candy, stickers, and trick-or-treat bags throughout the month. [insert pics]

Rogue River



Rogue River engaged with hundreds of people the Friday before Halloween. In addition to having front row seats for the town's Halloween Parade, the branch saw an endless stream of families and trick-or-treaters following the parade.

Bear Creek

Talent

The Talent Library Club (Friends of the Talent Library) held their Fall Book Sale in conjunction with the Harvest Festival, and it was the biggest they have experienced since the COVID pandemic. More than twice as many patrons attended as for past sales, and donations were more than doubled. All kids who came to the sale were able to walk away with a free children's book of their choosing.

Ashland



Ashland Branch staff partnered with the Foundation and Marketing to host an October 16th reception celebrating the new stained glass artwork, ROY G. BIV in Art Deco, by local artist Dal Yockey. Patrons, staff, board members, and community guests gathered to enjoy refreshments and learn about the artwork. Since its installation, the piece has received overwhelmingly positive feedback for its beauty and craftsmanship.

Ashland children's services had a busy October. Kicking it off was the SOPBS Sesame Street Special Event. With over 140 people attending it was a huge success. Anna Ford, Education Manager and Youth Media Producer for SOPBS, was impressed by the connection the children's team has with children and families of the Ashland community, noting that the team seemed to know so many of the children by name. This program was provided throughout the system, with successful events in Central Point and xxx as well.



The team offered a variety of fun Halloween programs as well this month. One of the most popular was the annual Puking Pumpkins stem program. The team all dressed as Mad scientists as each tried a different variation of the elephant toothpaste recipe. Some were successful and some not so much. Nevertheless, it was a learning experience for everyone.

Central Area

Medford

The October Windows in Time programs at the Medford and Ashland Libraries connected attendees directly to primary historical resources. Three participants (Jessie Spero, Maya Reames, and Michele Scherer) from the Barter Fair that occurred in Williams, Oregon shared their memories from The Barter Fair beginning in 1978 through the 1990s. Attendees heard why The Barter Fair acquired a skunk as a mascot, in 1988, the origins of the corn dance and why it was performed, and why the popularity of The Barter Fair drew the attention of Jackson County's commissioners and sheriff.



To foster a welcoming and inclusive environment, Medford Adult Services Team has added seasonal gnomes and decor behind the upstairs reference desk. It started this past spring when Library Specialist Jackie McGarry recommended to Adult Services Librarian Carrie Tannehill that the department order gnomes for spring and summer. They were well received by patrons and staff that their department has gotten more gnomes for the different seasons. Pictured are the gnomes for the spooky season.

Central Point

Working with Crater High School and JCLS Human Resources department, Central Point welcomed a new high school intern for a brief work study appointment at the library. This is the second time the library has supported this type of partnership in the last six months, helping students develop professional skills to take into the world after graduation.

Community Resources

Thanks to recent grant funding from the Oregon Community Foundation (OCF), the Community Resource Team (CRT) was able to purchase approximately 500 RVTD bus tokens along with a substantial number of 6-Ride RVTD passes. These transportation resources will help patrons overcome barriers to accessing employment, housing, healthcare, and other essential community services, while the multi-ride passes provide more reliable and consistent transportation support for individuals working toward long-term stability.

Across individual referrals, CRT coordinated with partners including ACCESS/SSVF, Rogue Retreat, Community Works, Options of Southern Oregon, Goodwill, the VA, Oregon DHS, Asante Rogue Regional Medical Center, and local housing and education providers. October's extended interactions demonstrate that CRT's impact extends beyond distributing supplies. Staff provided hands-on navigation, timely warm handoffs, follow-through, and cross-agency coordination—often helping patrons address multiple interconnected barriers to housing, benefits, health care, identification, transportation, and employment.

Housing, safety, and crisis response:
Staff supported housing searches and rapid-rehousing inquiries, coordinated referrals involving Community Works and Options of Southern Oregon, and helped connect a patron to Kelly Shelter. CRT also coordinated with Asante discharge planners and ACCESS to arrange a respite-bed plan following a hospital stay.

• Veteran and benefits navigation:
Staff assisted veterans with VA disability and DIC paperwork, military-record/discharge documentation, and connections to VA, Veterans Service Office, and Supportive Services for Veteran Families (SSVF) resources. A former SSVF participant who had relocated out of state was connected with the appropriate SSVF program in Michigan.

• Basic needs and stability:
Interactions included transportation assistance and bus passes, Goodwill vouchers for household appliances, replacement birth-certificate and state-ID paperwork, and practical help resolving a service-provider issue.

• Employment, education, and health information:
Staff shared JCLS employment and résumé resources, supported a housing-and-employment follow-up, provided GED information through Rogue Community College, and listened to a patron seeking mental-health care.

Community Engagement

Outreach to Childcare Library Specialists Bethany Peabody and Eva Nava visited the Rogue Valley Growers Market at Hawthorne Park, distributing 61 new books to children and engaging with over 80 market patrons. This visit is a wonderful opportunity to directly engage with our community's families and local vendors on a more personal level.

Tech Ed
Technology Education Specialists Leia Pastizzo and Jordana Cordovi continued Computer Basics instruction for clients at Rogue Retreat. The program introduced a new cohort of participants to fundamental computer skills, building on a successful partnership that provides technology education opportunities to individuals working toward greater stability and self-sufficiency. Through hands-on instruction and individualized support, participants gained practical skills that can improve access to information, employment resources, communication tools, and everyday digital services.



Technology Education Specialists Luntha Tahuna and Ryan Murphy established a new partnership with The Siskiyou School, providing seventh- and eighth-grade students with introductory Google Workspace instruction. The classes introduced essential digital collaboration and productivity tools, building foundational skills for academic and future success.

Marketing

Halloween Swag
Marketing produced Halloween items, including stickers and mini-tote bags. They were distributed at all branches and at Outreach events during October. Totes were quickly all given out, and Marketing re-ordered stickers mid-October to replenish stock.

New Rack Cards & Brochures
Marketing designed new rack cards and welcome brochures for the entire system. These were printed during October, and the team plans to distribute these to all branches and the Outreach teams during November for implementation.

Social media promotion during October include:

- National Friends of the Libraries week, October 18 - 24
- Landscape Design: Fire Mitigation Issues to Consider – Jackson County Master Gardener video presentation
- Storytime Explorers, a storytime program at Jacksonville in partnership with the Storytelling Guild
- LEAP bag collection
- Halloween events at JCLS
- A Halloween reel filmed with Keith Rosson during his visit and author talk in September.

Social Media
Facebook & Instagram, Threads, & BlueSky



Social Media Stats: Facebook, Instagram, Threads, & Bluesky





JACKSON COUNTY LIBRARY DISTRICT (JCLD)
FINANCE COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
November 2, 2026 at 4:00 p.m.

MINUTES

ATTENDEES
Present: Committee members Marissa Shepherd, Kevin Keating, Frank Phillips, and Heather Malepsy.

NEW BUSINESS
Finance
The Finance Committee reviewed the current audit, first-quarter financial reports, and budget performance across all funds. The audit remains on track with no significant issues identified, and a clean audit is anticipated. Financial variances were primarily attributed to timing, including delayed tax revenue, front-loaded digital materials, and annual expenses. Legal fees related to union negotiations will continue to be monitored. The Committee also reviewed interest income allocations, LGIP investments, branch performance metrics, and individual budget line items, identifying building maintenance, custodial services, translation services, and marketing effectiveness as areas for further review.

The Committee discussed future budget planning and the importance of aligning financial decisions with strategic priorities and service needs. A February budget study session will be planned with the full Board and administrative team, with the new director included in the process. Recruitment for three Budget Committee vacancies is ongoing. Malepsy will also prepare an updated five-year financial forecast once the new director's compensation is finalized, targeting January.

NEXT MEETING DATE
May 3, 2026, at 4:00