

Board of Directors
Regular Meeting Agenda
Tuesday, December 15, 2015, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President



- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | VanOrman |
| II. Conflicts or potential conflicts of interest | VanOrman |
| III. Approval of minutes from November 17, 2015 meeting (ACTION) | VanOrman |
| IV. Open forum for the general public | VanOrman |
| V. Reports | |
| i. Friends update | VanOrman |
| ii. Foundation update | Snyder |
| iii. October and November financial statements | Nielsen |
| iv. Director's report | Nielsen |
| VI. Previous business | |
| i. Christmas and New Year's Eve holidays (ACTION) | Nielsen |
| ii. Strategic plan schedule | Nielsen |
| VII. New business | |
| i. Board Governance Policy revision (ACTION) | Nielsen |
| ii. Gardens maintenance and funding (ACTION) | Nielsen |
| VIII. Agenda items for next meeting | VanOrman |
| IX. Adjournment | VanOrman |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Board of Directors
Regular Meeting Agenda, Supplementary Info

Tuesday, December 15, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

VanOrman

II. Conflicts or potential conflicts of interest

VanOrman

III. Approval of minutes from November 17, 2015 meeting (ACTION)

VanOrman

Attachments:

- III. Draft minutes of November 17, 2015, meeting

IV. Open forum for the general public

VanOrman

V. Reports

i. Friends update

VanOrman

The Friends of the Library did not have a regular meeting in December but did hold their annual potluck. About sixty people attended. This year was a bit more exciting than usual as a stray napkin caught on fire from a candle and set off the fire alarm. Other than that, a good time was had by all! The Hood River County Reads committee continues finalizing details of their event, including plans for mountain rescue and ecology programs.

ii. Foundation update

Snyder

The Library Foundation also took a break for December. They did, however, meet to mail out their annual end-of-year giving letters.

iii. October and November financial statements

Nielsen

Attachments:

- V.iii.a. October 2015 financial statements

The November financial statements were unavailable at the time the meeting packet was distributed. With the November property tax deadline, the District now has received about 93% of the current year taxes budgeted for 2015-16 and 77% of the budgeted previous years' taxes. As of November 30, we have \$1,110,716 in our account with Hood River County.

As of the end of October, we appear to be at or under expected expenditure levels for most line items.

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iv. Director's report

Nielsen

Attachments:

- V.iv.a. November 2015 statistics
- V.iv.b. November 2015 programs

Facilities

- The Hood River Library fire alarm installation will be completed on Friday, December 11. The system will be inspected by the City shortly after, and staff will be trained.
- Hood River Library has been floated as a possible backup emergency operations center for the County should the County Administration Building be inoperable. This is due to the library's proximity, recent construction standards, and gas heat. I will let you know if further things develop on this front.
- The branches have been decorated for the holidays, including snowflakes that are now hung in the Hood River Library atrium windows.
- I am beginning more formal talks with the Yasui family on siting a memorial to free speech and recent Presidential Medal of Freedom winner Minoru Yasui in the Gardens.
- None of the branches experienced damage from any of the recent storms.
- Power outlets for the redesigned circulation area at Hood River Library are now fully functional.

Personnel and administration

- John Schoppert and I will attend the Special Districts Association of Oregon conference in Sunriver in early February.
- Unfortunately, Cataloging Specialist Sarah Samuels will not be able to work with the District as often as she has. She will continue on part-time, but we currently are finalizing promoting another staff member to the 30-hour per week Cataloging Specialist position, which will start later this month. We also are combining two more clerk positions into full-time positions.
- I meet with City staff next week to address deficiencies in the new State Street sidewalk, replaced as part of the urban renewal process.

Programs and services

- The District is having a Fine Forgiveness Week on December 15-19. Any late fines or replacement card charges will be waived for anyone who comes to one of our branches. Other charges, such as for lost/damaged items, will not be waived. We are doing this to try to encourage people to use the libraries. This will not be an annual/regular event.
- Free parking in downtown Hood River runs from December 14-26.

Statistics

- Circulation of District-owned materials at District locations in November 2015 increased 7% over last year.
- November 2015 program involvement increased 22% over last November.
- We had a 19% year-over-year increase in the number of patrons using their library cards in November.
- Library2Go usage saw a 10% increase.

VI. Previous business

i. Christmas and New Year's Eve holidays (ACTION)

Nielsen

Attachments:

- VI.i. Proposed revisions to Personnel Policies

At the November 17 meeting, Board members expressed interest in adding Christmas and New Year's Eve as half-holidays for employees with holiday benefits. The libraries typically close at 2.00p on those days. Adding this benefit would give a full-time employee four hours each day of paid holiday leave. This will be pro-rated, so a thirty-hour per week employee would get three hours leave, etc. Proposed changes to the Personnel Policies are attached.

ii. Strategic plan schedule

Nielsen

Attachments:

- VI.ii. Draft strategic plan schedule from Hummel's proposal

On December 9, Assistant Director Rachael Fox and I met with strategic planning consultant Penny Hummel to go over plans for the 2016-21 strategic planning process. The meeting was productive, and we largely agreed to with the schedule Hummel suggested in her original proposal, which is attached. Here are a few details to add to that schedule.

- At the January 19 Board meeting, the Board along with Fox, Outreach Specialist Patty Lara-Martinez, and I will discuss the process and brainstorm names of people to invite to the one-day planning retreat, which hopefully will have about 45-60 people attending.
- In January, Hummel will interview five key stakeholders/community leaders. After carefully considering the many perspectives we'll need and coming up with a long list of people, I'm suggesting that the five individuals be Hood River County Administrator David Meriwether, Executive Director of the Next Door Janet Hamada, School District Superintendent Dan Goldman, former mayor and owner of Animation Toolworks Arthur Babitz, and former head of the library PAC and current Executive Director of the Hood River Valley Residents Committee Heather Staten. I believe that these five will give a varied view of the issues that we face around the county and will bring inside and outside knowledge regarding how the District can serve community needs. I am open to suggestion, however, if the Board feels that it would like other perspectives.
- On February 8-9, Hummel hopes to conduct six focus groups. We decided on the following six groups: Friends of the Library, Library Foundation, staff, teens, Spanish speakers, and seniors.
- On Saturday, April 2, we hope to have the day-long planning retreat with 45-60 community members identified in January.
- A draft plan should be available in April, with the final presented in May.

Please let me know if this schedule seems amenable to you and if you have suggestions.

VII. New business

i. Board Governance Policy revision (ACTION)

Nielsen

Attachments:

- VII.i.a. Proposed revisions to Board Governance Policy
- VII.i.b. Resolution 2015-16.07, amending Board Governance Policy

The Board tries to reviews its policies annually to ensure that they're consistent and current. Attached are some proposed revisions. They're mostly simplified wording and corrections/updates to the statute references. At the request of the Board, the section about Board training also clarifies that members should be engaging in training activities regularly. Here are a few other noteworthy proposed changes:

- p.2, II.B: Clarifying that officer elections occur at the start of the July meeting.
- p.3, III.A.IV: Removing that the the Board oversees District operations to be consistent with III.A.III.
- p.3, III.A.VIII.b: Noting that the Budget Officer typically is the Library Director.
- p.3, III.A.X: Clarifying that the Board approves contracts that exceed the Library District's spending authority.
- p.4, IV.A.II: Clarifying that public comment does not have to be allowed at every meeting but still providing for it at every regular meeting. This section also clarifies that the President may cut off people making ad hominem attacks.
- p.5, IV.K.I: Making the anti-discrimination section to be consistent with the Personnel Policies.
- p.6, IV.N: Clarifying that electronic meetings have the same notice requirements as in-person ones.
- p.6, VII.A: Clarifying that a majority of the Board must vote in favor of amendments to this policy.

If you have other suggested changes, please let me know.

ii. Gardens maintenance and funding (ACTION)

Nielsen

Attachments:

- VII.ii.a. Statement of work for 2016 Gardens maintenance
- VII.ii.b. Proposal for Gardens maintenance from Walker's Landscaping

I updated the Statement of Work in 2016 for our current Gardens maintenance contractors, Walker's Landscape Maintenance. The new SoW includes mowing lawns and clearing leaves starting in July. It includes several updates/additions:

- Adding areas that need to be kept cleared/maintained including the Oak and Sixth Street sidewalks, utility driveway and parking spaces, and turf areas.
- Lowering the maximum height of trees to be pruned to 15', to be consistent with licensing from the contractors.
- Preparing plants for winter weather.
- Mowing and edging turf areas.

In response, Walker's Landscape Maintenance submitted the attached proposal at a cost of \$14,820. This likely seems rather steep, but there are a few factors to consider:

- Hood River County previously has been responsible for mowing/edging of turf areas

- Some additional clearing has been added to ensure safety and appearance.
- Fertilizer is included as part of the bid, something which we previously has been separately billed.
- Some irrigation maintenance has been added in, something for which we've previously had to contract separately.
- The cost would include year round service, something we have not had before but that would be very helpful. Previously we've had to hire WINGS to do cleanup after storms and such, but it would be helpful to have a consistent company doing the work. We would continue using WINGS for snow/ice removal and furniture upkeep.

Currently, we pay Walker's \$592 per month. They have found that the Gardens take more care than they expected, which does not surprise me. The Public Works Director of Hood River County says that the contract they have to take care of the library lawns costs about \$360 per month. That contract goes through June of 2016. Thus, the current monthly cost on the Gardens is \$952. Walker's proposal is \$1,235. For comparison the Library Foundation previously paid Steve Alford Landscaping solely to take care of the plant beds (no turf areas, pathways, etc.). The most recent figures I have, from 2008, show that the Foundation paid Alford \$936/month for that work alone.

The staff have been impressed by Walker's work, and I would highly recommend continuing the contract with them for the next year. One thing to keep in mind is that this quote only includes mowing/edging of turf areas for half the year, so the 2017 figures may be larger. However, I have every trust in Wade Walker's integrity, and I believe that if he can find ways to save us money without sacrificing quality, he will.

I also am aware that these costs are difficult to swallow. \$15,000 is the equivalent of about 15% of what we spend on collection materials annually. I would like to explore with the Library Foundation the possibility of find more permanent ways to support the Gardens' upkeep. This could include annual giving programs aimed at the Gardens as well as perhaps creating a fund for the Gardens in the Gorge Community Foundation. I also am wondering if the descendants of Georgiana Smith might be interested in helping support the Gardens. I would welcome ideas from the Board on sustainable ways to pay for upkeep of the Gardens as well.

VIII. Agenda items for next meeting

VanOrman

- 2014-15 audit presentation
- Strategic planning session

IX. Adjournment

VanOrman

Board of Directors
Regular Meeting Minutes
Tuesday, November 17, 2015, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Suzanne VanOrman, President
Minutes prepared by Library Director Buzzy Nielsen



Present: Buzzy Nielsen (staff), Jean Sheppard, Sara Snyder, Alexia Vaivoda.

I. Additions/deletions from the agenda (ACTION)

Vaivoda

Vice-President Vaivoda called the meeting to order at 7.04p. Nielsen reported that VanOrman was unable to attend due to inclement weather and a power outage. Snyder moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Vaivoda

None stated.

III. Approval of minutes from October 20, 2015, meeting (ACTION)

Vaivoda

Snyder noted that she was not present at the meeting and thus did not comment about the minimum wage increase at the meeting. Nielsen clarified in the minutes that this was a conversation Snyder and he had earlier. She also said that FSA stands for Flexible Spending Account, not Flexible Savings Account. Both corrections were made in the minutes. Sheppard moved to approve the minutes as corrected. Snyder seconded. The motion carried unanimously.

IV. Open forum for the general public

Vaivoda

No public present.

V. Reports

i. Friends update

Nielsen

In addition to the written report, Nielsen said that the Friends mailed out their holiday potluck invitations. He also showed a photo of a pine marten on Mt. Hood that a local ecologist sent the Hood River County Reads committee. The Friends hope to use the photo with Hood River County Reads 2016 publicity for the book *Martin Marten* by Brian Doyle.

ii. Foundation update

Snyder

Other than the written report, Nielsen reported that the Foundation might send a fundraising letter to all addresses in Cascade Locks asking for support for the Cascade Locks branch move.

iii. October financial statements

Nielsen

The October financial statements were unavailable during the meeting. Nielsen will distribute when he receives them.

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iv. Director's report

Nielsen

In addition to his written report, Nielsen noted the following:

- The Special Districts Association of Oregon conference will be in Sunriver on February 4-7. Nielsen plans to attend. He asked if any Board members would also like to attend. Snyder expressed earlier in an email that she would attend if no others wanted to go. Vaivoda said she might be able to go. Sheppard can't.
- The Sage User Council met on November 17. They discussed many possible changes/improvements to the consortium including hiding lost and missing items in the catalog to help patrons find available items, increasing the number of renewals on items, and upgrading our software to the latest version in December.
- Due to many staff taking time off, the libraries will be closed on December 26 in addition to closing at 2.00p on the 24th and being closed all day on the 25th. The 24th and 26th will not be paid holidays. Board members expressed interest in adding half holidays on December 24 and 31. Nielsen will bring a change to the Personnel Policies to the next meeting.
- On November 19, Nielsen will join other local government officials for a tabletop virtual emergency response activity that will focus on areawide long term power outages. There is a possibility that Hood River Library may act as a shelter.
- On November 16, the White House announced that Minoru Yasui, a civil rights activist from Hood River, was selected for the Presidential Medal of Freedom. Nielsen will begin working with the family on the possible siting of a basalt stone memorial for Yasui in the Georgiana Smith Memorial Gardens.
- We received the annual update to our unemployment tax rate from the State of Oregon. It will reduce from 1.8% to 1.3%. This should save the District between \$2,000-2,500 in 2016.
- A wall of the Storybook Theatre recently was repainted a brilliant yellow, as selected by children's staff. The painting was prompted by the sealing of several potentially dangerous holes on the west wall.
- Fire alarm installers discovered that the atrium has four sets of emergency lights. For some reasons, they were never properly hooked up, so electricians will be coming on November 18 to turn them on.
- Our HVAC at Hood River Library has had some issues. A minor leak is being fixed in the boiler. However, the circuit board for our rooftop air handling unit needs to be replaced. The part won't be in until January. Fortunately, the part mainly affects cooling the building, so the building temperature is still comfortable. To further help with climate control, astragal was installed on the main double doors. This should release less heat and cooling from the space.
- Circulation of District-owned items at District locations in October increased 1.7% over last year. The District also has continued to increase as a net lender in Sage. October program involvement increased 4.6% over last October.
- Cascade Locks branch closed early on November 17 due to a partial power outage in the city.

VI. Previous business

There was no previous business.

VII. New business

i. Strategic planning consultant (ACTION)

Nielsen

The Board discussed three proposals to lead its 2016-21 strategic planning process. Proposals were received from Barbara Briggs of Hood River, Penny Hummel of Portland, and Ruth Metz of Portland.

Nielsen summarized the proposals and discussed what he knew of the three consultants from his experiences. The Board discussed the implications of having a consultant with strong local knowledge versus knowledge of the library profession. Based on its merits, Board consensus was to accept Hummel's proposal. Snyder moved to accept the proposal from Penny Hummel Consulting for \$12,999 to lead the District's 2016-21 strategic planning process. Sheppard seconded. The motion carried unanimously. The Board hopes to see a draft strategic planning schedule by end of 2015.

ii. Sidewalks

Nielsen

The Board discussed the City of Hood River's upcoming creation of a Local Improvement District (LID) to charge property owners within the Front and State Street urban project for their sidewalks. They discussed concerns with the LID being created after the project had already occurred, but the Board's main concern was the quality of the sidewalk. There are several cracks, improper seals, and areas of flaking concrete. Snyder spoke with Nielsen earlier about the LID. She was not interested in remonstrating from the LID but emphasized that the sidewalk quality is poor. The Board agreed that they do not want to remonstrate but that they expect to see sidewalk deficiencies corrected before paying. Nielsen will bring this to the attention of City staff.

iii. Medical insurance renewal (ACTION)

Nielsen

Nielsen presented the annual medical insurance renewal. Based on suggestions from the District's employee benefits agent of record, BCI Group, he recommends continuing with PacificSource for medical, mental health, prescription, and vision coverage and Guardian Life Insurance Co. of America for dental insurance. Board members generally agreed with renewing insurance in its current form. However, they suggested that we should consider alternatives next year, including perhaps funding dental insurance through a FSA. For the 2017 renewal, the Board plans to look more creatively at employee health benefits. Snyder moved to renew employee health insurance with PacificSource and Guardian Life Insurance Co. of America for the 2016 calendar year. Sheppard seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

Vaivoda

- Board Governance Policy revisions
- 2014-15 audit presentation
- IGA for Cascade Locks Library move
- Loss prevention plan
- Schedule for 2016-2021 strategic planning
- Personnel Policy revisions adding half holidays on December 24 and 31

IX. Adjournment

Vaivoda

The meeting adjourned at 8.06p.

Hood River County Library District
Balance Sheet - Cash Basis
October 31, 2015

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$128,846				\$128,846
Cash with Hood River County	428,454	\$53,640	\$80,377	\$7,206	569,677
Petty cash	416				416
Total Current Assets	<u>557,716</u>	<u>53,640</u>	<u>80,377</u>	<u>7,206</u>	<u>698,939</u>
TOTAL ASSETS	<u>\$557,716</u>	<u>\$53,640</u>	<u>\$80,377</u>	<u>\$7,206</u>	<u>\$698,939</u>

LIABILITIES & FUND BALANCES

Liabilities					
Current Liabilities					
Payroll liabilities	\$877				\$877
Total Current Liabilities	<u>877</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>877</u>
Total Liabilities	<u>877</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>877</u>
Fund Balances:					
Unassigned	<u>556,839</u>	<u>53,640</u>	<u>80,377</u>	<u>7,206</u>	<u>698,062</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$557,716</u>	<u>\$53,640</u>	<u>\$80,377</u>	<u>\$7,206</u>	<u>\$698,939</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Four Months Ended October 31, 2015

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Revenues:					
Donations and grants		\$21,381			\$21,381
Property tax revenues - current year	\$174,765				174,765
Property tax revenues - prior year	9,416				9,416
Fines and fees	5,054				5,054
Intergovernmental revenue		6,511		\$21,712	28,223
Interest revenue	992		\$253		1,245
Miscellaneous					0
Total Revenues	190,227	27,892	253	21,712	240,084
Expenditures:					
Personal services:					
Wages and salaries	111,734	6,097		13,267	131,098
Employee benefits	41,891	3,118		1,239	46,248
Total Personal Services	153,625	9,215	0	14,506	177,346
Materials and services:					
Bank charges	64				64
Building rental	500				500
Building maintenance	3,921	700			4,621
HVAC	90				90
Elevator	0				0
Telephone	1,416				1,416
Internet	1,700				1,700
Collection development	22,625	2,826			25,451
Technology	768				768
Accounting and auditing	10,080				10,080
Courier	630				630
Custodial services	7,042				7,042
Technical services	2,802				2,802
Library consortium	0				0
Copiers	375				375
Elections expense	0				0
Furniture and equipment	0	4,684			4,684
Insurance	0				0
Georgiana Smith Memorial Garden	2,334	6,801			9,135
Legal services	1,562				1,562
Professional services	0				0
Dues and subscriptions	946				946
Miscellaneous	145				145
Postage and freight	264				264
Printing	120				120
Programs	4,360	2,388			6,748
Advertising	281				281
Supplies - office	4,601				4,601
Travel	1,255				1,255
Training	70				70
Board development	253				253
Electricity	6,625				6,625
Garbage	461				461
Natural gas	483				483
Water & sewer - building	1,330				1,330
Total Materials and Services	77,103	17,399	0	0	94,502
Capital outlay	0	9,648	17,706		27,354
Total Expenditures	230,728	36,262	17,706	14,506	299,202
Revenues Over Expenditures	(40,501)	(8,370)	(17,453)	7,206	(59,118)
Other Financing Sources (Uses)					
Operating transfers in			0		0
Operating transfers out	0				0
Total Other Financing Sources (Uses)	0	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(40,501)	(8,370)	(17,453)	7,206	(59,118)
Fund Balance - July 1, 2015	597,340	62,010	97,830	0	757,180
Fund Balance - October 31, 2015	\$556,839	\$53,640	\$80,377	\$7,206	\$698,062

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2015

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$0	\$500
Tax revenues - current	174,765	174,765	764,441
Tax revenues - prior year	1,870	9,416	15,000
Fines and fees	915	5,054	11,700
Interest revenue	302	992	4,000
Miscellaneous	0	0	500
Total Revenues	<u>177,852</u>	<u>190,227</u>	<u>796,141</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	342	1,620	5,494
Library clerk II	5,135	20,752	81,631
Library assistant I	6,460	25,617	78,443
Library assistant II	5,715	22,968	75,470
Librarian I	2,316	8,892	30,261
Librarian II	0	8,285	51,076
Library director	6,053	23,600	72,643
Payroll taxes and benefits:			
Retirement	2,154	9,237	27,710
Social security	1,991	8,548	30,219
Workers' compensation	2	1,052	1,200
Health insurance	6,623	21,474	60,125
Unemployment insurance	343	1,580	7,110
Total Personal Services	<u>37,134</u>	<u>153,625</u>	<u>521,382</u>
Materials and services:			
Bank charges	16	64	300
Building rental	0	500	8,100
Building maintenance	952	3,921	15,000
HVAC	0	90	6,000
Elevator	0	0	2,100
Telephone	344	1,416	5,340
Internet	425	1,700	5,400
Collection development	5,533	22,625	70,000
Technology	50	768	10,000
Accounting and auditing	0	10,080	22,200
Courier	202	630	3,000
Custodial services	0	7,042	21,000
Technical services	0	2,802	4,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2015

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Library consortium	0	0	12,000
Copiers	70	375	1,100
Elections expense	0	0	0
Furniture and equipment	0	0	5,000
Insurance	0	0	4,000
Georgiana Smith Memorial Garden	827	2,334	20,000
Legal services	0	1,562	2,500
Professional services	0	0	15,000
Dues and subscriptions	530	946	3,500
Miscellaneous	0	145	1,000
Postage and freight	116	264	1,000
Printing	0	120	1,000
Programs	1,908	4,360	25,000
Advertising	173	281	1,000
Supplies - office	949	4,601	17,000
Travel	129	1,255	5,000
Training	0	70	2,000
Board development	0	253	1,000
Electricity	1,444	6,625	20,500
Garbage	115	461	1,500
Natural gas	188	483	11,500
Water & sewer - building	335	1,330	4,400
Total Materials and Services	14,306	77,103	327,440
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	0	50,000
Contingency	0	0	90,000
Total Expenditures	51,440	230,728	988,822
Change in Fund Balance	\$126,412	(\$40,501)	(\$192,681)

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2015

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$1,300	\$21,381	\$276,000
Intergovernmental revenue	2,227	6,511	0
Total Revenues	<u>3,527</u>	<u>27,892</u>	<u>276,000</u>
Expenditures:			
Personal services	2,369	9,215	17,340
Materials and services:	7,227	17,399	90,000
Capital outlay	0	9,648	175,000
Total Expenditures	<u>9,596</u>	<u>36,262</u>	<u>282,340</u>
Change in Fund Balance	<u><u>(\$6,069)</u></u>	<u><u>(\$8,370)</u></u>	<u><u>(\$6,340)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2015

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$94	\$253	\$400
Other Financing Sources			
Transfer from General Fund	0	0	50,000
Total Revenues and Other Sources	<u>94</u>	<u>253</u>	<u>50,400</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	14,165	17,706	50,000
Total Expenditures	<u>14,165</u>	<u>17,706</u>	<u>50,000</u>
Change in Fund Balance	<u><u>(\$14,071)</u></u>	<u><u>(\$17,453)</u></u>	<u><u>\$400</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Sage Library System Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2015

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Intergovernmental revenue	\$4,516	\$21,712	\$65,875
Total Revenues	<u>4,516</u>	<u>21,712</u>	<u>65,875</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Librarian I	3,386	13,267	40,953
Payroll taxes and benefits:			
Retirement	0	0	3,686
Social security	259	1,015	3,133
Workers' compensation	3	12	66
Health insurance	0	0	6,000
Unemployment insurance	54	212	737
Total Personal Services	<u>3,702</u>	<u>14,506</u>	<u>54,575</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	0	3,000
Training	0	0	1,000
Total Materials and Services	<u>0</u>	<u>0</u>	<u>6,300</u>
Contingency	0	0	5,000
Total Expenditures	<u>3,702</u>	<u>14,506</u>	<u>65,875</u>
Change in Fund Balance	<u><u>\$814</u></u>	<u><u>\$7,206</u></u>	<u><u>\$0</u></u>

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HOOD RIVER COUNTY LIBRARY

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis

Grants Funds

For the Four Months Ended October 31, 2015

	Newspaper Digitization	SDAO Safety 2014	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2015	MCMC Grant	RTR 2015	Total
Revenues:									
Donations and grants	\$0	\$0	\$15,000	\$6,001	\$0	\$6,511	\$379	\$0	\$21,380
Intergovernmental revenue									6,511
Total Revenues	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>6,001</u>	<u>0</u>	<u>6,511</u>	<u>379</u>	<u>0</u>	<u>27,891</u>
Expenditures:									
Personal services:						6,097			6,097
Wages and salaries:						549			549
Library assistant II						466			466
Employee benefits:						98			98
Retirement						2,000			2,000
FICA						5			5
Workers compensation									
Health insurance									
Unemployment insurance									
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,215</u>	<u>0</u>	<u>0</u>	<u>9,215</u>
Materials and services:									
Building maintenance				700				1,227	700
Collection development			1,468	45			86		2,826
Technical services				1,700				687	0
Programs				2,899	1,785				2,387
Furniture and equipment			6,801						4,884
Georgiana Smith Memorial Garden									6,801
Total Materials and Services	<u>0</u>	<u>0</u>	<u>8,269</u>	<u>5,344</u>	<u>1,785</u>	<u>0</u>	<u>86</u>	<u>1,914</u>	<u>17,398</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>9,648</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,648</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>17,917</u>	<u>5,344</u>	<u>1,785</u>	<u>9,215</u>	<u>86</u>	<u>1,914</u>	<u>36,261</u>
Net Change in Fund Balance	0	0	(2,917)	657	(1,785)	(2,704)	293	(1,914)	(8,370)
Fund Balance - July 1, 2015	642	3,000	52,688	3,926	2,000	(2,826)		2,580	62,010
Fund Balance - October 31, 2015	<u>\$642</u>	<u>\$3,000</u>	<u>\$49,771</u>	<u>\$4,583</u>	<u>\$215</u>	<u>(\$5,530)</u>	<u>\$293</u>	<u>\$666</u>	<u>\$53,640</u>

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Circulation, 2015-16

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	420	402	393	509	401								2,125
Video	1,361	1,464	1,652	1,719	1,527								7,723
Fiction	1,201	1,082	1,009	993	863								5,148
Large print	54	67	84	117	107								429
Nonfiction	928	887	885	852	767								4,319
Spanish	92	69	79	99	79								418
Magazines	188	239	190	231	262								1,110
New books	961	866	863	862	822								4,374
Graphic novels	98	98	74	69	75								414
Devices	0	0	0	0	0								0
Miscellaneous	29	25	24	24	28								130
Young adult collection	396	362	232	191	179								1,360
Children's audio	356	298	213	236	253								1,356
Children's new books	414	418	418	360	344								1,954
Board Books	299	221	244	205	172								1,141
Children video	954	794	672	709	667								3,796
Children's fiction	1,288	962	714	762	739								4,465
Children's nonfiction	538	419	401	396	389								2,143
Picture books	1,051	970	809	756	703								4,289
Readers	405	363	287	382	353								1,790
Holiday books	22	6	80	177	237								522
Children's graphic novels	217	289	147	153	173								979
Children's Spanish	159	143	91	144	100								637
Theme bags & book kits	16	15	23	20	18								92
TOTAL	11,447	10,459	9,584	9,966	9,258	0	0	0	0	0	0	0	50,714

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	2	5	8	6								24
Video	71	22	42	33	23								191
Fiction	40	20	23	30	10								123
Large print	1	0	0	0									1
Nonfiction	21	28	15	27	3								94
Spanish	0	0	0	0	0								0
Magazines	2	8	7	6	3								26
New books	9	13	11	28	8								69
Graphic novels	4	1	5	1	2								13
Devices	0	0	0	0	0								0
Miscellaneous	0	1	0	0	0								1
Young adult collection	8	6	10	3	0								27
Children's audio	3	0	2	0	3								8
Children's new books	3	3	2	11	1								20
Board Books	1	1	6	2	6								16
Children video	31	17	27	26	14								115
Children's fiction	15	3	5	3	10								36
Children's nonfiction	11	6	12	6	2								37
Picture books	16	1	10	1	18								46
Readers	2	2	0	6	11								21
Holiday books	1	0	0	0	6								7
Children's graphic novels	15	1	12	9	8								45
Children's Spanish	0	1	6	0	1								8
Theme bags & book kits	0	0	0	0	0								0
TOTAL	257	136	200	200	135	0	0	0	0	0	0	0	928

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1								11
Video	83	43	31	18	42								217
Fiction	79	68	50	54	18								269
Large print	5	6	15	16	4								46
Nonfiction	26	12	22	23	13								96
Spanish	9	12	10	9	4								44
Magazines	6	9	1	0	2								18
New books	23	24	5	12	17								81
Graphic novels & comics	1	0	1	0	0								2
Devices	0	0	0	0	0								0
Miscellaneous	1	0	2	0	0								3
Young adult collection	12	9	3	2	1								27
Children's audio	2	3	3	0	1								9
Children's new books	2	0	3	0	0								5
Board Books	16	19	7	12	6								60
Children video	32	18	21	30	22								123
Children's fiction	5	43	25	18	8								99
Children's nonfiction	10	14	15	42	18								99
Picture books	48	31	48	42	15								184
Readers	11	8	5	11	14								49
Holiday books	2	3	4	1	1								11
Children's graphic novels	13	10	8	7	1								39
Children's Spanish	1	7	6	6	3								23
Theme bags	0	0	0	0	0								0
TOTAL	389	339	288	308	191	0	0	0	0	0	0	0	1,515

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	0	0	0	0	0	0	0	2,160
Video	1,515	1,529	1,725	1,770	1,592	0	0	0	0	0	0	0	8,131
Fiction	1,320	1,170	1,082	1,077	891	0	0	0	0	0	0	0	5,540
Large print	60	73	99	133	111	0	0	0	0	0	0	0	476
Nonfiction	975	927	922	902	783	0	0	0	0	0	0	0	4,509
Spanish	101	81	89	108	83	0	0	0	0	0	0	0	462
Magazines	196	256	198	237	267	0	0	0	0	0	0	0	1,154
New books	993	903	879	902	847	0	0	0	0	0	0	0	4,524
Graphic novels & comics	103	99	80	70	77	0	0	0	0	0	0	0	429
Devices	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	30	26	26	24	28	0	0	0	0	0	0	0	134
Young adult collection	416	377	245	196	180	0	0	0	0	0	0	0	1,414
Children's audio	361	301	218	236	257	0	0	0	0	0	0	0	1,373
Children's new books	419	421	423	371	345	0	0	0	0	0	0	0	1,979
Board Books	316	241	257	219	184	0	0	0	0	0	0	0	1,217
Children video	1,017	829	720	765	703	0	0	0	0	0	0	0	4,034
Children's fiction	1,308	1,008	744	783	757	0	0	0	0	0	0	0	4,600
Children's nonfiction	559	439	428	444	409	0	0	0	0	0	0	0	2,279
Picture books	1,115	1,002	867	799	736	0	0	0	0	0	0	0	4,519
Readers	418	373	292	399	378	0	0	0	0	0	0	0	1,860
Holiday books	25	9	84	178	244	0	0	0	0	0	0	0	540
Children's graphic novels	245	300	167	169	182	0	0	0	0	0	0	0	1,063
Children's Spanish	160	151	103	150	104	0	0	0	0	0	0	0	668
Theme bags	16	15	23	20	18	0	0	0	0	0	0	0	92
TOTAL	12,093	10,934	10,072	10,474	9,584	0	0	0	0	0	0	0	53,157

Computer use, 2015-16

Computer sessions

[illegible]

Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	476	195	508	78	140								1,397
<i>Item views</i>	274	172	258	32	31								767
Auto Repair Ref Ctr	7	4	0	16	0								27
Facebook													
<i>Posts</i>	5	13	12	21	15								66
<i>Post reach</i>	830	2,466	2,792	1,756	3,618								11,462
<i>Post engagement</i>	56	219	297	93	468								1,133
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078								N/A
Gale databases													
<i>In library</i>	38	1	0	41	202								282
<i>Remote</i>	43	1	3	4	45								96
Heritage Quest													
<i>Searches</i>	22	30	46	9	148								255
<i>Item views</i>	13	30	39	6	129								217
hoodriverlibrary.org													
<i>Visits</i>	1,019	N/A	N/A	N/A	N/A								1,019
<i>Unique visitors</i>	741	N/A	N/A	N/A	N/A								N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A								1,882
Instagram													
<i>Posts</i>	4	7	4	4	3								22
<i>Post feedback</i>	7	24	20	20	18								89
<i>Followers</i>	110	121	127	132	142								110
LearningExpress	0	0	0	0	0								0
Library2go													
<i>ebooks</i>	372	327	301	375	354								1,729
<i>Audiobooks</i>	347	286	311	372	348								1,664
Newsletter													
<i>Subscribers</i>	680	680	680	680	680								680
<i>Messages sent</i>	0	0	0	0	0								0
<i>Opened</i>	0.0%	0.0%	0.0%	0.0%	0.0%								0.0%
<i>Click rate</i>	0.0%	0.0%	0.0%	0.0%	0.0%								0.0%
Pronunciator													
<i>Registrations</i>	1	16	2	10	2								31
<i>Logins</i>	2	157	9	31	5								204
TumbleBooks	514	20	2,805	3,521	2,028								8,888
Twitter													
<i>Tweets</i>	5	12	6	8	7								38
<i>Tweet impressions</i>	873	2,430	1,402	1,011	1,589								7,305
<i>Mentions</i>	2	1	1	0	3								7
<i>Total followers</i>	417	435	443	447	449								N/A

Patron statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,089	2,020	1,897	1,905	1,903								N/A
New patrons	134	138	124	104	94	0	0	0	0	0	0	0	594
Hood River	93	108	95	74	65								435
Cascade Locks	17	2	1	5	3								28
Odell	3	5	0	0	3								11
Parkdale	5	7	8	1	7								28
MIX libraries	14	12	14	21	16								77
Sage libraries	1	1	5	3	0								10
Passport libraries	0	0	0	0	0								0
Other	1	3	1	0	0								5

Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation	First circs	423	349	402	507	406	0	0	0	0	0	0	0	2,087
	Camas	0	0	0	0	0								0
	Clackamas Co.	0	1	0	0	0								1
	Fort Vancouver	409	333	376	481	381								1,980
	Multnomah Co.	11	2	19	24	11								67
	Washington Co.	3	13	7	2	14								39
	Renewals	250	162	182	244	209	0	0	0	0	0	0	0	1,047
	Camas	0	0	0	0	0								0
	Clackamas Co.	0	0	0	0	0								0
	Fort Vancouver	248	162	165	237	191								1003
	Multnomah Co.	1	0	1	7	18								27
	Washington Co.	1	0	16	0	0								
	TOTALS	673	511	584	751	615	0	0	0	0	0	0	0	3134

Program statistics, 2015-16

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs														
	Number	6	8	12	13	12								51
	Attendees	124	248	349	383	516	0	0	0	0	0	0	0	1,620
Kids programs														
	Number	61	36	19	25	21								162
	Attendees	4,726	2,157	1,382	1,426	1,027	0	0	0	0	0	0	0	10,718
Teen programs														
	Number	12	16	13	16	12								69
	Attendees	162	326	488	649	439	0	0	0	0	0	0	0	2,064
TOTAL														
	Number	79	60	44	54	45	0	0	0	0	0	0	0	282
	Attendees	5,012	2,731	2,219	2,458	1,982	0	0	0	0	0	0	0	14,402

Program statistics, July (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
SRP: Garden planning, tools, and maintenance	OSU Extension Center	CL Library	Jul 11	2
SRP: Good bugs, bad bugs, and what to do with them	OSU Extension Center	PK Library	Jul 11	2
Outreach: Odell Library at Zumba class	Providence Hood River Memorial Hospital St. Francis House	St. Francis House	Jul 13,27,30	90
Grave Matters: Funerary practices and green burials	White Eagle Memorial Preserve Cemetery at Ekone Ranch	HR Library	Jul 15	9
Disaster preparation presentation	History Museum of Hood River County	HR Library	Jul 21	6
Scrapbooking class		HR Library	Jul 25	4
SRP: Columbia Gorge Paranormal	Columbia Gorge Paranormal	HR Library	Jul 31	11
Adult total				124
<i>KIDS PROGRAMS</i>				
Outreach: Rinconcito trailer park		Hood River	Jul 1,8,15,22,29	30
Outreach: Learning Farm Preschool	Learning Farm Preschool	Hood River	Jul 1,8,15,22,29	265
La Hora Infantil radio show	Radio Tierra	Radio	Jul 1,8,15,22,29	1,250
SRP: The Curt Show		HR Library	Jul 1	130
SRP: The Curt Show	Mid Valley Elementary	Mid Valley Elementary	Jul 1	350
Cookies and Books	Cascade Locks Elementary	CL Library	Jul 2,3,10,17,22	104
SRP: Crafternoons	G. Williker's Toy Shoppe	HR Library	Jul 2,9,16,30	45
SRP: Family summer reading	Parkdale Elementary	Parkdale Elementary	Jul 2,9,16,23,30	17
Storytime (baby/toddler)		HR Library	Jul 2,30	60
Storytime (preschool)		HR Library	Jul 2,30	63
Outreach: Mid Valley migrant library	Mid Valley Elementary	Mid Valley Elementary	Jul 6	15
Outreach: Mid Valley migrant summer school program	Mid Valley Elementary	Mid Valley Elementary	Jul 6,9,13,16	800
Chess Club		HR Library	Jul 7,14,21,28	10
SRP: Leapin' Louie		HR Library	Jul 8	135
SRP: Leapin' Louie	Mid Valley Elementary	Mid Valley Elementary	Jul 8	350
Storytime (combined)		HR Library	Jul 9,16,23	200
Outreach: Mercado de Valle	Wyeast Middle School Gorge Grown	Wyeast Middle School	Jul 11	30
SRP: The Red Yarn Show		HR Library	Jul 15	145
SRP: Dragon Theater Puppets	Mid Valley Elementary	Mid Valley Elementary	Jul 15	350
SRP: Dragon Theater Puppets	Parkdale Elementary	Parkdale Elementary	Jul 15	37
Migrant parent meeting	Mid Valley Elementary	Mid Valley Elementary	Jul 20	300
Lego Club (Cascade Locks)		CL Library	Jul 24	9
Lego Club (Parkdale)		PK Library	Jul 24	5
Storytime (Cascade Locks)		CL Library	Jul 25	2

SRP: The Red Yarn Show		CL Library	Jul 29	24
	Kids total			4,726
<i>TEEN PROGRAMS</i>				
Minecraft server		Online		64
Game Night	Library Foundation	PK Library	Jul 1,8,15,22,29	41
SRP: Mud graffitti		HR Library	Jul 3	3
Literary Trivia Challenge meetings		HR Library	Jul 11,18,25	15
SRP: Kryptonite jars		HR Library	Jul 16	1
Movie club		HR Library	Jul 27	3
Knights of Veritas		HR Library	Jul 30	35
	Teen total			162

Program statistics, August (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Outreach: Odell Book Mobile/Library @ Zumba	Providence Hood River Memorial Hospital St. Francis House	Odell	Aug 6	90
Book club: <i>A Walk in the Woods</i>		HR Library	Aug 6	8
Odell Book Mobile/Library @ Mercado del Valle	Mercado del Valle	Odell	Aug 8	30
Friends of the Library annual picnic potluck	Friends of the Library	Hood River	Aug 11	40
Cascade Locks History	Tom Cramblett	CL Library	Aug 13	5
Chamber of Commerce town hall meeting	Hood River County Chamber of Commerce	HR Library	Aug 19	30
Grave matters: Advanced directive workshop	Timmons Law Hospice	HR Library	Aug 19	22
Good Food, Bad Food: Agriculture, Ethics, and Personal Choice	Oregon Humanities Gorge Grown	HR Library	Aug 22	23
Adult total				248
KIDS PROGRAMS				
Chess Club		HR Library	Aug 4,18	11
Outreach: Storytime at Learning Farm	Learning Farm Preschool	Hood River	Aug 4,11,18,25	228
La Hora Infantil radio show	Radio Tierra	The Gorge	Aug 5,12,19,26	1,000
Preschool visit		HR Library	Aug 5	31
SRP: Alex Zerbe, Zaniac		HR Library	Aug 5	90
Outreach: Rinconcito trailer park		Hood River	Aug 5,12,19,26	31
Crafternoons		HR Library	Aug 6,13,20	33
Storytime (combined)		HR Library	Aug 6	5
Book Donation Event	Oregon Child Development Coalition	HR Library	Aug 11	55
SRP: Reptile Man		HR Library	Aug 12	225
SRP: Reptile Man		CL Library	Aug 12	42
SRP: Family summer reading	Parkdale Elementary	PK Elementary	Aug 13	8
Storytime (baby/toddler)		HR Library	Aug 13,20,27	113
Storytime (preschool)		HR Library	Aug 13,20,27	83
SRP: Angel Ocasio		PK Library	Aug 15	15
SRP: Juggler Henrik Boothe		HR Library	Aug 19	90
Star Wars party		CL Library	Aug 25	7
Lego Club		PK Library	Aug 28	7
SRP: Unity Picnic		HR Library	Aug 29	80
Storytime (Cascade Locks)		CL Library	Aug 29	3
Kids total				2,157
TEEN PROGRAMS				
Literary Trivia Challenge meetings		HR Library	Aug 1,8,15,20	32

Teen Movie Maker Club	HR Library	Aug 3,4	12
Literary Trivia Challenge, class visit	HR Middle School	Aug 5	30
SRP: Game Night	PK Library	Aug 5,12,19,26	29
SRP:Teen Craft, mini weapons of mass destruction	HR Library	Aug 6	1
SRP:Teen Lock-In	HR Library	Aug 15-16	29
SRP: Game Night	CL Library	Aug 20	3
Harry Potter Literary Trivia Challenge	HR Library	Aug 21	70
SRP:Teen Craft, terrariums	HR Library	Aug 27	4
Minecraft server	Web	August	116
Teen total			326

Program statistics, September (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Book club: <i>The Ocean at the End of the Lane</i>		HR Library	Sep 3	8
Wine tasting 101	Phelps Creek Vineyards	PK Library	Sep 3	2
Odell Coalition Meeting	Odell Drug Prevention Coalition	Odell	Sep 9	10
Grave matters: Suicide prevention forum	Susan Gabay	HR Library	Sep 14	24
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Sep 14,17,21,24,28	200
Songwriters in the Round		HR Library	Sep 16	30
Author event: Wm. Paul Young	Waucoma Bookstore	HR Library	Sep 22	50
Odell Book Mobile/Library @ Mercado del Valle	Mercado del Valle	Odell	Sep 26	25
Adult total				349
KIDS PROGRAMS				
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Sep 1,8,15,22,29	240
La Hora Infantil radio show	Radio Tierra	The Gorge	Sep 2,9,16,23,30	1,000
Outreach: Rinconcito trailer park		Hood River	Sep 9,16,23,30	25
Storytime (Cascade Locks)		CL Library	Sep 12	3
Storytime (baby/toddler)		HR Library	Sep 17,24	63
Storytime (preschool)		HR Library	Sep 17,24	51
Kids total				1,382
TEEN PROGRAMS				
Game night		PK Library	Sep 2,9,16,23	6
Teen movie club: Editing and voiceover		HR Library	Sep 5	3
Literary Trivia Challenge Meetings		HR Library	Sep 9,12,19,26	25
Literary Trivia Challenge class visits		HR Middle School	Sep 23,24,25,30	330
Minecraft server				124
Teen total				488

Program statistics, October (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Book Club: <i>The Goldfinch</i>		HR Library	Oct 1	8
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Oct 1,5,8,12,15,19,22	245
<i>Disleksia: The movie</i>	Columbia Gorge Dyslexia Fund Columbia Gorge Chapter of Decoding Dyslexia	HR Library	Oct 3	35
Celebration of revitalizing the Gardens	Foundation	HR Library	Oct 10	40
ATOD Meeting	Hood River Prevention Coalition	Hood River	Oct 21	10
Grave Matters: Death Cafe		HR Library	Oct 11	20
Advocate for your dyslexic child	Columbia Gorge Dyslexia Fund Columbia Gorge Chapter of Decoding Dyslexia	HR Library	Oct 17	25
Adult total				383
KIDS PROGRAMS				
Storytime (preschool)		HR Library	Oct 1,15,22,29	105
Storytime (baby/toddler)		HR Library	Oct 1,15,22,29	93
Outreach storytime: Mid-Valley Kindergarten	Mid-Valley Elementary School	Odell	Oct 5,12	40
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Oct 6,13,20	64
Outreach: Rinconcito trailer park		Rinconcito trailer park	Oct 7,14,21,28	33
La Hora Infantil radio show	Radio Tierra	The Gorge	Oct 7,14,21	1,000
Storytime (combined)		HR Library	Oct 8	40
Outreach storytime: Jamie's day care	Jamie's Day Care	HR west trailer park	Oct 15,22,29	26
Cookies and Books	Cascade Locks Elementary	CL Library	Oct 20	25
Kids total				1,426
TEEN PROGRAMS				
Wy'east Parent Open House	Wy'east Middle School	Odell	Oct 1	100
Literary Trivia Challenge: class visits	Hood River Middle School May Street Elementary	Hood River	Oct 1,2,7,9,14	300
Literary Trivia Challenge: Committee meetings			Oct 3,10,15	30
HRVHS Girls Group Meeting	Hood River Valley High School	Hood River	Oct 7	20
Library FIFA world cup game nights		PK Library	Oct 7,14,21	22
Literary Trivia Challenge: Percy Jackson		HR Library	Oct 16	35
Teen Read Week		HR Library	Oct 24-31	18
Minecraft server				124
Teen total				649

Program statistics, November (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Grave Matters: Calling the Dead Home		Hood River	Nov 1	30
Concert: Classical guitarist Peter Fletcher		Hood River	Nov 3	29
Dia de los Muertos (Dinner, movie, and free books)	Wy'east Middle School Michoacan Restaurant Odell Coalition Radio Tierra Juanita's Chips	Odell	Nov 5	200
Book club: <i>The Sixth Extinction</i>		Hood River	Nov 5	8
Creative writing workshop with Carmiel Banasky	Libraries of Eastern Oregon	Hood River	Nov 9	19
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Nov 9,12,23,30	160
Odell Coalition Meeting (Recap: Dia de los Muertos)	Odell Coalition	Odell	Nov 12	10
Grave Matters: Being with dying, music and spiritual care at the end of life		Hood River	Nov 16	10
Book distribution at FISH Food Bank	FISH Food Bank Friends	Cascade Locks	Nov 18	50
Adult total				516
KIDS PROGRAMS				
Outreach: Rinconcito trailer park		Hood River	Nov 4,18,25	20
Storytime (preschool)		HR Library	Nov 5,12,19	72
Storytime (baby/toddler)			Nov 5,12	53
Outreach storytime: Jamie's day care in west trailer park		Hood River	Nov 5,12	20
Outreach storytime: Mid-Valley Elementary School Kindergarten	Mid-Valley Elementary School	Odell	Nov 9,30	75
Cookies and books	Cascade Locks Elementary	CL Library	Nov 10	25
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	HR Library	Nov 10,17,24	184
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	Nov 18,25	500
Baby sign class		HR Library	Nov 19	43
Thanksgiving placemat craft (Parkdale Library)		PK Library	Nov 24	10
Thanksgiving placemat craft (Hood River)		HR Library	Nov 25	25
Kids total				1,027
TEEN PROGRAMS				
Literary Trivia Challenge: Class visits	HR Middle School	HR Middle School	Nov 5,6,18,19	360
Young writers club		HR Library	Nov 6,13,20	8
Teen Speak advisory group		HR Library	Nov 7	3
Literary Trivia Challenge: Planning meetings		HR Library	Nov 14,17,19	28
Literary Trivia Challenge: Hunger Games		HR Library	Nov 20	40
Teen total				439

Program statistics, December (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, January (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, February (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, March (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, April (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, May (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

Program statistics, June (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Adult total				0
<i>KIDS PROGRAMS</i>				
Kids total				0
<i>TEEN PROGRAMS</i>				
Teen total				0

7.9 Holiday Closures

All District branches shall be closed on the following full-day holidays:

- New Year's Day: January 1
- Martin Luther King, Jr., Day: Third Monday in January
- Presidents' Day: Third Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans Day: November 11
- Thanksgiving Day: Fourth Thursday in November
- Day After Thanksgiving Day
- Christmas Day: December 25

District branches shall close early, the time to be determined by the Library Director, on the following days:

- Christmas Eve: December 24
- New Year's Eve: December 31

11.11 Holidays

A full-time employee shall be granted eight hours for a paid leave for full-day holiday and four hours paid leave for an early closure holiday. Eligible part-time employees shall be granted holiday pay on a prorated basis.

Paid holidays will be posted each year and will be the same holidays each year except as may be changed by the Board of Directors. ~~On paid holidays, all District locations will be closed.~~

Some other holidays may be recognized by the Library Board, which will not be paid, but during which the Library may be closed based on pre-determined and mutually agreed upon staff preferences. On such days, scheduled staff may make up their hours in any appropriate way at any time during the pay period, provided they do not go into overtime for any given week with prior approval.

critical. While the approach suggested above will be adapted and honed based on input from the library's leadership team at our start work meeting, the calendar below provides a preliminary timeline.

Date	Activity
December, 2015	<ul style="list-style-type: none"> • Complete contract • Kick off meeting with library leadership team to refine timeline, identify members of strategic planning committee, and discuss relationship to development of technology plan • Review demographic and library usage data and relevant library or community reports
January, 2016	<ul style="list-style-type: none"> • Planning meeting with strategic planning committee (primary task: generate names of retreat participants) • Schedule and conduct interviews with key stakeholders • Review demographic and library usage data and relevant library or community reports • Work with staff to develop retreat materials (invite, community and library snapshots)
February	<ul style="list-style-type: none"> • Conduct focus groups and interviews • Refine list of retreat participants and retreat materials • Library issues invites to March planning retreat
March	<ul style="list-style-type: none"> • Facilitate planning retreat (Note: for some sections of the retreat, I would ask for 2 – 3 staff or board members to capture small group input in addition to playing this role myself.) • Draft strategic plan
April	<ul style="list-style-type: none"> • Meeting with strategic planning team and/or library staff (present draft strategic plan, work on mission statement and service gap identification) • Share draft plan with retreat participants
May	<ul style="list-style-type: none"> • Develop final strategic plan • Facilitate implementation planning meeting with library staff (including all key staff stakeholders) to complement strategic plan

Schedule of costs required to complete the project, with reimbursable costs such as mileage and lodging estimated as separate line items.

As scoped above, I estimate that this project will utilize 71 hours @ \$175/hr, or \$12,425. The estimated breakdown of time spent on various components of the project is as follows:

Research/data analysis	4 hours
General project coordination and facilitation	15 hours
Meetings with library leadership team and strategic planning committee (in person and	12 hours

Hood River County Library Strategic Planning Process: Timeline (as of 12/12/15)

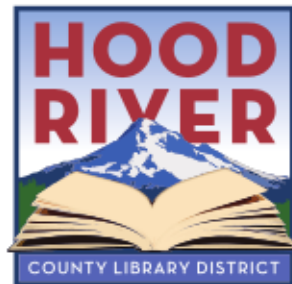
	Key Milestones	Hood River County Library staff	Penny
December			
	<ul style="list-style-type: none"> Signed contract Approved timeline 	<ul style="list-style-type: none"> Contract Confirm scheduling of focus groups (Feb 8 - 9), reach out to stakeholder groups Draft list of five interviewees Invite Fdn, FOL co-chairs and key staff to participate as planning team members at early 2016 library board meetings Confirm retreat location 	<ul style="list-style-type: none"> Draft timeline Review data Develop interview and focus group questions Schedule January interviews
January			
<i>Week of Jan. 4</i>		<ul style="list-style-type: none"> Outreach to focus group participants (as appropriate) 	<ul style="list-style-type: none"> Review data Schedule/conduct interviews
<i>Week of Jan. 11</i>		<ul style="list-style-type: none"> Outreach to focus group participants (as appropriate) Check in phone meeting 	<ul style="list-style-type: none"> Interviews Check in phone meeting
<i>Week of Jan. 18</i>	<ul style="list-style-type: none"> Library board meeting (19st) 1st draft of invitee list 	<ul style="list-style-type: none"> Meeting with strategic planning committee (as part of library board agenda) to give overview of process, generate participant names Invites to focus groups sent (as appropriate) 	<ul style="list-style-type: none"> Meet with strategic planning committee to give overview of process, generate participant names Interviews Create 1st draft of invitee list
<i>Week of Jan. 25</i>	<ul style="list-style-type: none"> Interviews completed 	<ul style="list-style-type: none"> Review and edit 1st draft of invitee list 	<ul style="list-style-type: none"> Interviews
February			
<i>Week of Feb. 1</i>		<ul style="list-style-type: none"> Review and edit 1st draft of invitee list 	<ul style="list-style-type: none"> Draft invite letter

			<ul style="list-style-type: none"> • Draft retreat agenda • Create 2nd draft of invitee list
<i>Week of Feb. 8</i>	<ul style="list-style-type: none"> • Focus groups completed 	<ul style="list-style-type: none"> • Review and provide feedback on retreat agenda (via phone or in person during focus group visits on Feb. 8 and 9) • Edit invite letter 	<ul style="list-style-type: none"> • Staff focus group: 2/8, 10 am • Spanish language focus group: 2/8, evening (still to confirm) • FOL/volunteer focus group: 2/9, noon • Teen focus group: date and time TBD • Foundation focus group: date and time TBD • Senior focus group: date and time TBD
<i>Week of Feb. 15</i>	Library board meeting (16 th) <ul style="list-style-type: none"> • Invitee list finalized 	<ul style="list-style-type: none"> • Finalize invite list; assign committee members on follow up calls to invitees • Review and approve retreat agenda 	<ul style="list-style-type: none"> • Write up focus group notes
<i>Week of Feb. 22</i>			
<i>Week of Feb. 29</i>	<ul style="list-style-type: none"> • Retreat invites issued 	<ul style="list-style-type: none"> • Issue snail mail letter invites (with 2 week RSVP) • Gather RSVPs 	
March			
<i>Week of Mar. 7</i>		<ul style="list-style-type: none"> • Gather RSVPs • Develop content for library and community snapshots (presented during the retreat) 	
<i>Week of Mar. 14</i>	Library board meeting (15th)	<ul style="list-style-type: none"> • Develop content for library and community snapshots (presented during the retreat) 	

		<ul style="list-style-type: none"> Follow up calls by planning committee members to those who have not RSVP'd 	
<i>Week of Mar. 21</i>	(Spring break)	<ul style="list-style-type: none"> Reminder e-mail sent for retreat 	
<i>Week of Mar. 28</i>	Planning Retreat: Saturday, April 2	<ul style="list-style-type: none"> Manage retreat logistics 	<ul style="list-style-type: none"> Facilitate planning retreat
April			
<i>Week of April 4</i>		<ul style="list-style-type: none"> Follow up thank you e-mail to participants 	<ul style="list-style-type: none"> (at PLA in Denver: 6 - 8) Create 1st draft of plan
<i>Week of April 11</i>		<ul style="list-style-type: none"> Phone meeting to review and edit first draft 	<ul style="list-style-type: none"> Phone meeting to review and edit first draft
<i>Week of April 18</i>	Library board meeting (19th)	<ul style="list-style-type: none"> Library board reviews draft plan (OLA in Bend: 21 - 23) 	<ul style="list-style-type: none"> Present draft plan at library board Edit plan based on feedback (OLA in Bend: 21 - 23)
<i>Week of April 25</i>			<ul style="list-style-type: none"> 2nd draft shared with retreat participants, edits made based on feedback
May			
<i>Week of May 2</i>			
<i>Week of May 9</i>		<ul style="list-style-type: none"> Develop implementation plan at staff meeting on 5/9 	<ul style="list-style-type: none"> Facilitate implementation meeting with HRCL staff on 5/9 Draft implementation plan
<i>Week of May 16</i>	Library board meeting (17 th)	<ul style="list-style-type: none"> Library board formally approves plan Review draft implementation plan, make edits, share with staff for input 	
<i>Week of May 23</i>			<ul style="list-style-type: none"> Finalize implementation plan
<i>Week of May</i>			

30			
June			
Week of June 6			
Week of June 13			
Week of June 20	Library board meeting (21 st)	<ul style="list-style-type: none"> • Library board approves implementation plan • Plan shared with retreat participants 	

Board Governance Policy



I. Membership

A. Composition

- I. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.236).
- II. Any elector residing within the District is qualified to serve as a Board member (ORS 357.22623+). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

B. Term of office

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).

- I. ~~Terms shall be staggered so that not all Board members start four-year terms at the same time.~~

C. Vacancies

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

D. Conflict of interest

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.

E. Compensation

Board members may be reimbursed for expenses incurred in the performance of their duties. (ORS 357.460(2)).

F. Interaction Agreement

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate its successes and persevere through difficult times.

G. Education

Board members should be aware of the requirements of the Oregon Government Ethics laws

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and all other laws and policies pertaining to the District and ethical standards expected of members. Members are ~~required~~encouraged regularly to attend ~~or view such~~ conferences, and other training ~~programs~~ relevant to District business.

H. Board Candidates

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects ~~of the operation~~ of the District.

I. Orientation of new Board members

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before s/he takes office.

II. Officers

A. Officers and duties.

- I. The officers of the Board shall be a President, Vice President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect their right to vote. The President shall sign official District documents on behalf of the Board when authorized by the Board.
- III. The Vice President shall have the powers and duties of the President in their absence.
- IV. In the absence of the President and Vice President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director ~~or his/her designee~~ shall serve as Secretary of the District. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board. (ORS 357.226.)

B. Nominations and elections

- I. Nominations for President and Vice President shall be taken from the floor at the start ~~of~~during the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

C. Term of office

The President and Vice President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

D. Vacancies

A vacancy in the President or Vice President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

- E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

III. Responsibilities

A. The Board shall:

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
- IV. Supervise the Library Director ~~and oversee District operations.~~
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. (ORS 357.276)
- VIII. Oversee budget
 - a. Establish a Budget Committee. (ORS 294.414336)
 - b. Appoint a Budget officer, generally the Library Director who shall prepare or supervise preparing the budget document under the direction of the Board. (ORS 294.331)
 - c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(43)
 - d. Oversee District finances.-
 - e. ~~Refer tax measures to the voters. (ORS 357.261(9)).~~
- IX. Develop long-range strategic plans for the District.
- X. Approve all contracts exceeding the Library Director's spending authority.
- XI. Approve employee salary schedules and benefits.
- XII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIII. Take other such action as consistent with Oregon law including ORS 357.261, as the Board deems appropriate.

B. Limitations on individual Board members

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. These restrictions include unauthorized involvement in personnel matters.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

C. Discipline

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

IV.Meetings

A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular ~~and special meeting~~ and work session shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive, ~~or disruptive, or ad hominem.~~

B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon ~~Public Meetings Law~~Revised Statutes.

C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items ~~for the work session.~~
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular or special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice President. No special meeting shall be held upon less than twenty-four hours public notice.

E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting, and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law.
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.

IV. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

G. Location

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Hood River Library in the community meeting room.

H. Quorum

A majority of the Board (three members) shall constitute a quorum.

I. Agenda

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally be limited to published agenda topics, although by agreement of a majority of the Board members, additional topics may be added.

J. Notice

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons whom the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

K. Accessibility

- I. No meeting shall be held in any place where discrimination on the basis of gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability ~~race, creed, color, sex, age, national origin, or disability~~ is practiced. All meetings shall be held in places accessible to the handicapped.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

L. Minutes

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board or committee members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

M. Planning session

The Board shall undertake an annual planning session.

N. Virtual participation

Except for hearings on quasi-judicial matters and executive sessions, members may participate

in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. Notices shall be made using the same requirements as in-person meetings.

V. Committees

A. Budget Committee

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers, agents, or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term at the next regular or special meeting.

B. Special committees

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

C. Public meeting rules

Meetings of Board committees are subject to the Oregon Public Meetings Law.

VI. Parliamentary Authority

- A. The latest edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

VII. Amendments

- A. The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice is given and a majority of Board members vote in favor.

Approved by the Board of Directors, April 5, 2011

Last amended, December 9, 2015~~April 15, 2014~~

Resolution No. 2015-16.07

Resolution amending Board Governance Policy

WHEREAS, the Board regularly reviews policies to ensure that they are clear, consistent, and current; and

WHEREAS, the Board found areas for improvement in the Board Governance Policy;

Now, therefore be it RESOLVED, that that the Board amends the Board Governance Policy as presented in the attached document and discussed and revised during the Board's meeting of December 9, 2015.

Adopted by the Board of Directors of Hood River County Library District this 15th day of December, 2015.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director

Georgiana Smith Memorial Gardens
Maintenance contract
Statement of work [2016]

Regular contract maintenance requirements.

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from January through December. This includes all beds (except the two south beds maintained by the Master Gardeners), grassy areas, borders in the garden areas, trees, Oak, State, and Sixth Street sidewalks, library pathways, and utility driveway and parking spaces. Expected level of maintenance is high to continue the quality of these grounds. Maintenance of turf areas would not begin until July 2016.
- Weeding of all planting areas (except the two south beds maintained by the Master Gardeners), dead-heading of roses and perennials, pruning and trimming of shrubs and trees shorter than 15', raking of beds, placement of garbage in proper receptacles, and sweeping of patios, paths, sidewalks, and steps.
- Starting July 2016, mowing of turf areas, removing leaves and other debris, edging near pathways, and general maintenance of the turf areas' appearance.
- Dumping of plant debris, with fees included as part of the contract cost.
- Preparing of plantings for the winter including pruning, dead-heading, and covering.
- Not included are maintenance of the two south beds noted above, outdoor furniture maintenance, garbage removal, or pruning of trees over 15'.
- Expected maintenance only covers existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

Other services desired that will be billed separately, not included as part of the contract bid:

- Installation of new plantings.
- Over-seeding of grassy areas.
- Irrigation system repair and maintenance.
- Rodent control.
- Removal of stumps and other large plants.
- Fine bark mulch 1 to 2 inches in depth to be applied with fertilizer incorporated into the planting areas in the spring.
- Pressure washing of pathways.
- Broadleaf weed control.



Walker's Landscape Maintenance

Commercial and Residential Properties

Lic

Hood River Library
Georgiana Smith Memorial Garden
502 State Street
Attn. Buzzy Nielson
Hood River, OR 97031

12-07-2015

This is a service agreement for maintaining the Hood River Library, Georgiana Smith Memorial Garden. This maintenance agreement is given as a set dollar amount within the proposed work. This proposal includes all of the following services as listed below that will be performed over the twelve month time period; the agreed services begin on January 1st 2016 and end December 31st 2016.

Frequency of visits: Work visits will be performed weekly during the growing season, as needed, during the off season to maintain a well-kept appearance throughout the year.

General Garden Care: We will work to maintain good communication with volunteers from the community. We will oversee to the overall maintenance care of the garden through regular inspections then provide recommendations for the best care of the garden.

Mowing: Mowing of all lawn panels will be done, as needed, beginning July 1st on through the remaining growing season to maintain a well-kept look.

Edging: Edging will be done, as needed, beginning July 1st on through the remaining growing season to maintain a well-kept look.

Lawn Fertilizer: Fertilizing of lawns, as needed, beginning July 1st on through the remaining growing season, to maintain healthy growth and color.

Irrigation Maintenance: Regular maintenance of the irrigation system through monitoring water coverage, sprinkler and clock adjustments for seasonal changes, i.e. rainfall and evaporation rate. We work at keeping the water cost down by balancing usage and plant need, to encourage proper growth and yet help to prevent plant disease.

Pruning: Pruning of shrubs and ground covers, as needed, to maintain a clean look; our preferred approach to pruning is to encourage the natural shape of a plant.

Tree Pruning: Basic safety related pruning of all established trees, under 15', which includes, keeping limbs up off walkways, removal of broken, fallen or dangerous limbs.

Rose and Perennial Care: Dead heading select varieties, as needed, fertilizer applications, as needed, through-out the growing season to encourage flower growth; pruning to remove dead wood and to train plant structure.

Plant Fertilizer: Fertilizing small trees, shrubs and ground covers, as needed, in late winter and throughout the growing season according to each plants specific need.

Weed Control: Treating for weeds in all bed areas, walkway cracks, roadside curbs and parking lots within the requested areas. We use a combined approach of both pre and post emergent herbicide treatments and the manual removal of weeds to retain a "Nearly weed-free" landscape.

Flower bed care: Grooming of flower bed areas to smooth out displaced bark and unwanted debris.

Fall Leaf control: Fall and winter leaf control in beds, turf and parking areas including removal of fallen limbs, and cutting back of spent annuals and perennials.

Drains: Basic cleaning of walkway drains to assure translocation of run-off water.

Blowing/Sweeping: Blowing walks, patios and entries, parameter sidewalks, as needed, to maintain a clean appearance; Special attention to overall curb appeal. There may be an occasional missed area if people are present.

Litter removal: Litter removal off lawns, bed areas, and along street curbs; as a courtesy we also remove animal droppings.

Insect/Disease Monitoring: Regular inspection for insects and diseases on trees, shrubs and turf, any concerns will be reported to the project manager.

Debris Removal: Lawn clippings, pruning's, and leaves hauled to a local dumpsite. (Debris cost included)

Safety: We give special attention to the security of pedestrians and tenants in work proximity as well as for vehicles and building windows; we will try to arrange site visits when the least amount of people and cars are present.

Annual Rate: \$14820.00

Monthly Rate: \$ 1235.00

I accept the terms of this contract and approve 'Walker's Landscape Maintenance' to perform this work.

Customer signature _____, Date_____

Contractor signature _____, Date_____

Statements will be mailed out on a monthly basis, payment due within thirty days from reception of the statement. This maintenance contract does not include a warranty; either party may cancel this contract upon a thirty day written notice without cause.

Landscape work requested outside of this maintenance agreement will be done at a time and materials rate, or by an agreed set dollar amount; our labor rate is \$32.00 per man hour. Irrigation work such as repairs, replacement, irrigation winterization and backflow testing will be billed at a time and materials rate of \$47.00 per hour

There are situations where we may request the assistance of a licensed sub-Contractor to perform some of the services listed herein, if this need arises we will first attain permission from the Management.

Walker's Landscape Maintenance is licensed with the State Landscape Contractors Board which is located at:

2111 FRONT ST. NE., SUITE 2-101, SALEM, OR. 97301, PH: (503) 967-6291.