

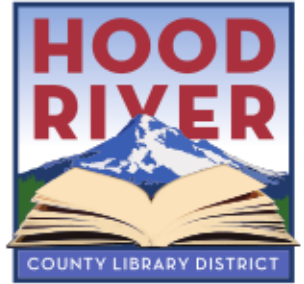
# Board of Directors Regular Meeting Agenda

Tuesday, July 19, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President



<b>I. Additions/deletions from the agenda (ACTION)</b>	VanOrman
<b>II. Conflicts or potential conflicts of interest</b>	VanOrman
<b>III. Consent agenda (ACTION)</b>	VanOrman
<b>IV. Open forum for the general public</b>	VanOrman
<b>V. Reports</b>	
i. Friends update	VanOrman
ii. Foundation update	Snyder
iii. May and June financial statements	Nielsen
iv. Director's report	Fox/Nielsen
<b>VI. Previous business</b>	
<b>VII. New business</b>	
i. Officer elections (ACTION)	VanOrman
ii. Review of strategic goals	Fox
iii. Appointing agents of record (ACTION)	Snyder
iv. Establishing regular meeting time (ACTION)	Snyder
v. Legal services contract (ACTION)	Snyder
vi. Director hiring/contract for Rachael Fox	Nielsen
vii. Board Governance Policy revision (ACTION)	Nielsen
<b>VIII. Agenda items for next meeting</b>	Snyder
<b>IX. Adjournment</b>	Snyder

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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](http://www.hoodriverlibrary.org)

**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

Tuesday, July 19, 2016, 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. Consent agenda (ACTION)**

VanOrman

*Attachments:*

- III.a. Minutes of June 21, 2016, regular meeting
- III.b. Minutes of July 9, 2016, special meeting (Director candidates meet & greet)

**IV. Open forum for the general public**

VanOrman

**V. Reports**

**i. Friends update**

VanOrman

The Friends of Library are on hiatus for the summer. However, Plays for Nonprofits is doing two productions this summer that benefit the Friends of the Library, in addition to SMART and CASA:

- Much Ado About Nothing at Stonehedge Gardens: ran July 7, 8, 10, and 14. Final showing is on July 15 at 7:00p.
- Oklahoma! at Hood River Middle School auditorium: August 5, 6, 12, 13, 19, and 20. Tickets are available at <https://www.showtix4u.com/>. Search for events happening in Hood River.

**ii. Foundation update**

Snyder

The Library Foundation also is on break for the summer. However, their endowment campaign netted over \$26,000 in donations. This amount will be matched 100% by an anonymous donor to the Gorge Community Foundation, where the Library Foundation's endowment resides. This brings the endowment total to over \$85,000.

**iii. May and June financial statements**

Nielsen

*Attachments:*

- V.iii.a. May 2016 financial statements

The June financial statements were unavailable at the time the meeting packet was distributed.

According to the year-end tax collection report from Hood River County, the library district received \$785,395.98 in current year taxes and \$23,505.75 in previous years' taxes, which are 2.7% and 56.7% higher respectively than what was budgeted.

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#### **iv. Director's report**

Fox/Nielsen

##### *Administration*

- As of July 1, the Hood River Library, Georgiana Smith Memorial Gardens, and related properties belong to the library district. The County Board of Commissioners agreed to the property transfer at their regular meeting in June. It may behoove the Board to send each of the Commissioners a thank you note. They have been very supportive of the district throughout our first five years by allowing us to use their courier vehicles the first few years, hosting our telephone system (which they continue to do), making staff available for advice on budget & finance, human resources, and information technology, giving us an extremely low annual rent for Hood River Library, doing building and yard maintenance, and more.
- As a recent Special Districts Association of Oregon (SDAO) newsletter noted, recent court cases have raised questions about the recreational immunity often provided to public agencies. This immunity extends to agencies offering property for recreation without charge, such as the Georgiana Smith Memorial Gardens. The judge in the case determined that, while the agency itself is immune, employees are not. Since agencies are required to indemnify their employees, this essentially makes an end-run around the agency immunity. Our legal counsel, Jeff Baker, does not think this is a large cause of worry for us, given that most of our work is done by contractors. However, SDAO mentioned that they'd try to have this issue addressed in the next legislative session.

##### *Facilities*

- Walker's Landscape Maintenance installed river rock in the northeast corner of the Hood River Library, between the library and the Hood River Jewelers and Oak Street Pub buildings. This work will help prevent growth of invasive species. A fence will be installed in the area as well to discourage use.
- The problematic maple tree in the southwest corner of the Gardens, near the Stoltz Vineyards building, was removed in early July without incident. We have received no comments about it. I am working on finding someone to grind/move the stump so that the Stoltz's wall can be rebuilt.
- We are still awaiting a replacement compressor for our rooftop air handling unit at Hood River Library. Climate control nonetheless has been behaving admirably all things considered.

##### *Personnel*

- Mo Burford, a familiar face from Dog River Coffee, is the library district newest Public Service Clerk. He began in early August.
- Fox and I anticipate that we'll have the posting for the Assistant Director position out by the end of this week.
- We had an extremely strong applicant pool for the Teen Services Librarian position. We interviewed four individuals and currently are discussing making an offer.
- Our previous Teen Services Assistant Harley Judd has his last day on June 25. We bid him a fond farewell and much luck with his photography business.
- Cataloging Specialist Anna Lim will be going on a yearlong leave of absence starting in August. Public Service Clerk Jenny Ouzounian and part-time Cataloging Specialist Sarah Samuels will be filling in for Anna in her absence.

### *Programs and services*

- The District's 5<sup>th</sup> birthday party on July 1 was a huge success. We estimate that about 350 people came out to enjoy the event. At the same time, there was a reception for the Before I Die art piece that drew around 25 people.

### *Statistics*

- Monthly
  - June circulation of District-owned items at District locations increased 1.5% over last June.
  - An incomplete count of June program involvement shows a 70.1% increase over last June.
- Annual
  - 2015-16 annual circulation increased 6.7% over 2014-15.
  - A incomplete count of 2015-16 program involvement shows a 53.5% increase over 2014-15.
  - Library2Go use increase 15.1% over last year. Use of TumbleBooks, our kids e-book services, remained flat, although over 36,000 books were viewed on the platform.
  - Use of District-owned computers continues to drop, with an approximately 10% decline over last year. This likely is due to increased wireless use, which we currently do not count.
  - The number of patrons using their cards in the last year increased 6.3% over last year.

## **VI. Previous business**

## **VII. New business**

### **i. Officer elections (ACTION)**

VanOrman

Annually, the Board elects a President and Vice-President, as delineated in the Board Governance Policy. At the June meeting, Snyder agreed to be nominated as President for 2016-17, and Schoppert agreed to be nominated as Vice-President. Further nominations can be taken from the floor. Successful candidates require a majority vote in favor. The bank signature card will need to be changed following the vote.

### **ii. Review of strategic goals**

Nielsen

#### *Attachments:*

- VII.ii.a Strategic Goals, 2016-21
- VII.ii.b Implementation plan for Strategic Goals

This is the first fiscal year for the district's new set of strategic goals, as established following an extensive public process that happened in the winter and spring of this year. This agenda item is an opportunity to discuss first steps in achieving these goals. I've delineated some actions and considerations for the established goals.

- I. Create a stable and permanent presence in Odell.
  - Evaluate effectiveness of current bus pilot and determine next steps.
    - Current attendance on the bus has been spotty, although the last Saturday there were eight people who used it. Staff are continuing finding new ways to promote it, including the school district using their robo-call system to advertise. Staff are considering focusing bus efforts during the summer rather than throughout the year.
  - Develop a service plan and explore collaboration with prospective partners.

- Outreach Specialist Patty Lara-Martinez likely will take point on this service plan.
  - Expand adult literacy and ESL opportunities for Spanish speakers.
    - Staff already are working on improving ESL and early literacy collections for Spanish speakers. Pronunciator, our online language-learning database, also has strong ESL components that could be promoted.
2. Expand services to tweens and teens.
- Facilitate creative learning opportunities and provide a venue (at the library and/or online) for them to showcase their work.
  - Modify teen space to address their needs.
  - Revitalize the teen advisory group.
  - Improve outreach to teens.
    - We received a very strong set of candidates for Teen Services Librarian. Staff have interviewed finalists and are in process of making an offer. This new staff member will be the key individual tackling this goal.
    - Children's staff will work with the new Teen Services Librarian on serving tweens as well. The library already offers programming that attracts tweens but that has not been specifically marketed to them.
3. Expand outreach activities to continue to grow the library's active users.
- Connect with diverse audiences (and create connections between diverse communities) with large scale community events.
    - The District's 5<sup>th</sup> birthday party was very successful and drew a large, diverse audience. Summer Reading Program events have been focusing on drawing large, diverse audiences around the County, especially through performers. Lara-Martinez's Día de los Niños event in April drew hundreds of people of diverse backgrounds as well.
  - Develop collections, services and programs targeted to nonusers.
    - The library has several under-utilized electronic resources that may be a way to reach out to some non-users. These included our language-learning, downloadable media, auto repair, and test prep resources.
    - Fox has been increasingly focusing adult programming on active, hands-on programming such as weaving and sewing. Such programs have proven popular and could involve people on the library who otherwise wouldn't have been.
  - Reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach.
    - Fox's efforts reaching out to senior populations have been increasingly successful, as people get used to her presence. With Fox advancing to be Library Director, expansion of this service likely will wait until the a new Assistant Director begins.
    - Lara-Martinez's work reaching out to Latinos continues to be hugely successful and a model for other libraries.
4. Increase library awareness throughout the county.
- Expand alternative ways of promoting library news (including targeted and word of mouth marketing) to increase participation and attendance.
    - Staff are working on a marketing plan, which hopefully should be implemented this fall.

- it also will cover branding.
  - Implement consistent branding to highlight all library sponsored events and activities.
    - District logo banners are more common sights at outreach activities now, including in upcoming Movies in the Park events in Odell.
  - Effectively communicate the positive impact of the library district and develop a plan for long-term funding sustainability.
5. Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.
- Provide access to diverse resources to meet the community's diverse needs.
  - Offer literary events, musical concerts and other expressions of community creativity.
    - As noted above, staff already are working on delivering such programming, including concerts.
  - Offer access to current and relevant technology.
  - Continue to strengthen ongoing partnerships with other service providers, businesses, nonprofits and educational institutions.
  - Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.
  - Explore options for maximizing the library's open hours.

### **iii. Appointing agents of record (ACTION)**

Snyder

*Attachments:*

- VII.iii. Resolution 2016-17.01, establishing agents of record

The District must appoint its insurance agents of record. We have two agents. Columbia River Insurance assists the district with general liability and property insurance, which we currently get through Special Districts Association of Oregon. BCI Group assists us with employee benefits such as health insurance and retirement, which we currently get through PacificSource (medical and vision insurance), Guardian Life Insurance Company (dental insurance), and T.Rowe Price (403(b) retirement plan). Both agents have been very helpful. The attached resolution affirms these companies as our agents of record for the coming year.

### **iv. Establishing regular meeting time (ACTION)**

Snyder

*Attachments:*

- VII.iv. Resolution 2016-17.02, establishing regular meeting time

The Board's regular meeting time, date, and location needs to be established annually. At the June regular meeting, Board members agreed that the third Tuesday from 7.00-9.00p was a good time for regular monthly meetings.

### **v. Legal services contract (ACTION)**

Snyder

*Attachments:*

- VII.v. Resolution 2016-17.03, renewing legal services contract

Our legal contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., for legal services expired in January 2015. Attached is a resolution renewing our legal services contract. The payable rate is

\$125/hour. Baker's services have been invaluable, and he has also been very easy with to work with.

**vi. Director hiring/contract for Rachael Fox**

Nielsen

*Attachments:*

- Vii.vi. Draft Library Director contract for Rachael Fox

I completed discussions with Assistant Director Rachael Fox about offering her the Library Director position. She agreed to the terms the Board offered, including requiring completion of the Certified Public Library Administrator (CPLA) program at the District's expense. The Board now needs to formally offer Fox the position and approve the attached contract. The contract reflects changes the Board discussed in previous meetings. The CPLA requirement can be found in section E Continuing Education. District legal counsel Jeff Baker approves of this provision as worded.

**vii. Board Governance Policy revision (ACTION)**

Nielsen

*Attachments:*

- VII.vii.a. Proposed amendment to Board Governance Policy
- VII.vii.b. Resolution 2016-17.04, amending Board Governance Policy

During the interviews for Library Director candidates, the Board accidentally ran afoul of our Board Governance Policy. Due to unforeseen circumstances, Vaivoda and VanOrman had to call in via phone. However, our policy states as such:

“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.”

I checked the Oregon Public Meetings Manual and did not find any explicit provision forbidding remote participation in executive sessions. However, I understand the concern for ensuring that unauthorized individuals don't overhear executive sessions. Therefore, I propose the attached revision to give the Board more flexibility in the future.

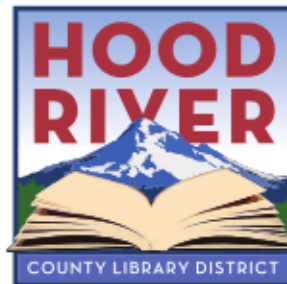
I am checking with legal counsel on this provision.

**VIII. Agenda items for next meeting**

Snyder

**IX. Adjournment**

Snyder



**Board of Directors  
Regular Meeting Minutes**

Tuesday, June 21, 2016, 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), John Schoppert, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

**I. Additions/deletions from the agenda (ACTION)**

VanOrman

President VanOrman called the meeting to order at 7.00p. Sheppard was on vacation. Schoppert moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

VanOrman

None stated.

**III. Consent agenda (ACTION)**

VanOrman

**i. Minutes from May 17 meeting**

**ii. Cascade Locks Library lease agreement with City**

Snyder moved to approve the consent agenda as presented. Schoppert seconded. The motion carried unanimously.

**IV. Open forum for the general public**

VanOrman

No public present.

**V. Reports**

**i. Friends update**

VanOrman

There was nothing additional to report aside from the written notes.

**ii. Foundation update**

Snyder

There was nothing additional to report aside from the written notes.

**iii. April and May financial statements**

Nielsen

The May financial statements were unavailable at the time of the meeting. The Board reviewed the April 2016 financial statements and had no questions.

**iv. Director's report**

Nielsen

There was nothing additional to report aside from the written notes.

**VI. Previous business**

**i. Director search update**

Nielsen

On June 21, the hiring committee interviewed five candidates for the Library Director position and narrowed the field down to three:



- Diane Adams, Director, International Falls Public Library, International Falls, MN
- Rachael Fox, Assistant Director, Hood River County Library District, Hood River, OR
- Emily Klonicki, Director, Ella Johnson Memorial Public Library District, Hampshire, IL

The hiring committee feels all three candidates are strong and have diverse strengths and weaknesses.

The Board discussed logistics for the final round interviews and decided that all candidates will be interviewed on Saturday, July 9. The interview process will involve a Board interview, meeting with staff, a county tour for the out-of-area candidates, and a public meet & greet/presentation. A Board meeting to discuss the interviews will be held on Sunday, July 10. The Board reviewed and narrowed down the proposed final round interview questions.

## **ii. IGA with Mid-Columbia Council of Governments (ACTION)**

Nielsen

The Board discussed the proposed intergovernmental agreement with Mid-Columbia Council of Governments to locate their employment services at Hood River Library. The Board agreed with the draft proposal by added a provision in the "Termination" section stating as follows: "*Termination with notice*: Either party may cancel this lease at any time with 60 days written notice to the other party." Snyder moved to approve the IGA as amended. Schoppert seconded. The motion carried unanimously.

## **VII. New business**

### **i. 2016-17 budget approval (ACTION)**

VanOrman

#### **1. Budget hearing**

VanOrman

President VanOrman opened the budget hearing at 8.07p. She closed it at 8.07p, as no public were present. Snyder moved to approve Resolution 2015-16.11, adopting the budget, making appropriations, imposing taxes, and categorizing taxes. Vaivoda seconded. The motion carried unanimously.

### **ii. Approval of recurring payments for 2016-17 (ACTION)**

Nielsen

Snyder moved to approve Resolution 2015-16.12, approving online and recurring payments for the 2016-17 fiscal year. Schoppert seconded. The motion carried unanimously.

### **iii. Discussion of 2016-17 President and Vice-President positions**

VanOrman

VanOrman stated that she would not run for President again. Snyder agreed to run for President. Schoppert for Vice-President. With a new director coming in, this President likely will have to spend more time conversing with the director than currently. New signature cards will be required when the officers are elected. Snyder, Vaivoda, and VanOrman all stated that they would not be running for reelection in May, when their terms expire.

### **iv. Discussion of 2016-17 regular meeting time**

VanOrman

The Board discussed possible regular meeting times for next fiscal year and determined that the current day/time/location of the third Tuesday of the month in the Hood River Library meeting room at 7.00p should continue.

### **v. Library Director contract addendum renewal (ACTION)**

VanOrman

Snyder moved to approve the addendum to Nielsen's 2015-16 contract, extending through July 2016. Schoppert seconded. The motion carried unanimously.

**vi. Hood River property transfer agreement (ACTION)**

Nielsen

Snyder moved to approve the bill of sale and special warranty deed from Hood River County, transferring the Hood River Library, Georgiana Smith Memorial Gardens, and associated properties to the library district. Vaivoda seconded. The motion carried unanimously.

**VIII. Agenda items for next meeting, July 19, 2016**

VanOrman

- Review of strategic goals
- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Legal services contract renewal

The Board discussed who would serve as liaisons to the Friends of the Library and Library Foundation. VanOrman agreed to continue serving as liaison to the Friends will be friends liaison. John volunteered to be the Foundation liaison.

**IX. Adjournment**

VanOrman

The meeting adjourned at 8.29p



**Board of Directors  
Special Meeting Minutes**  
Saturday, July 9, 2016, 7.00-9.00p  
Riverside Community Church  
317 State St, Hood River  
Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen

*Present:* Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder

Board members attended the public meet and greet for three finalists for the Library Director position at the District: Diane Adams of International Falls, MN, Rachael Fox of Hood River, OR, and Emily Klonicki of Hampshire, IL. The event began at 7.00p. Members of the public had an opportunity to meet and talk with each of the candidates. At 7.25p, each candidate gave a short presentation to the public. The event ended at 8.30p. Approximately forty people attended.

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**May 31, 2016**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$145,279				\$145,279
Cash with Hood River County	510,461	\$75,856	\$105,547	\$3,986	695,850
Petty cash	416				416
Employee advances	900				900
Total Current Assets	<u>657,056</u>	<u>75,856</u>	<u>105,547</u>	<u>3,986</u>	<u>842,445</u>
<b>TOTAL ASSETS</b>	<u><b>\$657,056</b></u>	<u><b>\$75,856</b></u>	<u><b>\$105,547</b></u>	<u><b>\$3,986</b></u>	<u><b>\$842,445</b></u>

**LIABILITIES & FUND BALANCES**

Liabilities					
Current Liabilities					
Payroll liabilities	\$1,175				\$1,175
Total Current Liabilities	<u>1,175</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,175</u>
Total Liabilities	<u>1,175</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,175</u>
Fund Balances:					
Unassigned	<u>655,881</u>	<u>75,856</u>	<u>105,547</u>	<u>3,986</u>	<u>841,270</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u><b>\$657,056</b></u>	<u><b>\$75,856</b></u>	<u><b>\$105,547</b></u>	<u><b>\$3,986</b></u>	<u><b>\$842,445</b></u>

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Eleven Months Ended May 31, 2016**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
<b>Revenues:</b>					
Donations and grants	\$0	\$62,802			\$62,802
Property tax revenues - current year	784,913				784,913
Property tax revenues - prior year	22,199				22,199
Fines and fees	11,886				11,886
Intergovernmental revenue		23,998		\$52,647	76,645
Interest revenue	3,947		\$546		4,493
Miscellaneous					0
<b>Total Revenues</b>	<b>822,945</b>	<b>86,800</b>	<b>546</b>	<b>52,647</b>	<b>962,938</b>
<b>Expenditures:</b>					
Personal services:					
Wages and salaries	330,308	12,210		36,661	379,179
Employee benefits	116,469	5,641		11,509	133,619
<b>Total Personal Services</b>	<b>446,777</b>	<b>17,851</b>	<b>0</b>	<b>48,170</b>	<b>512,798</b>
Materials and services:					
Bank charges	175				175
Building rental	3,700				3,700
Building maintenance	11,546	3,216			14,762
HVAC	11,151				11,151
Elevator	1,675				1,675
Telephone	4,396				4,396
Internet	4,674				4,674
Collection development	65,785	12,240			78,025
Technology	2,104				2,104
Accounting and auditing	23,300				23,300
Courier	1,475				1,475
Custodial services	19,148				19,148
Technical services	3,015				3,015
Library consortium	11,340				11,340
Copiers	906				906
Elections expense	0				0
Furniture and equipment	3,046	4,684			7,730
Insurance	4,254				4,254
Georgiana Smith Memorial Garden	14,977	7,540			22,517
Legal services	2,575				2,575
Professional services	12,307				12,307
Dues and subscriptions	2,720				2,720
Miscellaneous	369				369
Postage and freight	569				569
Printing	588				588
Programs	15,137	7,644			22,781
Advertising	295				295
Supplies - office	12,445				12,445
Travel	4,865			491	5,356
Training	1,546				1,546
Board development	1,127				1,127
Electricity	15,884				15,884
Garbage	1,271				1,271
Natural gas	5,442				5,442
Water & sewer - building	3,820				3,820
<b>Total Materials and Services</b>	<b>267,627</b>	<b>35,324</b>	<b>0</b>	<b>491</b>	<b>303,442</b>
Capital outlay	0	19,779	42,829		62,608
<b>Total Expenditures</b>	<b>714,404</b>	<b>72,954</b>	<b>42,829</b>	<b>48,661</b>	<b>878,848</b>
<b>Revenues Over Expenditures</b>	<b>108,541</b>	<b>13,846</b>	<b>(42,283)</b>	<b>3,986</b>	<b>84,090</b>
<b>Other Financing Sources (Uses)</b>					
Operating transfers in			50,000		50,000
Operating transfers out	(50,000)				(50,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(50,000)</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<b>58,541</b>	<b>13,846</b>	<b>7,717</b>	<b>3,986</b>	<b>84,090</b>
Fund Balance - July 1, 2015	597,340	62,010	97,830	0	757,180
<b>Fund Balance - May 31, 2016</b>	<b>\$655,881</b>	<b>\$75,856</b>	<b>\$105,547</b>	<b>\$3,986</b>	<b>\$841,270</b>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2016**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$0	\$0	\$500
Tax revenues - current	23,458	784,913	764,441
Tax revenues - prior year	1,609	22,199	15,000
Fines and fees	1,302	11,886	11,700
Interest revenue	497	3,947	4,000
Miscellaneous	0	0	500
<b>Total Revenues</b>	<u>26,866</u>	<u>822,945</u>	<u>796,141</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	407	4,272	5,494
Library clerk II	6,256	60,376	81,631
Library assistant I	6,179	69,997	78,443
Library assistant II	7,798	70,869	75,470
Librarian I	2,282	24,341	30,261
Librarian II	4,174	34,484	51,076
Library director	6,053	65,969	72,643
Payroll taxes and benefits:			
Retirement	(597)	25,166	27,710
Social security	2,521	25,198	30,219
Workers' compensation	(33)	1,087	1,200
Health insurance	203	60,894	60,125
Unemployment insurance	42	4,124	7,110
<b>Total Personal Services</b>	<u>35,285</u>	<u>446,777</u>	<u>521,382</u>
Materials and services:			
Bank charges	16	175	300
Building rental	0	3,700	8,100
Building maintenance	0	11,546	15,000
HVAC	4,096	11,151	6,000
Elevator	155	1,675	2,100
Telephone	347	4,396	5,340
Internet	425	4,674	5,400
Collection development	6,514	65,785	70,000
Technology	0	2,104	10,000
Accounting and auditing	0	23,300	22,200
Courier	11	1,475	3,000
Custodial services	0	19,148	21,000
Technical services	0	3,015	4,000

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2016**

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Library consortium	0	11,340	12,000
Copiers	70	906	1,100
Elections expense	0	0	0
Furniture and equipment	0	3,046	5,000
Insurance	0	4,254	4,000
Georgiana Smith Memorial Garden	32	14,977	20,000
Legal services	513	2,575	2,500
Professional services	2,683	12,307	15,000
Dues and subscriptions	722	2,720	3,500
Miscellaneous	21	369	1,000
Postage and freight	16	569	1,000
Printing	0	588	1,000
Programs	971	15,137	25,000
Advertising	0	295	1,000
Supplies - office	746	12,445	17,000
Travel	1,455	4,865	5,000
Training	0	1,546	2,000
Board development	0	1,127	1,000
Electricity	1,406	15,884	20,500
Garbage	116	1,271	1,500
Natural gas	514	5,442	11,500
Water & sewer - building	351	3,820	4,400
<b>Total Materials and Services</b>	<b>21,180</b>	<b>267,627</b>	<b>327,440</b>
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	50,000	50,000
Contingency	0	0	90,000
<b>Total Expenditures</b>	<b>56,465</b>	<b>764,404</b>	<b>988,822</b>
<b>Change in Fund Balance</b>	<b>(\$29,599)</b>	<b>\$58,541</b>	<b>(\$192,681)</b>



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2016**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$25,045	\$62,802	\$276,000
Intergovernmental revenue	0	23,998	0
<b>Total Revenues</b>	<u>25,045</u>	<u>86,800</u>	<u>276,000</u>
<b>Expenditures:</b>			
Personal services	0	17,851	17,340
Materials and services:	4,919	35,324	90,000
Capital outlay	0	19,779	175,000
<b>Total Expenditures</b>	<u>4,919</u>	<u>72,954</u>	<u>282,340</u>
<b>Change in Fund Balance</b>	<u><u>\$20,126</u></u>	<u><u>\$13,846</u></u>	<u><u>(\$6,340)</u></u>

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2016**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$92	\$546	\$400
<b>Other Financing Sources</b>			
Transfer from General Fund	0	50,000	50,000
<b>Total Revenues and</b>			
<b>Other Sources</b>	<u>92</u>	<u>50,546</u>	<u>50,400</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	42,829	50,000
<b>Total Expenditures</b>	<u>0</u>	<u>42,829</u>	<u>50,000</u>
<b>Change in Fund Balance</b>	<u><u>\$92</u></u>	<u><u>\$7,717</u></u>	<u><u>\$400</u></u>

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Sage Library System Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2016**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Intergovernmental revenue	\$4,242	\$52,647	\$65,875
<b>Total Revenues</b>	<u>4,242</u>	<u>52,647</u>	<u>65,875</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Librarian I	3,290	36,661	40,953
Payroll taxes and benefits:			
Retirement	3,596	3,596	3,686
Social security	249	2,785	3,133
Workers' compensation	69	99	66
Health insurance	4,364	4,557	6,000
Unemployment insurance	2	472	737
<b>Total Personal Services</b>	<u>11,570</u>	<u>48,170</u>	<u>54,575</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	491	3,000
Training	0	0	1,000
<b>Total Materials and Services</b>	<u>0</u>	<u>491</u>	<u>6,300</u>
Contingency	0	0	5,000
<b>Total Expenditures</b>	<u>11,570</u>	<u>48,661</u>	<u>65,875</u>
<b>Change in Fund Balance</b>	<u><u>(\$7,328)</u></u>	<u><u>\$3,986</u></u>	<u><u>\$0</u></u>

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY

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

Grants Funds  
For the Eleven Months Ended May 31, 2016

	Newspaper Digitization	SDAO Safety 2014	SDAO Safety 2016	Foundation Grants	Friends of the Library	Foster Donation	LSTA Outreach 2015	MCMC Grant	GCF Nichols	RTR 2016	RTR 2015	Totally	Total
<b>Revenues:</b>													
Donations and grants	\$1,000	\$0	\$3,000	\$39,045	\$17,524	\$0	\$10,681	\$403	\$830	\$13,317	\$0	\$1,000	\$62,802
Intergovernmental revenue													23,998
<b>Total Revenues</b>	<b>1,000</b>	<b>0</b>	<b>3,000</b>	<b>39,045</b>	<b>17,524</b>	<b>0</b>	<b>10,681</b>	<b>403</b>	<b>830</b>	<b>13,317</b>	<b>0</b>	<b>1,000</b>	<b>86,800</b>
<b>Expenditures:</b>													
Personal services:													
Wages and salaries:													12,210
Library assistant II													1,099
Employee benefits:													930
Retirement													193
FICA													3,408
Workers compensation													11
Health insurance													
Unemployment insurance													
<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,851</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,851</b>
Materials and services:													
Building maintenance				7,310	3,001	215					1,283		3,216
Collection development					3,324			322					12,239
Technical services					4,567	1,785	570			1,155	1,297	56	7,645
Programs					2,899								4,684
Furniture and equipment				7,540									7,540
Georgiana Smith Memorial Garden													
<b>Total Materials and Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,850</b>	<b>13,791</b>	<b>2,000</b>	<b>570</b>	<b>322</b>	<b>0</b>	<b>1,155</b>	<b>2,580</b>	<b>56</b>	<b>35,324</b>
Capital outlay	0	3,000	0	13,848	2,101	0	0	0	830	0	0	0	19,779
<b>Total Expenditures</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>28,698</b>	<b>15,892</b>	<b>2,000</b>	<b>18,421</b>	<b>322</b>	<b>830</b>	<b>1,155</b>	<b>2,580</b>	<b>56</b>	<b>72,954</b>
<b>Net Change in Fund Balance</b>	<b>1,000</b>	<b>(3,000)</b>	<b>3,000</b>	<b>10,347</b>	<b>1,632</b>	<b>(2,000)</b>	<b>(7,740)</b>	<b>81</b>	<b>0</b>	<b>12,162</b>	<b>(2,580)</b>	<b>944</b>	<b>13,846</b>
<b>Fund Balance - July 1, 2015</b>	<b>642</b>	<b>3,000</b>	<b>0</b>	<b>52,688</b>	<b>3,926</b>	<b>2,000</b>	<b>(2,826)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,580</b>	<b>0</b>	<b>62,010</b>
<b>Fund Balance - May 31, 2016</b>	<b>\$1,642</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$63,035</b>	<b>\$5,558</b>	<b>\$0</b>	<b>(\$10,566)</b>	<b>\$81</b>	<b>\$0</b>	<b>\$12,162</b>	<b>\$0</b>	<b>\$944</b>	<b>\$75,856</b>

# Circulation, 2015-16

Attachment V.iv.a.

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Audio</b>	420	402	393	509	401	425	423	417	492	427	389	432	<b>5,130</b>
<b>Video</b>	1,361	1,464	1,652	1,719	1,527	1,974	2,068	1,866	2,061	1,571	1,521	1,689	<b>20,473</b>
<b>Fiction</b>	1,201	1,082	1,009	993	863	954	953	1,020	1,130	883	909	1,015	<b>12,012</b>
<b>Large print</b>	54	67	84	117	107	65	76	113	74	72	88	64	<b>981</b>
<b>Nonfiction</b>	928	887	885	852	767	841	864	937	986	854	953	784	<b>10,538</b>
<b>Spanish</b>	92	69	79	99	79	58	99	134	141	71	64	63	<b>1,048</b>
<b>Magazines</b>	188	239	190	231	262	265	293	299	315	235	166	184	<b>2,867</b>
<b>New books</b>	961	866	863	862	822	854	850	879	1,065	883	874	864	<b>10,643</b>
<b>Graphic novels</b>	98	98	74	69	75	52	63	95	142	134	81	102	<b>1,083</b>
<b>Miscellaneous</b>	29	25	24	24	28	20	19	27	28	23	21	23	<b>291</b>
<b>Young adult collection</b>	396	362	232	191	179	215	202	205	252	168	195	362	<b>2,959</b>
<b>Children's audio</b>	356	298	213	236	253	228	211	214	208	182	218	181	<b>2,798</b>
<b>Children's new books</b>	414	418	418	360	344	337	457	436	447	354	363	477	<b>4,825</b>
<b>Board Books</b>	299	221	244	205	172	215	147	158	148	113	138	229	<b>2,289</b>
<b>Children video</b>	954	794	672	709	667	753	720	717	720	489	647	664	<b>8,506</b>
<b>Children's fiction</b>	1,288	962	714	762	739	631	641	684	727	471	588	990	<b>9,197</b>
<b>Children's nonfiction</b>	538	419	401	396	389	345	572	457	498	476	444	508	<b>5,443</b>
<b>Picture books</b>	1,051	970	809	756	703	533	911	758	846	661	801	929	<b>9,728</b>
<b>Readers</b>	405	363	287	382	353	326	343	276	304	268	273	526	<b>4,106</b>
<b>Holiday books</b>	22	6	80	177	237	362	65	69	77	23	7	14	<b>1,139</b>
<b>Children's graphic novels</b>	217	289	147	153	173	154	154	174	276	193	259	255	<b>2,444</b>
<b>Children's Spanish</b>	159	143	91	144	100	116	171	119	140	86	81	86	<b>1,436</b>
<b>Theme bags &amp; book kits</b>	16	15	23	20	18	20	30	26	23	19	12	25	<b>247</b>
<b>TOTAL</b>	<b>11,447</b>	<b>10,459</b>	<b>9,584</b>	<b>9,966</b>	<b>9,258</b>	<b>9,743</b>	<b>10,332</b>	<b>10,080</b>	<b>11,100</b>	<b>8,656</b>	<b>9,092</b>	<b>10,466</b>	<b>120,183</b>

## Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	2	5	8	6	5	6	19	14	16	14	7	105
Video	71	22	42	33	23	36	29	34	26	39	44	31	430
Fiction	40	20	23	30	10	22	22	26	55	80	29	47	404
Large print	1	0	0	0	0	1	3	0	3	1	3	1	13
Nonfiction	21	28	15	27	3	7	19	12	25	19	8	5	189
Spanish	0	0	0	0	0	0	0	0	0	0	0	0	0
Magazines	2	8	7	6	3	4	13	5	0	0	3	4	55
New books	9	13	11	28	8	9	11	16	17	12	16	13	163
Graphic novels	4	1	5	1	2	2	2	1	1	4	4	2	29
Miscellaneous	0	1	0	0	0	0	0	0	0	0	0	0	1
Young adult collection	8	6	10	3	0	5	8	6	2	3	3	6	60
Children's audio	3	0	2	0	3	0	1	0	0	1	1	3	14
Children's new books	3	3	2	11	1	1	4	2	1	2	2	7	39
Board Books	1	1	6	2	6	5	2	0	5	3	2	2	35
Children video	31	17	27	26	14	37	8	18	23	6	10	33	250
Children's fiction	15	3	5	3	10	13	4	5	4	3	5	11	81
Children's nonfiction	11	6	12	6	2	8	8	7	15	5	8	10	98
Picture books	16	1	10	1	18	13	3	13	9	25	15	22	146
Readers	2	2	0	6	11	15	1	7	3	6	3	23	79
Holiday books	1	0	0	0	6	20	3	6	1	0	0	2	39
Children's graphic novels	15	1	12	9	8	4	0	0	0	0	6	7	62
Children's Spanish	0	1	6	0	1	0	0	0	0	0	0	0	8
Theme bags & book kits	0	0	0	0	0	0	0	0	0	0	1	0	1
<b>TOTAL</b>	<b>257</b>	<b>136</b>	<b>200</b>	<b>200</b>	<b>135</b>	<b>207</b>	<b>147</b>	<b>177</b>	<b>204</b>	<b>225</b>	<b>177</b>	<b>236</b>	<b>2,301</b>

# Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1	2	1	4	2	0	1	1	22
Video	83	43	31	18	42	54	84	63	61	81	50	53	663
Fiction	79	68	50	54	18	34	35	68	57	14	49	24	550
Large print	5	6	15	16	4	4	0	1	3	0	0	4	58
Nonfiction	26	12	22	23	13	11	21	25	19	29	17	23	241
Spanish	9	12	10	9	4	4	1	3	6	5	5	15	83
Magazines	6	9	1	0	2	0	8	3	4	0	0	5	38
New books	23	24	5	12	17	0	11	33	16	5	8	20	174
Graphic novels & comics	1	0	1	0	0	0	0	0	0	0	0	3	5
Miscellaneous	1	0	2	0	0	0	0	0	2	0	0	0	5
Young adult collection	12	9	3	2	1	2	4	3	3	2	2	4	47
Children's audio	2	3	3	0	1	3	0	1	5	1	1	7	27
Children's new books	2	0	3	0	0	0	1	2	5	5	4	3	25
Board Books	16	19	7	12	6	6	13	11	27	21	7	17	162
Children video	32	18	21	30	22	34	58	49	30	29	22	38	383
Children's fiction	5	43	25	18	8	5	16	19	20	13	20	15	207
Children's nonfiction	10	14	15	42	18	18	22	18	21	5	9	8	200
Picture books	48	31	48	42	15	12	17	30	61	47	27	62	440
Readers	11	8	5	11	14	31	4	3	5	4	5	14	115
Holiday books	2	3	4	1	1	13	5	0	1	0	1	1	32
Children's graphic novels	13	10	8	7	1	7	10	8	0	1	0	7	72
Children's Spanish	1	7	6	6	3	3	0	2	4	0	2	1	35
Theme bags	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>389</b>	<b>339</b>	<b>288</b>	<b>308</b>	<b>191</b>	<b>243</b>	<b>311</b>	<b>346</b>	<b>352</b>	<b>262</b>	<b>230</b>	<b>325</b>	<b>3,584</b>

# Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	432	430	440	508	443	404	440	5,257
Video	1,515	1,529	1,725	1,770	1,592	2,064	2,181	1,963	2,148	1,691	1,615	1,773	21,566
Fiction	1,320	1,170	1,082	1,077	891	1,010	1,010	1,114	1,242	977	987	1,086	12,966
Large print	60	73	99	133	111	70	79	114	80	73	91	69	1,052
Nonfiction	975	927	922	902	783	859	904	974	1,030	902	978	812	10,968
Spanish	101	81	89	108	83	62	100	137	147	76	69	78	1,131
Magazines	196	256	198	237	267	269	314	307	319	235	169	193	2,960
New books	993	903	879	902	847	863	872	928	1,098	900	898	897	10,980
Graphic novels & comics	103	99	80	70	77	54	65	96	143	138	85	107	1,117
Miscellaneous	30	26	26	24	28	20	19	27	30	23	21	23	297
Young adult collection	416	377	245	196	180	222	214	214	257	173	200	372	3,066
Children's audio	361	301	218	236	257	231	212	215	213	184	220	191	2,839
Children's new books	419	421	423	371	345	338	462	440	453	361	369	487	4,889
Board Books	316	241	257	219	184	226	162	169	180	137	147	248	2,486
Children video	1,017	829	720	765	703	824	786	784	773	524	679	735	9,139
Children's fiction	1,308	1,008	744	783	757	649	661	708	751	487	613	1,016	9,485
Children's nonfiction	559	439	428	444	409	371	602	482	534	486	461	526	5,741
Picture books	1,115	1,002	867	799	736	558	931	801	916	733	843	1,013	10,314
Readers	418	373	292	399	378	372	348	286	312	278	281	563	4,300
Holiday books	25	9	84	178	244	395	73	75	79	23	8	17	1,210
Children's graphic novels	245	300	167	169	182	165	164	182	276	194	265	269	2,578
Children's Spanish	160	151	103	150	104	119	171	121	144	86	83	87	1,479
Theme bags	16	15	23	20	18	20	30	26	23	19	13	25	248
TOTAL	12,093	10,934	10,072	10,474	9,584	10,193	10,790	10,603	11,656	9,143	9,499	11,027	126,068

# Interlibrary loans, 2015-16

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	861	768	861	946	797	967	1,035	967	1,117	999	1,023	1,039	11,380
Borrowed from Sage	795	668	684	716	713	832	845	862	1,032	832	794	868	9,641
<i>Sage difference</i>	<b>66</b>	<b>100</b>	<b>177</b>	<b>230</b>	<b>84</b>	<b>135</b>	<b>190</b>	<b>105</b>	<b>85</b>	<b>167</b>	<b>229</b>	<b>171</b>	<b>1,739</b>

## Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	39	55	54	59	43	53	34	39	53	46	50	43	568
Borrowed from Sage	62	47	53	75	43	62	61	47	69	29	62	69	679
<i>Sage difference</i>	<b>-23</b>	<b>8</b>	<b>1</b>	<b>-16</b>	<b>0</b>	<b>-9</b>	<b>-27</b>	<b>-8</b>	<b>-16</b>	<b>17</b>	<b>-12</b>	<b>-26</b>	<b>-111</b>

## Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	35	37	35	40	22	36	42	36	34	51	42	26	436
Borrowed from Sage	16	19	23	28	16	23	28	29	37	48	16	30	313
<i>Sage difference</i>	<b>19</b>	<b>18</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>13</b>	<b>14</b>	<b>7</b>	<b>-3</b>	<b>3</b>	<b>26</b>	<b>-4</b>	<b>123</b>

## Districtwide

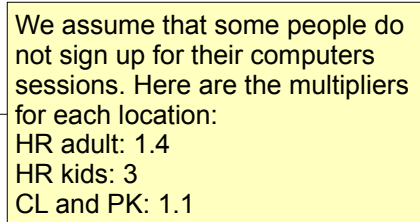
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	935	860	950	1,045	862	1,056	1,111	1,042	1,204	1,096	1,115	1,108	12,384
Borrowed from Sage	873	734	760	819	772	917	934	938	1,138	909	872	967	10,633
<i>Sage difference</i>	<b>62</b>	<b>126</b>	<b>190</b>	<b>226</b>	<b>90</b>	<b>139</b>	<b>177</b>	<b>104</b>	<b>66</b>	<b>187</b>	<b>243</b>	<b>141</b>	<b>1,751</b>
Checked out by non-Sage	29	20	27	27	21	19	24	18	31	31	9	22	278
Borrowed from non-Sage	4	6	11	7	0	7	6	2	2	5	1	1	52
<i>Non-Sage difference</i>	<b>25</b>	<b>14</b>	<b>16</b>	<b>20</b>	<b>21</b>	<b>12</b>	<b>18</b>	<b>16</b>	<b>29</b>	<b>26</b>	<b>8</b>	<b>21</b>	<b>226</b>



# Computer use, 2015-16

## Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Hood River</b>	1,018	924	850	768	535	565	645	740	804	634	657	754	<b>8,895</b>
<b>Cascade Locks</b>	129	135	135	112	62	70	57	64	54	54	55	68	<b>996</b>
<b>Parkdale</b>	39	22	36	23	24	11	50	33	79	33	37	35	<b>422</b>
<b>TOTAL</b>	<b>1,185</b>	<b>1,082</b>	<b>1,021</b>	<b>904</b>	<b>621</b>	<b>647</b>	<b>752</b>	<b>837</b>	<b>937</b>	<b>721</b>	<b>750</b>	<b>857</b>	<b>10,313</b>



We assume that some people do not sign up for their computers sessions. Here are the multipliers for each location:  
HR adult: 1.4  
HR kids: 3  
CL and PK: 1.1

## Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Ancestry</b>													
<i>Searches</i>	476	195	508	78	140	3	360	163	196	265	110	117	2,611
<i>Item views</i>	274	172	258	32	31	0	248	117	123	86	67	42	1,450
<b>Auto Repair Ref Ctr</b>	7	4	0	16	0	13	5	10	1	3	10	4	73
<b>Facebook</b>													
<i>Posts</i>	5	13	12	21	15	20	25	25	33	23	25	20	237
<i>Post reach</i>	830	2,466	2,792	1,756	3,618	3,315	4,272	6,100	5,177	5,143	7,848	6,256	49,573
<i>Post engagement</i>	56	219	297	93	468	268	305	325	286	210	592	233	3,352
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078	1,085	1,107	1,126	1,149	1,159	1,179	1,200	1,200
<b>Gale databases</b>													
<i>In library</i>	38	1	0	41	202	158	38	120	78	38	1	6	721
<i>Remote</i>	43	1	3	4	45	2	1	14	5	6	2	4	130
<b>Heritage Quest</b>													
<i>Searches</i>	22	30	46	9	148	0	0	0	0	13	0	89	357
<i>Item views</i>	13	30	39	6	129	0	0	0	0	6	0	71	294
<b>hoodriverlibrary.org</b>													
<i>Visits</i>	1,019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,882
<b>Instagram</b>													
<i>Posts</i>	4	7	4	4	3	3	2	8	8	5	11	5	64
<i>Post feedback</i>	7	24	20	20	18	12	17	29	35	29	84	32	327
<i>Followers</i>	110	121	127	132	142	152	156	165	177	202	212	222	222
<b>LearningExpress</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Library2go</b>													
<i>ebooks</i>	372	327	301	375	354	378	376	386	411	359	341	343	4,323
<i>Audiobooks</i>	347	286	311	372	348	301	358	299	318	330	314	317	3,901
<b>Newsletter</b>													
<i>Subscribers</i>	680	680	680	680	680	680	680	734	788	776	772	0	680
<i>Messages sent</i>	0	0	0	0	0	0	0	1	2	1	1	0	5
<i>Opened</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	41.3%	35.6%	41.7%	22.2%	0.0%	28.2%
<i>Click rate</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1%	1.0%	1.3%	1.5%	0.0%	1.0%
<b>Pronunciator</b>													
<i>Registrations</i>	1	16	2	10	2	14	26	9	4	9	9	16	118
<i>Logins</i>	2	157	9	31	5	31	87	33	11	32	32	55	485
<b>TumbleBooks</b>	514	20	2,805	3,521	2,028	2,512	4,602	3,721	2,603	4,876	5,277	3,530	36,009

Twitter

Tweets	5	12	6	8	7	7	4	12	12	10	14	6	103
Tweet impressions	873	2,430	1,402	1,011	1,589	1,982	1,314	1,447	1,959	3,086	3,396	1,746	22,235
Mentions	2	1	1	0	3	3	2	2	3	1	3	0	21
Total followers	417	435	443	447	449	453	464	477	482	491	495	501	501

## Patron statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Used card in last month</b>	2,089	2,020	1,897	1,905	1,903	1,834	1,936	1,999	2,043	1,833	1,882	2,080	5,669
<b>New patrons</b>	<b>134</b>	<b>138</b>	<b>124</b>	<b>104</b>	<b>94</b>	<b>86</b>	<b>103</b>	<b>108</b>	<b>87</b>	<b>89</b>	<b>92</b>	<b>101</b>	<b>1,260</b>
<i>Hood River</i>	93	108	95	74	65	59	71	73	59	53	61	60	871
<i>Cascade Locks</i>	17	2	1	5	3	2	2	0	5	5	4	7	53
<i>Odell</i>	3	5	0	0	3	2	1	0	0	4	1	2	21
<i>Parkdale</i>	5	7	8	1	7	6	12	8	5	10	2	9	80
<i>MIX libraries</i>	14	12	14	21	16	14	15	22	13	15	21	12	189
<i>Sage libraries</i>	1	1	5	3	0	2	2	5	5	1	3	9	37
<i>Passport libraries</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Other</i>	1	3	1	0	0	1	0	0	0	1	0	2	9

## Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Circulation</b>													
<b>First circs</b>	423	349	402	507	406	612	601	868	921	575	536	574	6,774
Camas	0	0	0	0	0	0	0	0	0	0	0	0	0
Clackamas Co.	0	1	0	0	0	4	8	27	1	2	4	20	67
Fort Vancouver	409	333	376	481	381	577	534	792	899	527	493	524	6,326
Multnomah Co.	11	2	19	24	11	31	56	36	14	34	33	30	301
Washington Co.	3	13	7	2	14	0	3	13	7	12	6	0	80
<b>Renewals</b>	<b>250</b>	<b>162</b>	<b>182</b>	<b>244</b>	<b>209</b>	<b>327</b>	<b>268</b>	<b>289</b>	<b>388</b>	<b>229</b>	<b>223</b>	<b>218</b>	<b>2,989</b>
Camas	0	0	0	0	0	0	0	0	0	0	0	0	0
Clackamas Co.	0	0	0	0	0	0	4	7	0	0	0	1	12
Fort Vancouver	248	162	165	237	191	318	254	273	359	224	192	202	2825
Multnomah Co.	1	0	1	7	18	9	10	8	25	4	30	13	126
Washington Co.	1	0	16	0	0	0	0	1	4	1	1	2	26
<b>TOTALS</b>	<b>673</b>	<b>511</b>	<b>584</b>	<b>751</b>	<b>615</b>	<b>939</b>	<b>869</b>	<b>1157</b>	<b>1309</b>	<b>804</b>	<b>759</b>	<b>792</b>	<b>9763</b>

## Program statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Adult programs</b>													
<i>Number</i>	6	8	12	13	12	11	11	14	13	29	17	14	160
<i>Attendees</i>	124	248	349	383	916	440	1,153	1,395	744	1,149	2,059	1,238	10,198
<b>Kids programs</b>													
<i>Number</i>	61	36	19	25	21	26	26	21	28	30	25	34	352
<i>Attendees</i>	4,726	2,157	1,632	1,176	1,027	1,840	2,568	2,523	3,157	2,856	3,149	3,608	30,419
<b>Teen programs</b>													
<i>Number</i>	12	16	13	16	12	4	8	10	13	9	15	4	132
<i>Attendees</i>	162	326	488	649	439	12	37	93	373	58	437	359	3,433
<b>TOTAL</b>													
<i>Number</i>	79	60	44	54	45	41	45	45	54	68	57	52	644
<i>Attendees</i>	5,012	2,731	2,469	2,208	2,382	2,292	3,758	4,011	4,274	4,063	5,645	5,205	44,050

# Program statistics, Jun (2015-16)

Attachment V.iv.b.

Event	Cosponsor(s)	Location	Date	Attendees
<b>ADULT PROGRAMS</b>				
Recursos Informativos: New Radio Show	Radio Tierra SNAP-ED Program Migrant Education Program	The Gorge	Jun 1,29	1000
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Jun 2,13,16,20,23,30	150
Odell Book Mobile/Library	Mercado del Valle	Odell	Jun 16	35
Summer Reading:Weaving workshop	Libraries of Eastern Oregon	CL Library	Jun 18	6
Summer Reading: George Atkinson history presentation		HR Library	Jun 25	1
Grave Matters: Bahai' faith		HR Library	Jun 26	12
Summer Reading:Adult coloring program		PK Library	Jun 29	1
Summer Reading: Cellobop concert		HR Library	Jun 30	33
<b>Adult total</b>				<b>1,238</b>
<b>KIDS PROGRAMS</b>				
Mini-library book donations		Countywide		50
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	Jun 1,8,15,22,29	2,500
Storytime (combined)		HR Library	June 2,30	100
Parkdale Elementary class visits	Parkdale Elementary	PK Library	June 3,10	114
Outreach storytime: Mid-Valley	Mid-Valley Elementary	Odell	Jun 6	45
Outreach storytime: Learning Farm	Learning Farm Preschool	Hood River	Jun 7,14,21,28	175
May Street class visits	May Street Elementary	HR Library	June 9	70
Library Express Bus (LEX)		Odell	Jun 11,18,25	3
Outreach: Cascade Locks Elementary	Cascade Locks Elementary	CL school	June 15	10
Summer Reading: Kick off Party		HR Library	June 18	90
Storytime (Cascade Locks)		CL Library	June 18,25	3
Summer Reading: Leapin' Louie		HR Library	June 22	90
Summer Reading: Leapin' Louie		CL Library	June 22	25
Summer Reading: Leapin' Louie	Parkdale Elementary	PK Elementary	June 22	37
Outreach: Rinconcito Trailer Park	Rinconcito Trailer Park	Hood River	June 22,29	16
Storytime (toddler)		HR Library	June 23	45
Storytime (preschool)		HR Library	June 23	10
Summer Reading: Crafternoons	G Williker's Toy Shoppe	HR Library	June 23,30	46
Lego Club		PK Library	June 24	15
Summer Reading: Charlie Brown		HR Library	June 29	100
Summer Reading: Charlie Brown	Parkdale Elementary	PK Elementary	June 29	64
<b>Kids total</b>				<b>3,608</b>
<b>TEEN PROGRAMS</b>				

Literary Trivia Challenge meetings			Jun 2	8
Harry Potter Literary Trivia Challenge		HR Library	June 3	45
Wyeast Middle School Visit	Wyeast Middle School	Odell	June 8	300
Co-op video gaming			Jun 30	6
<b>Teen total</b>				<b>359</b>



## **Hood River County Library District Strategic Goals 2016 – 2021**

**1. *Create a stable and permanent presence in Odell.***

- Evaluate effectiveness of current bus pilot and determine next steps.
- Develop a service plan and explore collaboration with prospective partners.
- Expand adult literacy and ESL opportunities for Spanish speakers.

**2. *Expand services to tweens and teens.***

- Facilitate creative learning opportunities and provide a venue (at the library and/or online) for them to showcase their work.
- Modify teen space to address their needs.
- Revitalize the teen advisory group.
- Improve outreach to teens.

**3. *Expand outreach activities to continue to grow the library's active users.***

- Connect with diverse audiences (and create connections between diverse communities) with large scale community events.
- Develop collections, services and programs targeted to nonusers.
- Reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach.

**4. *Increase library awareness throughout the county.***

- Expand alternative ways of promoting library news (including targeted and word of mouth marketing) to increase participation and attendance.
- Implement consistent branding to highlight all library sponsored events and activities.
- Effectively communicate the positive impact of the library district and develop a plan for long-term funding sustainability.

**5. *Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.***

- Provide access to diverse resources to meet the community's diverse needs.
- Offer literary events, musical concerts and other expressions of community creativity.
- Offer access to current and relevant technology.
- Continue to strengthen ongoing partnerships with other service providers, businesses, nonprofits and educational institutions.
- Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.
- Explore options for maximizing the library's open hours.

## Hood River County Library Strategic Implementation Plan: 2016 - 2021

### ***GOAL 1: Create a stable and permanent presence in Odell.***

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Evaluate effectiveness of current bus pilot and determine next steps.	Jana Yeli Amber	Pilot: Feb. 2016 – Feb. 2017 Ongoing	<ul style="list-style-type: none"> <li>• Number of participants</li> <li>• Repeat users</li> <li>• Use of the library</li> <li>• Information collected from participants</li> </ul>
Develop a service plan and explore collaboration with prospective partners.	Director Patty Jana	Now—Year 2	<ul style="list-style-type: none"> <li>• Evaluate service needs</li> <li>• Explore partnerships</li> <li>• Written implementation plan and timeline</li> </ul>
Expand adult literacy and ESL opportunities for Spanish speakers.	Patty	Year 1	<ul style="list-style-type: none"> <li>• Increased ESL/literacy resources in collection</li> <li>• Increased programming</li> </ul>

**GOAL 2: *Expand services to teens and tweens.***

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Facilitate creative learning opportunities and provide a venue (at the library and/or online) for them to showcase their work.	Teen librarian Jana	Year 1: Develop plan Year 2: Implementation	<ul style="list-style-type: none"><li>• Number of participants</li><li>• Number of programs</li></ul>
Modify teen space to address their needs.	Director Jana Teen librarian	Year 2	<ul style="list-style-type: none"><li>• Modified space</li><li>• Response from teens</li></ul>
Revitalize the teen advisory group.	Teen librarian	Year 1	<ul style="list-style-type: none"><li>• Regularly scheduled meetings</li></ul>
Improve outreach to teens.	Teen librarian Patty	Year 1	<ul style="list-style-type: none"><li>• Increased participation</li></ul>

**GOAL 3: Expand outreach activities to continue to grow the library's active users.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Connect with diverse audiences (and create connections between diverse communities) with large scale community events.	Director Programming staff	Ongoing	<ul style="list-style-type: none"> <li>• Attendance</li> </ul>
Develop collections, services and programs targeted to nonusers. <ul style="list-style-type: none"> <li>• "Library of things"</li> <li>• New adults (est. age 18 – 29)</li> <li>• Tech community</li> <li>• Children/families</li> <li>• Childcare providers</li> </ul>	Director Asst. Director Michele Teen Librarian Jana Yeli Amber Patty	Year 2	<ul style="list-style-type: none"> <li>• Increased use of collections</li> <li>• Increased program attendance</li> </ul>
Reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach.	Rachael Anna	Ongoing	<ul style="list-style-type: none"> <li>• Increased usage</li> </ul>

**GOAL 4: Increase library awareness through the county.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Expand alternative ways of promoting library news (including targeted and word of mouth marketing) to increase participation and attendance.	Program coordinators Rachael	Ongoing	<ul style="list-style-type: none"><li>• Increased participation</li><li>• Continued partnerships</li></ul>
Implement consistent branding to highlight all library sponsored events and activities.	Director	Ongoing	
Effectively communicate the value of the library district and develop a plan for long term funding sustainability.	Director Library Board Library Foundation	Ongoing Plan: Year 2	<ul style="list-style-type: none"><li>• Development of written sustainability plan</li></ul>

**GOAL 5: Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Provide access to diverse resources to meet the community's diverse needs.	Director	Year 1: plan w/MCCOG Year 2: staff triage training Year 2: plan for expanded bilingual programming	<ul style="list-style-type: none"> <li>• Worksource partnership in place at Hood River library</li> </ul>
Offer literary events, musical concerts and other expressions of community creativity.	Rachael Friends of the Library Jana	Ongoing	<ul style="list-style-type: none"> <li>• Number of programs</li> <li>• Participants</li> <li>• Number of partnerships</li> </ul>
Offer access to current and relevant technology	Director	Year 1: Develop technology plan Year 2: implementation	<ul style="list-style-type: none"> <li>• Internet and computer use</li> </ul>
Continue to strengthen ongoing partnerships with other service providers, businesses, nonprofits and educational institutions.	Staff	Ongoing	<ul style="list-style-type: none"> <li>• Number of stable partnerships</li> </ul>
Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.	Director Library Board Rachel Joanne	Ongoing	<ul style="list-style-type: none"> <li>• High levels of support (financial and otherwise)</li> <li>• Number of people involved</li> <li>• Volunteer hours</li> </ul>
Explore options for maximizing the library's open hours. <ul style="list-style-type: none"> <li>• Conduct hours survey</li> </ul>	Director Library board	Year 2	<ul style="list-style-type: none"> <li>• Increased information about community priorities</li> </ul>

## **Resolution No. 2016-17.01**

### **Resolution adopting Insurance and Employee Benefits Agents of Record**

WHEREAS, special districts need to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors appoints Columbia River Insurance of Hood River, Oregon, as the District's Insurance Agent of Record; and

RESOLVED, that the Board appoints BCI Group of Hood River, Oregon, as the District's Employee Benefits Agent of Record.

Adopted by the Board of Directors of Hood River County Library District this 19<sup>th</sup> day of July, 2016.

ATTEST:

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Suzanne VanOrman, President

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Buzzy Nielsen, Secretary

**Resolution No. 2016-17.02**

**Resolution establishing a regular meeting  
day, time, and location for 2016-17**

RESOLVED, that the Board of Directors of the Hood River County Library District shall meet monthly on the third Tuesday of the month from 7.00 to 9.00p in the Jeanne Marie Gaulke Community Meeting Room of the Hood River Library during the 2016-17 fiscal year.

Adopted by the Board of Directors of Hood River County Library District this 19<sup>th</sup> day of July, 2016.

ATTEST:

\_\_\_\_\_  
Suzanne VanOrman, President

\_\_\_\_\_  
Buzzy Nielsen, Secretary



## **Resolution No. 2016-17.03**

### **Resolution renewing legal services contract**

WHEREAS, Hood River County Library District's legal services contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., expired on December 31, 2014; and

WHEREAS, the District desires to continue its relationship with Annala, Carey, Baker, Thompson, & VanKoten, P.C.;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors renews its legal services contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., for one year under the same terms as the contract last approved April 5, 2011.

Adopted by the Board of Directors of Hood River County Library District this 19<sup>th</sup> day of July, 2016.

ATTEST:

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Suzanne VanOrman, President

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Buzzy Nielsen, Secretary

**HOOD RIVER COUNTY LIBRARY DISTRICT  
LIBRARY DIRECTOR CONTRACT**

**PARTIES:**

Hood River County Library District, an  
Oregon Special District  
502 State Street  
Hood River, OR 97031

(“District”)

Rachael Fox  
2149 W. Cascade Ste. 106A PMB 58  
Hood River, OR 97031

(“Director”)

**RECITALS:**

I. The District desires to employ Rachael Fox as Director and Rachael Fox desires employment as Director for the District.

II. The parties desire to create an agreement that comprehensively details the terms and conditions of the Director’s employment with the District.

**TERMS CONDITIONS AND COVENANTS:**

**A. Employment.**

1. The District agrees to employ Rachael Fox as Director to perform the functions and duties of Director as specified in the position description, policies and procedures, rules, and regulations of the District, as may be prescribed by the Board of the District (“District Board” or “Board”) periodically. The District Board vests in the Director day-to-day control of District operations, and reserves to the District Board sole policy making authority and exclusive control over matters of fiscal policy, budget, and financial matters of the District.

2. The authority of the Director shall include, without limitation, the following: (a) management, administration, and direction of District operations; (b) hiring, disciplining and discharging of District employees, and volunteers; (c) execution and administration of District policies within budget appropriations pursuant to District policy, ordinance, or resolution; (d) policy advice to District Board; and (e) such additional and further duties as the District Board may require from time to time.

**B. Performance Goals and Evaluation.** The District Board shall meet with the Director annually during the month before Rachael Fox’s initial hire date of June 29 to establish performance goals for the coming year and to evaluate and assess the performance of the Director in meeting goals of the past year and progress toward achieving the District’s current strategic plan.

**C. Hours of Work and Outside Activities.**

1. Director’s Time. The parties acknowledge that the performance of the duties of Director constitutes a full-time job. It is recognized that the Director must devote time outside of normal office hours to the business of the District and, to that end, the parties recognize that the Director is exempt as a

professional from the overtime provisions of the Federal Fair Labor Standards Act, and its counterpart in Oregon law.

2. Outside Business. The Director shall not be engaged in teaching, consulting, or other non-district related business without the prior written approval of the District Board. In this event, the District Board approves this non-district related business, the Director must, to the greatest extent possible, utilize his/her vacation or other leave time to perform such outside business.

3. Civic Involvement. The parties agree it is necessary for the Director to be an active participant in community activities, and the Director agrees to be actively involved in community and civic organizations.

#### **D. Term of Employment.**

1. The term of this Agreement is for 11 months, beginning on the 1st day of August, 2016, and continuing through the 30th day of June, 2017, unless sooner terminated as provided herein. In the event this contract is renewed, the parties anticipate that the renewal term will be for a twelve-month term from July 1 to June 30 each year hereafter.

2. Nothing in this Agreement shall grant the Director a property right in his/her position, nor prevent, limit, or otherwise interfere with the right of the District to terminate the services of the Director at any time, with or without cause, subject only to the provisions of this Agreement pertaining to termination and severance pay. The Director is an at-will employee of the District.

3. The Board may suspend the Director with full pay and benefits at any time during the term of this Agreement if it deems that this action is in the best interests of the District and reasonably necessary.

#### **E. Continuing education**

1. Fox shall be required to take coursework for the American Library Association (ALA) Allied Professionals Association (APA) Certified Public Library Administrator (CPLA) program.

2. The District shall compensate Fox for tuition, textbooks, travel, and other costs directly associated with coursework in the CPLA program.

3. Fox shall be required to complete the CPLA program and receive her certification by July 1, 2021.

#### **F. Termination and severance.**

1. Termination without Cause. This Agreement may be terminated either by the District or the Director for any reason whatsoever upon the giving of sixty (60) days written notice to the other party.

2. Termination For Cause. This Agreement may be terminated immediately at the discretion of the District upon a determination by the Board that:

a. The Director failed or has refused to comply with the policies, standards or regulations of the District.

b. There is probable cause to believe that the Director is guilty of fraud, dishonesty, or misappropriation of funds, embezzlement, or other act of misconduct or dishonesty in the rendering of the services on behalf of the District.

c. The Director has failed or refused to perform his/her duties as provided for in this Agreement.

3. Severance Pay. If the District terminates the Director without cause before the expiration of the initial term of employment as set forth in paragraph A (1) and while the Director is willing and able to perform assigned duties, then in that event the District agrees to pay the Director a lump sum equal to two (2) months pay (computed upon current annual salary).

4. Severance for Termination with Cause. Upon termination for cause by the District the Director shall not be entitled to receive any severance pay. The Director will be entitled to receive compensation for all earned but unused vacation leave and accrued holidays, subject to the general guidelines of the District.

## **G. Compensation.**

1. Salary. The base salary for the Director shall be \$69,264 per year, payable by the District on a monthly basis.

a. The District agrees to review the base salary and other benefits of the Director at the Director's annual performance review with any salary increase to be effective if and when determined by the District Board.

b. Based upon the review, the parties will negotiate any desired changes, subject to the economic realities facing the District and the results of the performance evaluation. Raises will be based on merit and availability of funds.

2. Automobile. The Director may submit mileage reimbursement requests for business-related automobile use, which, following approval by the Board, will be paid per District policy.

3. General Reimbursements. The District may reimburse the Director for expenses of non-personal and job-related nature that are incurred, upon receipt of expense vouchers or receipts, accompanied by a written explanation.

4. Professional Development and Organizations. In accordance with District policy and subject to available funds, the District may budget and pay reasonable registration, travel, and subsistence expenses of the Director for professional and official travel, meetings, and occasions deemed necessary or desirable by the Board to continue the professional development of the Director and to carry out official functions of the District.

5. Membership Dues for Professional Organizations: The District will pay for the Director's membership dues in the Oregon Library Association, American Library Association, and other organizations, subject to the Board's approval.

6. Membership dues for Civic Organizations: The District encourages the Director to be involved in civic activities and organizations if such involvement advances the District's mission, vision, and values. Accordingly, the District may reimburse the Director for expenses associated with the Director's membership in one or more civic organizations.

**H. Benefits.** The Director shall receive the benefits as the District has provided and may hereafter provide during the term of this contract and any renewals thereof. These benefits include include all of those offered to full-time, exempt District employees, as delineated in the Personnel Policies.

**I. General Provisions.**

1. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall be deemed severable and shall not be affected but shall remain in full force and effect.

2. This contract embodies the entire agreement between the parties and, except as expressly provided herein, it cannot be varied except by written agreement of the parties. Amendments to this Agreement shall be in writing and signed by both parties.

3. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon, and the venue of any action brought hereunder shall be exclusively in the Circuit Court, County of Hood River, State of Oregon.

4. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement, or such other address as a party may provide by written notice to the other party.

5. By the Director's signature below, the Director acknowledges that he/she is an at will employee and that his or her employment may be terminated without cause by the District Board, at any time.

6. The Director's employment shall also be governed by the terms and conditions of the District's Personnel Policies to the extent the policies therein are not contrary to the foregoing terms and conditions. In the event of a conflict between the policies and this Agreement, the terms and conditions of this Agreement shall control.

Approved by the Hood River County Library District at an open, public meeting on the 19th day of July, 2016.

**Hood River County Library District**

\_\_\_\_\_  
Sara Snyder, Board President

Date \_\_\_\_\_

**Director**

\_\_\_\_\_  
Rachael Fox

Date \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Jeffrey Baker  
Library District Legal Counsel

Date \_\_\_\_\_

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 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. RemoteVirtual 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. During executive sessions, members participating remotely must ensure that only they and other authorized individuals are party to the discussions.

## **VI. 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.

## **Resolution No. 2016-17.04**

### **Resolution amending Board Governance Policy**

WHEREAS, the Board would like to allow members to participate remotely in executive sessions when deemed necessary; and

WHEREAS, such a provision does not violate current Oregon Revised Statutes; and

WHEREAS, the Board nonetheless wishes to ensure that unauthorized individuals do not overhear executive sessions; and

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 July 19, 2016.

Adopted by the Board of Directors of Hood River County Library District this 19th day of July, 2016.

ATTEST:

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Suzanne VanOrman, President

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Buzzy Nielsen, Library Director