

**Board of Directors**  
**Regular Meeting Agenda**  
 Tuesday, June 18, 2019, 7:00pm  
 Jeanne Marie Gaulke Community Meeting Room  
 502 State St, Hood River  
 Jean Sheppard, President

- |   |          |
|---|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                    | Sheppard |
| <b>II. Conflicts or potential conflicts of interest</b>                   | Sheppard |
| <b>III. Consent Agenda (ACTION)</b>                                       | Sheppard |
| <b>i. Minutes from May 14, 2019 budget committee meeting</b>              |          |
| <b>ii. Minutes from May 21, 2019 meeting</b>                              |          |
| <b>IV. Open forum for the general public</b>                              | Sheppard |
| <b>V. Reports</b>   |          |
| <b>i. Friends update</b>  | Fox      |
| <b>ii. Foundation update</b>  | Fox      |
| <b>iii. May 2019 financial statements</b>                                 | Fox      |
| <b>iv. Director's report</b>  | Fox      |
| <b>VI. Old Business</b>   |          |
| <b>i. HVAC discussion</b>   | Sheppard |
| <b>ii. Request for bids for Feasibility and Scoping Exercise (ACTION)</b> | Sheppard |
| <b>VII. New Business</b>  |          |
| <b>i. New business</b>  |          |
| <b>ii. 2019-20 Budget approval (ACTION)</b>                               | Sheppard |
| <b>I. Budget hearing</b>  |          |
| <b>iii. Approval of recurring payments for 2019-20 (ACTION)</b>           | Sheppard |
| <b>iv. Discussion of 2019-20 President and Vice-President positions</b>   | Sheppard |
| <b>v. Discussion of regular meeting time</b>                              | Sheppard |
| <b>vi. Library Director contract renewal (ACTION)</b>                     | Sheppard |
| <b>vii. Bulletin board and information distribution policy (ACTION)</b>   | Sheppard |
| <b>viii. Personal services policy (ACTION)</b>                            | Sheppard |
| <b>ix. Signage discussion</b>   | Sheppard |
| <b>VIII. Agenda items for next meeting</b>                                | Sheppard |
| <b>IX. Adjournment</b>  | Sheppard |

---

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 9:00pm 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.

**Board of Directors**  
**Regular Meeting Agenda, supplemental info**

Tuesday, June 18, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President  
Notes prepared by Library Director Rachael Fox

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

**II. Conflicts or potential conflicts of interest** Sheppard

**III. Consent Agenda (ACTION)** Sheppard

**i. Minutes from May 14, 2019 budget committee meeting**

Attachments: III.i. May 14, 2019, budget committee meeting minutes

**ii. Minutes from May 21, 2019 meeting**

Attachment: III.i. Minutes from May 21, 2019 meeting

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

**V. Reports**

**i. Friends update** Fox

- We are continuing to promote the matching opportunity for the Friends of the Library Pat Hazlehurst Endowment Fund. The goal of the fund is to support operational expenses at the District. A private foundation has arranged with the Gorge Community Foundation to match up to \$250,000 of all the contributions that the Pat Hazlehurst Endowment receives through June 30, 2019.

The Friends and Library Foundation sent out a mailing to all their members.

The Library District has promoted the opportunity in our monthly newsletter, special newsletter, website and Facebook.

As of June 3, 2019, The Gorge Community Foundation collected \$20,652.00. There was one donation of \$10,000 from a Gorge Community Foundation fund advisers group.

- The annual Friends of the Library Summer potluck will take place Tuesday, August 13, 6pm at Friends member Jean Harmon's home in Hood River. There will be an email to the board with the full details.
- The Hood River Reads Committee needs new members. There is a committee working on a briefing book which outlines all the duties and timeline for the committee. They are still seeking a new chair for the committee.
- The Dirty Book Club cleans library materials two times per month. They have moved their meeting time to the first and third Wednesday of the month from 1-3pm.

**ii. Foundation update** Fox

- The Foundation Board is conducting a new membership campaign. They are mailing membership requests to 3,000 residents in Hood River, in hopes of gaining new members.
- The Endowment/Planned giving committee will meet to work on a campaign to inform

donors about the endowment fund and legacy giving to the Foundation.

- The Foundation approved their annual contribution to the District at their June meeting.
  - **Feast of Words 2019 - \$28,652.32**  
The Feast of Words funds will allow us to improve library services in the community of Odell.
  - **Magazines and newspapers - \$5,875**  
The Foundation funds all our magazines and newspapers.
  - **Electronic resources - \$5,875 (\$10,875 current year expense - \$5,000 carry over)**  
In years past, the Library Foundation has supported our popular electronic resources, including the downloadable media service Library2Go, the kids e-book service TumbleBooks, the genealogy resources Ancestry.com, Auto Repair Reference Center, and the language-learning database Pronunciator. This year, we plan to add two new databases for digital magazines and a video streaming service. They are both being offered in libraries across the country.
  - **Movie licensing - \$900**  
Three years ago a new theater system was installed in the children's Story Book Theater. Over the years, families have enjoyed movie matinees and each week the Odell Express bus brings residents from Odell to the library to enjoy many activities, which include a movie screening. Our Teen Services Librarian has been hosting more movie events for teens. Each year we pay two companies Movie Licensing USA and Motion Picture Licensing Corporation to have the licensing rights to screen movies for the public.
  - **Library of Things - \$5,000**  
We started a Library of Things collection in May. The collection supports lifelong learning and creativity by providing the physical tools necessary to explore new areas of interest and learn new skills. We have partnered with Oregon State University Extension Center to lend out food preservation equipment. We will expand to include a projector, projector screen, board games and more. We will be seeking input from the community to determine what items they are interested in.
  - **Benches - \$5,000**  
This is a donation from Dick Swart's family. He passed away earlier this year. The family said they would like the money to fund benches and have a plaque placed on the bench. We need new benches in front of the library on State Street in the circular patio. The new benches will replace the teak benches.
  - **Painting - \$1,350**  
The hallways leading to the meeting room and public restrooms are both in need of painting. We use both of these areas to display art and Hood River County Reads posters.
  - **Furniture - \$1,000**  
We need display tables for Library Lane. Throughout the year, community organizations put up displays highlighting their organization and/or projects. The tables we currently use take up a significant amount of space in the hallway. They will be custom made by Oregon Correction Enterprises to match our existing furniture in the building. We also need another storage cabinet for supplies in the Makerspace.
  - **Painting - \$4,947.68**  
We need to paint over old signage in the audiovisual area across from the circulation desk and the fiction area.

The Foundation also donated \$1,200 this fiscal year towards the new benches in the Gardens and \$2,500 to Hood River Reads. Overall, the Foundation donated \$62,300 this fiscal year.

### **iii. May 2019 financial statements**

Fox

Attachment:

- V.iii. May 2019 financial statements

Please note the General Fund transfer of \$25,000 to the Capital Equipment Reserve Fund appears on the May financial statements. We received \$23,000 in current year tax revenue in May. Tax payers have the option of making their property tax payments in three installments and the third installment was due on May 15, 2019.

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

Fox

*Administration*

- We had a great Volunteer Appreciation Party on May 31, 2019! Mo Burford, Operations Assistant/Volunteer Coordinator, organized the event and many expressed they enjoyed the event. We plan to make it an annual event.
- Our auditing firm Pauly Rogers and Co. will conduct their interim audit fieldwork in June.

*Programs*

- We will kick-off our Summer Reading Program for all ages on Saturday, June 15, 2pm with Reptile Man in the Reading Room.
- The children's weekly summer performers for the Hood River branch will start Wednesday June 19. We will have performers at the branches and the community of Odell.
- Teens will have a trivia night, movie night and paint by fire craft.
- We have several adult programs this month ranging from author readings book discussions and trivia with teens.

*Services*

- The Pop-Up Library has not been as successful as we had hoped. We had initial interest but despite our best efforts to advertise, we do not have patrons utilizing the service. We are moving the Pop-Up Library services from Saturdays 10am-2pm to Thursdays 3pm-6pm. The Wy'East Community Church has confirmed the day and time change works for them.

The Mercado (Farmer's Market) in Odell will take place on Thursdays two times per month June through September. We will have a table at the Mercado to advertise services and direct patrons to the Pop-Up Library in the meeting room at the church for library materials, internet/computer access and Summer Reading prizes and crafts. The Pop-Up Library will move to Thursdays on June 27.

## **VI. Old Business**

### **i. HVAC discussion**

Sheppard

In May, Trane installed compressor B in our HVAC unit. The compressor has now been replaced three times in three years. The sales manager at Trane said his team would determine what caused the failures and work to make sure it did not happen again. Shortly after the unit was installed the HVAC unit stopped working. I placed a service call to Trane and they stated compressor B was working but compressor A had failed. We replaced compressor A last year. Compressors typically last 10-15 years.

I wanted to confirm the diagnosis of failed compressor A before moving forward. After consulting with Ruben Cleaveland and Library District Board President Jean Sheppard, I decided to hire

local company A & E Heating and Cooling. A&E discovered a large amount of oil and refrigerate had leaked from the area under the new compressor. They discovered the joint suction line had been redone and not sealed properly. They tested compressor A and discovered it is seized and needed to be replaced. They also tested compressor B and discovered the breaker off. They turned on the breaker and found it shorted to ground and it trips the breaker, which means it also needs to be replaced. A & E cleaned up the large amount of oil and refrigerate on the roof because it will ruin the roofing material in a short amount of time. They believe most of the oil had been released and we should not see additional chemical leak. I will routinely check the area to ensure there is no additional leakage.

Prior to discovering compressor B has failed, Trane denied our parts warranty claim. The refrigerate in the compressors were converted from R22 to R427 by North West Control. Trane stated they have seen an increase in failures due to conversions. This would mean the cost of the compressor B replacement will be \$12,675 instead of the approved \$7,725. I had asked for a formal letter or determination for warranty coverage from the factory, and for a copy of the warranty document that shows the language indicating coverage or lack thereof if not installed with designed components, refrigerant, oil, etc. I have not received it.

I consulted with our legal counsel Ruben Cleaveland regarding both issues and based upon his advice I have taken or recommend the following action.

I have requested a prompt explanation from Trane of what is occurring with our unit and how they propose to address the issue. I provided the work notes from A&E Heating and Cooling and pictures of the compressors and chemical spill.

In regards to the warranty claim, if they insist we still must pay for compressor B, I recommend a letter to Trane pointing out their statements regarding the warranty on Compressor B and that, based on their statements, we dispute that we owe anything more than the \$7,725 amount.

We currently have one small compressor running, which provides limited cooling in the building.

I am currently requesting bids for replacement for the entire unit and plan to have the information ready by the board meeting. I will also provide an update and we can explore all our options.

ii. **Request for bids for Feasibility and Scoping Exercise (ACTION)** Sheppard  
Attachment: VI.ii. Request for bids for Feasibility and scoping exercise

The Library District Board approved the Request for bids for Feasibility and Scoping Exercise at the May 21, 2019 board meeting. There was a motion to add a ceiling of \$5,000 to the bid. I have thought more about placing a ceiling for the RFP and I think we should not. I discussed this further with Library Foundation President Jen Bayer and we both agreed it may artificially suppress responses. Proposals should have details to justify the cost, so we thought it would be best to not set a ceiling. The board can chose to not accept any of the proposals if they are too expensive and we can always rewrite the RFP to adjust the project, if needed. I consulted with District Library Board President Jean Sheppard and it was decided to discuss this further at the June 18, 2019 board meeting. The details regarding the project and updated timeline is listed below.

Library Foundation President Jen Bayer, Bilingual Outreach Specialist Yeli Boots and Assistant Director Arwen Ungar met to discuss hiring a consultant to conduct a Feasibility and Scoping exercise. We would also like to form a committee to work on this project. I plan to discuss this

idea with the consultant we hire. It would be helpful to have a District Board member involved in the committee.

The District has a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services, including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

The purpose of the exercise is to identify library needs and services desired by the Odell community. It will position the HRCLD to identify and respond to the needs and interests of the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The Feasibility Exercise will be funded by the Feast of Words 2019 funds. We plan to spend up to \$8,214 of Feast of Words funds this fiscal year for Outreach programming and Pop-Up Library supplies. The remaining funds \$21,286 will pay for the feasibility and scoping exercise and the next phase in the process.

Timeline:

- Advertise request for bids – Wednesday, June 19
- Proposals due – Wednesday, July 10
- Library District Board review and accepts proposal – Tuesday, July 16
- Feasibility and scoping exercise – July 2019-November 2019

I am asking the board to approve the Request for bids for Feasibility and Scoping Exercise as presented.

## **VII. New Business**

### **i. New business**

#### **ii. 2019-20 Budget approval (ACTION)**

Sheppard

#### **I. Budget hearing**

Attachments:

VII.i.a. Proposed 2019-20 budget

VII.i.b. Resolution 2018-19.08, adopting the budget and imposing taxes

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2019-20 budget, as approved by the Budget Committee at their May 14 meeting, is attached. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2019-20 budget approval requires passage of Resolution 2018-19.08. Following approval, I will submit the proper paperwork to the County and State.

Before budget approval, the Chair must open the Budget Hearing, which gives the public an opportunity to comment on the budget. Notice was published in the June 5<sup>th</sup>, 2019 edition of the *Hood River News*.

iii. **Approval of recurring payments for 2019-20 (ACTION)**

Sheppard

*Attachment:*

VII.iii. Resolution No. 2018-19.09 - approving recurring and online payments for 2019-20

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. This mainly includes utilities and regular contract payments. The attached resolution provides this authorization. Online payments save significant time and money for the District.

iv. **Discussion of 2019-20 President and Vice-President positions**

Sheppard

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those positions.

v. **Discussion of regular meeting time**

Sheppard

The Board's current regular meeting time is the third Tuesday of the month at 7.00p. Annually the Board must adopt a resolution setting its regular meeting time. The Board will discuss the best meeting times so that a resolution can be passed during the July meeting.

vi. **Library Director contract renewal (ACTION)**

Sheppard

*Attachments:* VII.vi. Library Director contract [2019-2020]

The Library Director is the only District employee who works directly for the Board and also is the District's only contract employee. The contract typically is renewed annually. My contract is due to expire on June 30. With our legal counsel, I drafted a contract with the following changes. I changed the salary to \$77,542 per year, which is the salary of step (3) on the 2019-20 salary scale. As discussed when approving the scale, this includes a 2.6% cost of living increase, which all District employees will receive this fiscal year and the step increase given by the District Board from step 2 to 3.

vii. **Bulletin board and information distribution policy (ACTION)**

Sheppard

*Attachments:* VII.vii. Bulletin board and information distribution policy [2019-06-18]

I consulted with the legal team at Special Districts Association of Oregon. They had no recommended changes regarding this policy. I added the Parkdale and Odell locations. I request the board approves the updated policy.

viii. **Personal services policy (ACTION)**

Sheppard

*Attachments:* VII.viii. Personal services policy [2019-06-18]

I consulted with the legal team at Special Districts Association of Oregon. They made the following changes:

- ORS 279C 100 to 279C.125
- A contract for Architectural, Engineering, and Surveying Services may be entered into by direct appointment if such contract is estimated not to exceed \$150,000.

I request the board approves the updated policy.

ix. **Signage discussion**

Sheppard

Last year the Library Foundation donated \$5,000 to the Library District to improve signage at the



Hood River building. After consulting with a local sign designer, I think the best course of action is to install high quality reader boards to advertise our services. I would like to discuss this further.

**VIII. Agenda items for next meeting**

Sheppard

- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Discussion Board Library Friends and Foundation liaisons

**IX. Adjournment**

Sheppard

---

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

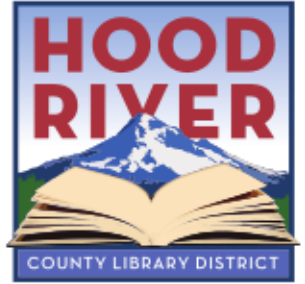
ORS 192.660 (1) (e) Property

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 9:00pm 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.

**Budget Committee  
Meeting Minutes**  
Tuesday, May 14, 2018, 6.00p  
Columbia Room  
502 State St, Hood River  
Committee Chair: Jen Bayer  
Budget officer: Rachael Fox



*Present:* Rachael Fox (staff), Jen Bayer, Brian Hackett, Megan Janik, Sara Marsden, Lani Roberts, Jean Sheppard, Monica Zorza Hockett.

**I. Nomination and election of Chair**

Board President Jean Sheppard called the meeting to order at 6:02pm. Roberts nominated Bayer to serve as Committee Chair. Hackett seconded. The motion carried unanimously.

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

Bayer

Marsden moved to approve the agenda as presented. Hackett seconded. The motion carried unanimously.

**III. Conflicts or potential conflicts of interest**

Bayer

None stated.

**IV. Budget message**

Fox

Fox reviewed the budget message from the meeting packet.

Zorza Hockett said there are spelling and grammatical mistakes in the budget meeting notes. Fox stated she will correct them. Hackett suggested we also emphasize in the budget message the many ways we are being fiscally responsible with our limited funds. Zorza Hockett recommend visual representation like a pie chart. Bayer and Sheppard agreed that would be helpful. Fox stated she would add visual representation in the budget notes in FY 2020-21.

**V. Presentation of proposed budget**

Fox

**i. General Fund**

Fox reviewed the different funds of the proposed budget.

Sheppard asked if the 10% projected increase for health care is budgeted for the entire fiscal year. Fox said yes. Sheppard stated since the insurance runs on calendar year, we will only need to budget for six months.

The District's positions will be affected by the Oregon minimum wage increases starting in 2020-2021. Currently, the first step of the lowest paid classification is \$11.59/hour. To ensure the District complies with the minimum wage increases, Fox proposed a two part approach to the Library District Budget Committee on May 14, 2019. First part, the District can move our lowest paid position from Clerk I to Clerk II status in fiscal year 2020-21. This position is currently 12 hours per week. The District can create more responsibility for this position to bring it up to level of the Clerk II position. The second part, the District offers a Cost of Living increase the following four years, this will ensure the District's lowest paid salary will be above the minimum wage level of \$13.50 by July 1, 2022. Fox stated she

502 State Street  
Hood River - OR 97031  
541 386 2535

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

thought this was the most fiscally responsible strategy.

Sheppard suggested we should not eliminate the Clerk I position. Sheppard recommended exploring a training position, which might be under minimum wage for a person with no experience. Fox stated she will explore the option.

Fox went through each line item in the General Fund budget.

Zorza Hockett asked if we are still experiencing issues with the HVAC and she thought we were addressing the high cost. Fox stated former Library Director Buzzy Nielsen had switched to a new company but we still have issues with failed compressors. Fox stated she hoped the new company will be able to identify and solve the issues.

Zorza Hockett asked why the internet costs have decreased. Fox stated we do not have to pay for internet service in the new Cascade Locks Library. Last fiscal year, Fox budgeted for internet service in the Cascade Locks Library.

Zorza Hockett and Bayer expressed the information provided in line 30-Collection Development is confusing. Fox stated she will rewrite the content. Most of the physical materials are purchased with funds from the General Fund. The Library Foundation funds electronic resources and the Friends of the Library funds a portion of the adult audiobook collection.

Zorza Hockett asked if Onstott still performed the audit. Fox stated Onstott provides our accounting services and Pauly Rogers and Co. perform our audit.

Zorza Hockett asked why there is a decrease in cost of Janitorial Services. Fox stated the company has not raised their rates as anticipated.

Zorza Hockett inquired about the length of the lease for the new copier. Fox stated 60 months.

Bayer mentioned the content was confusing in line 48- Programs. Fox stated she would correct the content to make it clear.

Zorza Hockett stated we should budget for warmer than anticipated summers. Fox stated there is ample funds for colder or warmer seasons and would add the information regarding warmer seasons to the budget notes.

Fox noted a correction in line 62–Transfer to the Capital Equipment Reserve. It should be \$43,000 instead of \$35,000.

## **ii. Capital Equipment Reserve Fund**

Fox noted the proposed projects for the Capital Equipment Reserve Fund: Restoration to the front entrance of the Hood River building and replace the damaged light pole in the Georgiana Smith Memorial Gardens.

Bayer mentioned she liked the layout of projected replacement costs for large projects and appreciated we are planning ahead.

Hackett asked if Fox thought \$20,000 would be sufficient to save each year moving forward. Fox stated at this point, she did think it was sufficient but would address it further next fiscal year after she has more information regarding cost estimates for the projects.

**iii. Grants Fund**

Fox said that the Grants Fund is an aspirational fund, as it's budgeted for several grants for various projects. If the grants are not received, the funds won't be spent.

**iv. Sage Library System Fund**

The fund was dissolved by resolution and is no longer active.

**VI. Public comment**

Bayer

No public present

**VII. Budget Committee questions and deliberations**

Bayer

The Budget Committee questions and deliberations were addressed above.

**VIII. Approval of budget (ACTION)**

Bayer

Roberts moved to approve the budget resolution approving the 2019-20 budget, including the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,623,993
- Capital Equipment Reserve Fund: \$129,500
- Grants Fund: \$410,000
- Sage Library System Fund: \$0
- *Total: \$2,163,493*

Sheppard seconded. The motion carried unanimously.

**IX. Recess or adjournment**

Bayers

The meeting adjourned at 7:03pm.

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, May 21, 2019, 7:00pm  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard, President

- I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:01pm. Bureker moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Sheppard  
None stated.
- III. Consent Agenda (ACTION)** Sheppard  
i. **Minutes from April 16, 2019 meeting**  
Bureker moved to approve the consent agenda. Hackett seconded. The motion carried unanimously.
- IV. Open forum for the general public** Sheppard  
There was no one from the public present.
- V. Reports**
- i. Friends update** Fox  
The board discussed marketing the wi-fi hot spots at the school through robo call and/or another means. Fox stated she would look into it.
- ii. Foundation update** Fox  
There was nothing to add to the written report.
- iii. April 2019 financial statements** Fox  
Sheppard inquired regarding the amount we have spent thus far and it appeared low. Fox stated staff are completing their end of year ordering for library materials and programs.
- iv. Director's report** Fox  
Fox invited the Library District Board to the Volunteer Appreciation Party on Friday, May 31, 6:00pm.  
Fox stated there are still issues with the HVAC unit. She is working with Trane to determine the cause of the compressor failures. They suspect the wiring and refrigerate change may factor into the failure. They also recommended a controls update.  
Fox stated seven employees received AED/CPR training in May and planned to train more employees in the near future.
- VI. New Business**
- i. 2019-20 salary schedule (ACTION)** Sheppard

The District's positions will be affected by the Oregon minimum wage increases starting in 2020-2021. Currently, the first step of the lowest paid classification is \$11.59/hour. To ensure the District complies with the minimum wage increases, Fox proposed a two part approach to the Library District Budget Committee on May 14, 2019. First part, the District can move our lowest paid position from Clerk I to Clerk II status in fiscal year 2020-21. This position is currently 12 hours per week. The District can create more responsibility for this position to bring it up to level of the Clerk II position. The second part, the District offers a Cost of Living increase the following four years, this will ensure the District's lowest paid salary will be above the minimum wage level of \$13.50 by July 1, 2022. Fox stated she thought this was the most fiscally responsible strategy.

The Library District Budget Committee approved the 2.6% cost of living increase (COLI), which is the average increase of the Western Region CPI in 2018, at their May 14, 2019 meeting.

The Library District board asked Fox to look into perhaps not eliminating the Clerk I position but exploring a training position, which might be under minimum wage for a person with no experience. Fox stated she would explore the option.

Marsden made a motion to approve the 2019-20 salary schedule as present. Janik seconded. The motion carried unanimously.

ii. **Donor recognition signage**

Sheppard

The District Board approves of the signage.

iii. **Discussion Pop-Up Library in Odell**

Sheppard

The District Board approved the change of day and time to Thursdays from 3:00-6:00pm.

iv. **Request for bids for Feasibility and Scoping Exercise (ACTION)**

Sheppard

Sheppard asked Fox if there is a budget set for the consultant. Fox stated she discussed \$5,000 with Library Foundation President Jen Bayer, Assistant Director Arwen Ungar, and Bilingual Outreach Specialist Yeli Boots. Sheppard stated she agreed. It was discussed to add a \$5,000 ceiling to the proposal. Marsden made a motion to approve the request for bids with a \$5,000 ceiling. Bureker seconded. The motion carried unanimously.

Sheppard mentioned contacting community organizations to distribute the request for bids. Fox stated Boots planned to contact organizations and individuals to distribute the bid request.

Sheppard and Bureker asked if there was a request for Spanish materials by patrons. Fox stated there were still requests for Spanish Language materials. Fox stated Boots purchases many bilingual items. Marsden mentioned May Street School is withdrawing library materials and they may have Spanish language or bilingual materials we could give away in the mini-libraries in Odell. Fox stated she would request Boots contact May Street.

v. **Annual Planning session discussion**

Sheppard

Fox recommended meeting with the consultant for Odell for the annual planning session for the board. She expressed there would not be enough time to hold an annual planning session this fiscal year due to the time frame for the project.

Fox asked the board for suggestions for future planning sessions. Sheppard recommended holding a planning session for community outreach with the goal to improve the marketing of library services and increase awareness of library services. Sheppard stated it would be important to determine new ways to market and discover new strategies, in case we are missing something. Fox and other board members agreed.

Fox stated we could hold two planning sessions this year and she would explore consultant for community outreach.

**Salary step Hackett. Bureker seconded.**

vi. **Executive session: Library Director evaluation**

Sheppard

The Board moved into executive session at 7:52pm. The board closed executive session at 8:15pm.

Hackett recommend one salary step increase to recognize the efforts of completing the Parkdale and Cascade Locks remodel projects and the positive feedback from evaluations. Sheppard noted the increase in salary would be 2.0% for the step increase and 2.6% for COLI. Hackett made a motion to increase Fox's salary from step 2 to step 3. According to the 2019-20 Salary Schedule, the yearly salary will be \$77,542. Bureker seconded. The motion carried unanimously.

VII. **Agenda items for next meeting**

Sheppard

**VIII.Adjournment**

Sheppard

The meeting adjourned at 8:34pm.

---

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 9:00pm 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.

**HOOD RIVER COUNTY  
LIBRARY DISTRICT**

**Compiled Financial Statements  
May 31, 2019**

**TABLE OF CONTENTS**

Independent Accountants' Compilation Report . . . . . 1

Balance Sheet – Cash Basis . . . . . 2

Statement of Revenues, Expenditures and Changes in  
Fund Balances – Cash Basis. . . . . 3

Supplementary Information:

Statement of Revenues and Expenditures – Cash Basis:

    General Fund. . . . . 4-5

    Grants Fund. . . . . 6

    Capital Equipment Reserve Fund .. . . . 7

Schedule of Revenues and Expenditures and Changes in  
Fund Balance – Cash Basis – Grants Funds. . . . . 8



**Onstott, Broehl & Cyphers, P.C.**  
Certified Public Accountants

---

KENNETH L. ONSTOTT, c.p.a.  
JAMES T. BROEHL, c.p.a.  
RICK M. CYPHERS, c.p.a.

WILLIAM S. ROOPER, c.p.a. retired

MEMBERS:  
American Institute of c.p.a.'s  
Oregon Society of c.p.a.'s

OFFICES:

100 EAST FOURTH STREET  
THE DALLES, OREGON 97058  
Telephone: (541) 296-9131  
Fax: (541) 296-6151

1313 BELMONT STREET  
HOOD RIVER, OREGON 97031  
Telephone: (541) 386-6661  
Fax: (541) 308-0178

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Board of Directors  
Hood River County Library District  
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of May 31, 2019, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

*Onstott, Broehl & Cyphers, P.C*  
June 13, 2019

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**May 31, 2019**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$191,146			\$191,146
Cash with Hood River County	572,251	\$71,770	\$96,005	740,026
Petty cash	416			416
Total Current Assets	763,813	71,770	96,005	931,588
TOTAL ASSETS	\$763,813	\$71,770	\$96,005	\$931,588

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$164			\$164
Total Current Liabilities	164	0	0	164
Total Liabilities	164	0	0	164
Fund Balances:				
Unassigned	763,649	71,770	96,005	931,424
TOTAL LIABILITIES & FUND BALANCES	\$763,813	\$71,770	\$96,005	\$931,588

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Eleven Months Ended May 31, 2019**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$41,255		\$41,255
Property tax revenues - current year	895,439			895,439
Property tax revenues - prior year	15,285			15,285
Fines and fees	15,407			15,407
Intergovernmental revenue	4,600			4,600
Interest revenue	16,388		\$2,027	18,415
Miscellaneous	2,736			2,736
<b>Total Revenues</b>	<b>949,855</b>	<b>41,255</b>	<b>2,027</b>	<b>993,137</b>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	383,289	3,216		386,505
Employee benefits	126,551	-		126,551
<b>Total Personal Services</b>	<b>509,840</b>	<b>3,216</b>	<b>0</b>	<b>513,056</b>
Materials and services:				
Bank charges	211			211
Building rental	12,482			12,482
Building maintenance	21,540	3,691		25,231
HVAC	13,904			13,904
Elevator	2,015			2,015
Telephone	5,138			5,138
Internet	4,694			4,694
Collection development	65,187	21,726		86,913
Technology	7,674	5,728		13,402
Accounting and auditing	23,940			23,940
Courier	1,544			1,544
Custodial services	20,473			20,473
Technical services	5,081			5,081
Library consortium	12,271			12,271
Copiers	905			905
Elections expense	0			0
Furniture and equipment	4,040	5,718		9,758
Insurance	7,976			7,976
Georgiana Smith Memorial Garden	22,351			22,351
Legal services	4,078			4,078
Professional services	0			0
Dues and subscriptions	3,414			3,414
Miscellaneous	678			678
Postage and freight	822			822
Printing	539			539
Programs	13,202	21,365		34,567
Advertising	489			489
Supplies - office	12,268	320		12,588
Travel	1,892	44		1,936
Training	2,796			2,796
Board development	2			2
Parking reimbursement	200			200
Electricity	16,174			16,174
Garbage	1,346			1,346
Natural gas	5,343			5,343
Water & sewer - building	4,122			4,122
<b>Total Materials and Services</b>	<b>298,791</b>	<b>58,592</b>	<b>0</b>	<b>357,383</b>
Capital outlay	0	1,200	31,788	32,988
<b>Total Expenditures</b>	<b>808,631</b>	<b>63,008</b>	<b>31,788</b>	<b>903,427</b>
Revenues Over Expenditures	141,224	(21,753)	(29,761)	89,710
Other Financing Sources (Uses)				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(25,000)</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
Revenues and Other Financing Sources (Uses) Over Expenditures	116,224	(21,753)	(4,761)	89,710
Fund Balance - July 1, 2018	647,425	93,523	100,766	841,714
<b>Fund Balance - May 31, 2019</b>	<b>\$763,649</b>	<b>\$71,770</b>	<b>\$96,005</b>	<b>\$931,424</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, 2019**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Tax revenues - current	\$23,191	\$895,439	\$876,286
Tax revenues - prior year	1,441	15,285	15,000
Fines and fees	1,265	15,407	13,500
Interest revenue	1,665	16,388	7,000
Intergovernmental revenue	0	4,600	0
Donations	0	0	0
Miscellaneous	0	2,736	0
<b>Total Revenues</b>	<u>27,562</u>	<u>949,855</u>	<u>911,786</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	517	2,729	7,195
Library clerk II	8,927	84,336	97,865
Library assistant I	2,981	44,410	52,294
Library assistant II	7,917	80,094	86,051
Librarian I	5,392	64,441	69,170
Librarian II	1,453	40,616	55,557
Library director	6,246	66,663	74,090
Payroll taxes and benefits:			
Retirement	2,628	28,596	32,647
Social security	2,952	29,874	33,830
Workers' compensation	956	1,140	1,200
Health insurance	5,427	63,722	99,500
Unemployment insurance	364	2,739	5,749
Other employee benefits	240	480	
<b>Total Personal Services</b>	<u>46,000</u>	<u>509,840</u>	<u>615,148</u>
Materials and services:			
Bank charges	51	211	300
Building rental	1,044	12,482	14,000
Building maintenance	1,577	21,540	15,000
HVAC	0	13,904	15,000
Elevator	341	2,015	2,300
Telephone	165	5,138	4,300
Internet	427	4,694	6,400
Collection development	8,305	65,187	78,000
Technology	742	7,674	11,000
Accounting and auditing	4,200	23,940	26,000
Courier	0	1,544	3,000

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2019**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	1,823	20,473	25,000
Technical services	0	5,081	4,000
Library consortium	0	12,271	12,300
Copiers	76	905	1,400
Elections expense	0	0	3,200
Furniture and equipment	187	4,040	4,000
Insurance	(932)	7,976	12,000
Georgiana Smith Memorial Garden	1,148	22,351	24,000
Legal services	472	4,078	3,000
Professional services	0	0	0
Dues and subscriptions	360	3,414	4,000
Miscellaneous	0	678	1,000
Postage and freight	34	822	1,000
Printing	182	539	500
Programs	3,497	13,202	20,000
Advertising	224	489	1,500
Supplies - office	962	12,268	15,000
Travel	731	1,892	5,000
Training	455	2,796	3,000
Board development	0	2	1,500
Parking reimbursement	0	200	1,000
Electricity	1,309	16,174	21,000
Garbage	123	1,346	1,600
Natural gas	738	5,343	10,000
Water & sewer - building	428	4,122	5,000
Total Materials and Services	<u>28,669</u>	<u>298,791</u>	<u>355,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
<b>Total Expenditures</b>	<u>74,669</u>	<u>808,631</u>	<u>1,070,448</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	(25,000)	(25,000)	(30,000)
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(25,000)</u>	<u>(30,000)</u>
<b>Change in Fund Balance</b>	<u><u>(\$72,107)</u></u>	<u><u>\$116,224</u></u>	<u><u>(\$188,662)</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Eleven Months Ended**  
**May 31, 2019**

	<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	\$2,038	\$41,255	\$225,000
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>2,038</u>	<u>41,255</u>	<u>225,000</u>
<b>Expenditures:</b>			
Personal services	3	3,216	7,500
Materials and services:	7,859	58,592	150,000
Capital outlay	1,200	1,200	112,500
<b>Total Expenditures</b>	<u>9,062</u>	<u>63,008</u>	<u>270,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$7,024)</u></u>	<u><u>(\$21,753)</u></u>	<u><u>(\$45,000)</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 Eleven Months Ended**  
**May 31, 2019**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
<b>Revenues:</b>			
Interest revenue	\$193	\$2,027	\$1,000
<b>Other Financing Sources</b>			
Transfer from General Fund	25,000	25,000	25,000
<b>Total Revenues and Other Sources</b>	<u>25,193</u>	<u>27,027</u>	<u>26,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	4,850	31,788	75,000
<b>Total Expenditures</b>	<u>4,850</u>	<u>31,788</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>\$20,343</u></u>	<u><u>(\$4,761)</u></u>	<u><u>(\$49,000)</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, 2019**

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	State Grants	CL Branch	Friends of the Library	Makerspace Grant	RTR 2018	RTR 2019	Total
<b>Revenues:</b>											
Donations and grants	\$0	\$0	\$16,700	\$1,745	\$3,000		\$14,838	\$0	\$0	\$4,972	\$41,255
Total Revenues	0	0	16,700	1,745	3,000	0	14,838	0	0	4,972	41,255
<b>Expenditures:</b>											
Personal services:											
Wages and salaries:											
Library clerk II							673		1,524		2,197
Library assistant II			1,019								1,019
Employee benefits:											0
Retirement											0
FICA											0
Workers compensation											0
Health insurance											0
Unemployment insurance											0
Total Personal Services	0	0	1,019	0	0	0	673	0	1,524	0	3,216
Materials and services:											
Building maintenance			3,691								3,691
Collection development			14,867				3,876		27		21,726
Technology			5,067		2,956		144				5,728
Programs			5,151	899		906	7,674	517	2,606	3,667	21,365
Furniture and equipment	0		4,578	169		333	621	18			5,719
Office supplies			319								319
Travel					44						44
Total Materials and Services	0	0	33,673	1,068	3,000	1,239	12,315	997	2,633	3,667	58,592
Capital outlay	0	0	1,200	0	0	0		0	0	0	1,200
Total Expenditures	0	0	35,892	1,068	3,000	1,239	12,988	997	4,157	3,667	63,008
Net Change in Fund Balance	0	0	(19,192)	677	0	(1,239)	1,850	(997)	(4,157)	1,305	(21,753)
Fund Balance - July 1, 2018	825	3,000	79,678	(607)	0	1,304	4,021	997	4,305	0	93,523
Fund Balance - May 31, 2019	\$825	\$3,000	\$60,486	\$70	\$0	\$65	\$5,871	\$0	\$148	\$1,305	\$71,770

See Independent Accountants' Compilation Report



# **Request for bids for Feasibility and Scoping Exercise**

## **Enhance Library Services for Odell Phase II**



*Proposals due:* Wednesday, July 10, at 5.00p

*Email:* rachael@hoodriverlibrary.org

*Phone:* 541-387-7062

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead a feasibility and scoping exercise in the community of Odell.

The purpose of the exercise is to identify library needs and services desired by the Odell community. It will position the HRCLD to identify and respond to the needs and interests of the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The ideal candidate will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services in the community of Odell.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. HRCLD reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures;
2. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
3. Waive informalities in proposals; and
4. Select the proposal which appears to be in the best interest of the District.

### ***About the District***

HRCLD is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 25,000 people, who checked out over 144,000 items in 2017-18. It includes three branches: Cascade Locks, Hood River, and Parkdale. Staff also do extensive outreach to other areas of the county, especially in Odell, a rural community of approximately 2,478 people, 67% of who are Latinx. There is a weekly Pop-Up Library in Odell. The three libraries are crucial sources of free public Internet access and electronic information, with over 8,000 Internet sessions logged in 2017-18 by residents and visitors alike on the district's computers as well as thousands of wireless internet sessions. The Hood River branch is in a stunning 102-year-old Carnegie library that was expanded in 2003. Cascade Locks and

502 State Street  
Hood River · OR 97031

**541 386 2535**

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

Parkdale are located in the busy centers of their communities. HRCLD enjoys a very supportive Friends group, Foundation, and volunteers.

The district is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia River Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district that was created in 2011 following the yearlong closure of the previously county-run library system.

### ***Mission***

- To serve and enrich our community by providing access to the power of information and imagination.

### ***Vision***

- A community of lifelong learners where everyone reads;
- A community where everyone accesses information and current technology;
- A community of informed people who will compete, succeed, and prosper;
- A community of people who participate effectively in the civic life of their community, state, nation, and world.

### ***Values***

- Access for all
- Freedom of thought and expression
- A professional and productive workforce
- Good stewardship of resources
- Fiscal prudence and financial responsibility
- Innovation in all things
- People-oriented service
- Integrity, compassion and respect
- Welcoming public spaces
- A fulfilling work environment
- Diversity
- Collaboration
- Civic involvement and social responsibility
- Excellence in all we do

## **Background**

The District has created a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be

considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services, including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

### ***Proposal details***

HRCLD seeks a professional facilitator to:

- Oversee the feasibility and scoping exercise.
- Assist in identifying library needs and services desired by the Odell community.
- Guide all stages of the exercise, including meetings with stakeholders, community leaders, library staff, Board of Directors, and community members.
- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- Ensure broad engagement from variety of sectors of the community, such as families with young children, young adults, older adults, business community, other public service providers.
- A draft outreach plan shall be approved by District staff and Board prior to start of public outreach.
- Mutually agreed upon milestones shall be established to monitor progress.
- Provide a written report of findings, including description of methods, participants, summary of input received and recommendation of library services for the community of Odell.

### **Requirements**

- Identify and seek to engage a broad spectrum of community members, stakeholders, and community leaders to describe interests and needs for library services.
- Effectively communicate with community members, which will require various technological and in-person approaches and use of bilingual materials.
- Seek input regarding needs and preferences for library services and how best to provide them. For example:
  - Preferences for Library Services:
    - Programming
      - Children programs
      - Teen programs
      - Adult programs
    - Computer/internet access
      - Online database access

- Materials (circulation)
- Preferences for Provision of Library Services
  - How:
    - Physical space
    - Bookmobile
    - Pop-Up Library
  - When: Hours of space/or services
  - Where: Walkability/Accessibility

**Proposed timeline and milestones**

Initial stages of the feasibility and scoping process are expected to start in July 2019 with an expected completion in November 2019.

Task	Due Date To Be Determined
Prepare draft outreach plan	
Discuss draft outreach plan with District Staff and Board	
Complete outreach	
Complete written report	
Discuss report with District Staff and Board	

**Selection criteria**

Proposals will be evaluated by HRCLD staff, with final approval by the Board of Directors. Staff may conduct follow up interviews via phone or streaming video. Proposals will be evaluated on the following criteria:

- Relevant experience and success in facilitation, including the level of satisfaction of current and past clients
- Cost to complete the process
- Demonstrated ability to meet deadlines and operate within budget
- Prior experience working with both public and staff committees
- Demonstrable facilitation and qualitative/quantitative integration skills
- Creativity and ingenuity
- Bilingual (Spanish/English) desired

**Proposal requirements**

To be considered, proposals must include:

- Cover letter including a brief description of the firm or individual, as well as the name and contact information of the principal.

- List of any personnel involved in the process and their role and prior experience.
- Summary of the facilitator's qualifications and experience.
- Project plan that includes a description of the methodology, tasks, timeline, and key dates.
- Schedule of costs to complete the project, with reimbursable costs such as mileage and lodging estimated as separate line items.
- References and contact information for at least 3 current or previous clients for whom comparable work was completed.
- Copy of your standard contract, if applicable.
- Additional documentation or information as the facilitator deems fit to assist Hood River County Library District in the selection process.

Proposals addressing the above criteria shall be directed via the contact information below.

Rachael Fox  
Library Director  
Hood River County Library District  
502 State St.  
Hood River, OR 97031  
rachael@hoodriverlibrary.org  
541-387-7062

Proposals will be received by HRCLD until 5.00p on Wednesday, June 12, 2019. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Feasibility and Scoping Exercise."

**GENERAL FUND**  
**Resources**

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2019-20		
	Actual			Adopted Budget This Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2016-17	First Preceding Year 2017-18	YTD actuals 3/31/19					
1	597,340	533,024	647,425	615,000	Available cash on hand	655,000	655,000	
2	23,619	14,406	12,162	15,000	Previously levied taxes estimated to be received	15,000	15,000	
3	4,565	10,503	13,103	7,000	Interest	12,000	12,000	
4	13,061	15,289	12,490	13,500	Fines and fees	13,500	13,500	
5	-	82,945	-	-	Donations	-	-	
6	-	-	4,600	-	Intergovernmental revenue	-	-	
7	-	-	2,736	-	Miscellaneous revenue	-	-	
8								
9	638,585	656,167	692,516	650,500	Total resources, except taxes to be levied	695,500	695,500	
10				876,286	Taxes estimated to be received	928,493	928,493	
11	788,107	861,591	865,425		Taxes collected in year levied			
<b>12</b>	<b>1,426,692</b>	<b>1,517,758</b>		<b>1,526,786</b>	<b>TOTAL RESOURCES</b>	<b>1,623,993</b>	<b>1,623,993</b>	

**GENERAL FUND**  
**Detailed Requirements**

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2019-20		
	Actual			Adopted Budget This Year 2018-19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	YTD 3/31/2019					
					<b>LIBRARY OPERATIONS</b>			
1					<b>PERSONAL SERVICES</b>			
2					<b>Salaries</b>			
3	5,788	6,116	1,678	7,195	Library Clerk I	7,376	7,376	
4	75,799	87,726	67,162	97,865	Library Clerk II	103,314	103,314	
5	49,923	44,555	38,437	52,294	Library Assistant I	54,228	54,228	
6	102,124	87,282	65,834	86,051	Library Assistant II	100,477	100,477	
7	50,372	62,673	53,454	69,170	Librarian I	68,801	68,801	
8	44,621	52,911	34,533	55,557	Librarian II	58,157	58,157	
9	65,630	70,542	54,170	74,090	Library Director	77,542	77,542	
10	394,257	411,805	315,268	442,222	<i>Total Salaries</i>	469,895	469,895	-
11								
12					<b>Benefits</b>			
13	33,253	32,318	23,362	32,647	Retirement	34,977	34,977	
14	32,239	31,232	24,194	33,830	FICA	35,947	35,947	
15	2,607	(22)	162	1,200	Workers' compensation insurance	1,200	1,200	
16	68,074	70,809	52,829	99,500	Health insurance	100,800	100,800	
17	5,300	4,743	2,054	5,749	Unemployment insurance	4,229	4,229	
	-	493	-	-	Other employee benefits	-	-	
18	141,473	139,573	102,601	172,926	<i>Total benefits</i>	177,153	177,153	-
19								
20	535,730	551,378	417,869	615,148	<b>TOTAL PERSONAL SERVICES</b>	647,048	647,048	-
21				11.075	Total Full Time Equivalent (FTE)*	11.2	11.2	
					<b>LIBRARY OPERATIONS</b>			

22					<b>MATERIALS AND SERVICES</b>			
23	265	156	143	300	Bank charges	250	250	
24	4,800	8,207	10,394	14,000	Building rental	14,530	14,530	
25	6,696	12,944	15,494	15,000	Building maintenance	20,000	20,000	
26	14,057	14,356	8,599	15,000	HVAC	15,000	15,000	
27	2,090	1,791	1,503	2,300	Elevator	2,350	2,350	
28	3,602	4,109	4,565	4,300	Telephone	5,100	5,100	
29	5,121	5,080	3,841	6,400	Internet	5,800	5,800	
30	66,889	61,486	50,304	78,000	Collection development	83,000	83,000	
31	8,073	9,112	5,025	11,000	Technology	13,000	13,000	
32	21,612	26,730	19,740	26,000	Accounting and auditing	27,000	27,000	
33	2,121	1,702	1,330	3,000	Courier	2,300	2,300	
34	22,879	21,876	16,827	25,000	Custodial services	23,000	23,000	
35	2,927	3,504	5,081	4,000	Technical services	4,000	4,000	
36	11,567	11,914	12,271	12,300	Library consortium	13,070	13,070	
37	1,240	1,196	750	1,400	Copiers	2,400	2,400	
38	3,063	-	-	3,200	Elections	-	-	
39	1,513	1,603	3,409	4,000	Furniture and equipment	4,000	4,000	
40	10,874	10,760	8,908	12,000	Property and liability insurance	9,000	9,000	
41	28,539	21,582	21,051	24,000	Georgiana Smith Memorial Gardens	25,000	25,000	
42	2,815	1,980	2,940	3,000	Legal Services	4,000	4,000	
43	-	96	-	-	Professional services	-	-	
44	3,393	2,861	2,535	4,000	Membership dues	4,000	4,000	
45	3,417	716	678	1,000	Miscellaneous	1,000	1,000	
46	846	1,172	788	1,000	Postage/freight	1,200	1,200	
47	607	145	356	500	Printing	500	500	
48	22,028	14,298	8,424	20,000	Programs	20,000	20,000	
49	635	818	198	1,500	Advertising	1,500	1,500	
50	14,088	12,383	9,903	15,000	Office supplies	14,000	14,000	
51	5,385	3,905	1,068	5,000	Travel	5,000	5,000	
52	1,472	2,540	1,506	3,000	Training	4,000	4,000	
53	-	676	2	1,500	Board development	1,500	1,500	
54	-	400	200	1,000	Parking reimbursement	1,000	1,000	
55	17,717	18,699	13,544	21,000	Electricity	21,000	21,000	
56	1,804	1,440	1,101	1,600	Garbage	1,600	1,600	
57	5,729	5,469	3,578	10,000	Natural gas	10,000	10,000	
58	4,259	5,249	3,694	5,000	Water and sewer (building)	5,200	5,200	
58	<b>302,123</b>	<b>290,955</b>	<b>239,750</b>	<b>355,300</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>364,300</b>	<b>364,300</b>	<b>-</b>



59	40,000	28,000	-	25,000	TRANSFER TO CAPITAL RESERVE	43,000	43,000	-
60	-	-	-	100,000	CONTINGENCY	100,000	100,000	
61	877,853	870,333	657,619	1,095,448	Total expenditures	1,154,348	1,154,348	-
62	3,499	-	-	12,000	Vacation Reserve	12,000	12,000	
63	533,024	647,425			Ending Balance (Prior Years)			
64				419,338	UNAPPROPRIATED ENDING FUND BALANCE	457,645	457,645	
65	1,414,376	1,517,758		1,526,786	TOTAL REQUIREMENTS	1,623,993	1,623,993	

**CAPITAL EQUIPMENT RESERVE FUND**  
**Resources and Requirements**

This fund is authorized and established by Resolution No. 2013-14.008 on May 20, 2014, for the following specified purposes: capital outlay for land acquisition, building construction/improvements, installation and repair of major building systems, and depreciable equipment.

Fund review year: 2021

**Hood River County Library District**

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2019-20		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	YTD 3/31/2019					
<b>1</b>					<b>RESOURCES</b>			
2	103,636	102,995	100,766	95,000	Cash on hand	85,000	85,000	
3	804	1,868	1,552	1,000	Interest	1,500	1,500	
4	40,000	28,000	-	25,000	Transfer from General Fund	43,000	43,000	
5								
<b>6</b>	<b>144,440</b>	<b>132,863</b>	<b>102,318</b>	<b>121,000</b>	<b>TOTAL RESOURCES</b>	<b>129,500</b>	<b>129,500</b>	
7								
<b>8</b>					<b>REQUIREMENTS</b>			
<b>9</b>	<b>41,445</b>	<b>28,197</b>	<b>26,938</b>	<b>75,000</b>	<b>Capital outlay</b>	<b>75,000</b>	<b>75,000</b>	
10		3,900		-	<b>Material and Services</b>			
11	102,995	100,766			Ending balance (prior years)			
12				46,000	<b>RESERVED FOR FUTURE EXPENDITURE</b>	54,500	54,500	-
<b>13</b>	<b>144,440</b>	<b>132,863</b>		<b>121,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>129,500</b>	<b>129,500</b>	-

**SPECIAL FUND**  
**Resources and Requirements**  
**GRANTS FUND**

1	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2019-20		
	Actual			Adopted Budget This Year 2018-19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	YTD 3/31/2019					
<b>1</b>					<b>RESOURCES</b>			
2	88,140	51,396	93,523	45,000	Cash on hand	70,000	70,000	
3	7,292	11,029	9,717	100,000	Grants (specific purposes)	100,000	100,000	
4	6,850	11,923	12,800	20,000	Friends of the Library donations	20,000	20,000	
5	2,017	121,836	1,700	100,000	Library Foundation donations	200,000	200,000	
6	-	-	-	5,000	Pat Hazelhurst Fund donations	20,000	20,000	
7								
<b>8</b>	<b>104,299</b>	<b>196,184</b>	<b>117,740</b>	<b>270,000</b>	<b>TOTAL RESOURCES</b>	<b>410,000</b>	<b>410,000</b>	<b>-</b>
9								
<b>10</b>					<b>REQUIREMENTS</b>			
11					<b>Personal services</b>			
12					<i>Salaries</i>			
13	69	243	1,911	2,000	Library Assistant II	-	-	
			1,018	5,000	Clerk I	5,000	5,000	
1	-		-		<i>Benefits</i>			
2	-	18	-		- Retirement	-	-	-
			146		FICA			
			2		Workman's compensation			
3	-	5	-		- Health insurance	-	-	-
			34		Unemployment insurance			
4								
5	-	-	-	500	Other personal services	500	500	
6								
<b>7</b>	<b>69</b>	<b>266</b>	<b>3,111</b>	<b>7,500</b>	<b>Total personal services</b>	<b>5,500</b>	<b>5,500</b>	<b>-</b>
8								
9					<b>Materials and services</b>			
10	15,414	21,222	17,803	30,000	Collection development	50,000	50,000	
11	-	2,150	5,729	15,000	Technology	20,000	20,000	
12	9,105	16,490	16,437	25,000	Programs	40,000	40,000	
13	5,199	41,336	5,719	40,000	Furniture and equipment	50,000	50,000	

14	9,896	13,088	4,054	40,000	Other materials and services	75,000	75,000	
15								
<b>16</b>	<b>39,614</b>	<b>94,286</b>	<b>49,742</b>	<b>150,000</b>	<b>Total materials and services</b>	<b>235,000</b>	<b>235,000</b>	<b>-</b>
17								
<b>18</b>	<b>13,220</b>	<b>8,109</b>	<b>-</b>	<b>112,500</b>	<b>Capital outlay</b>	<b>169,500</b>	<b>169,500</b>	
19								
20	51,396	93,523			Ending balance (prior years)			
<b>21</b>				<b>-</b>	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>22</b>	<b>104,299</b>	<b>196,184</b>		<b>270,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>410,000</b>	<b>410,000</b>	<b>-</b>

**SAGE LIBRARY SYSTEM FUND**  
**Resources and Requirements**

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2019-20		
	Actual			Adopted Budget This Year 2018-19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	YTD 3/31/2019					
<b>1</b>					<b>RESOURCES</b>			
2	3,878		-	-	Cash on hand	-		
3	46,459		-	-	Intergovernmental revenue	-		
4								
<b>5</b>	<b>50,337</b>	-	-	-	<b>TOTAL RESOURCES</b>			
6								
<b>7</b>					<b>REQUIREMENTS</b>			
8					<b>Personal Services</b>			
9					<i>Salaries</i>			
10	35,660		-	-	- Librarian I	-		
11								
12					<i>Benefits</i>			
13	2,884		-	-	- Retirement	-		
14	2,706		-	-	- FICA	-		
15	27		-	-	- Workers' compensation insurance	-		
16	3,331		-	-	- Health insurance	-		
17	403		-	-	- Unemployment insurance	-		
18								
<b>19</b>	<b>45,011</b>	-	-	-	<b>- Total personal services</b>	-		
20								
21					<b>Materials and services</b>			
22	-	-	-	-	- Membership dues	-		
23	-	-	-	-	- Travel	-		
24	128		-	-	- Training	-		
25	-	-	-	-	- Other materials and services	-		
26								
<b>27</b>	<b>128</b>	-	-	-	<b>- Total materials and services</b>	-		
28								
<b>29</b>	-	-	-	-	<b>- Contingency</b>	-		
30								
31	-	-			Ending balance (prior years)			

32				-	UNAPPROPRIATED ENDING FUND BALANCE	-		
33	45,139		-	-	TOTAL REQUIREMENTS	-		

# Resolution No. 2018-19.08

## Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes

### Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2019-20 in the total of \$2,163,493, now on file in the Hood River Library

### Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2019, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated).

### Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within the District as follows:

### Categorizing the tax

	<u>General government limitation</u>	<u>Excluded from limitation</u>
General Fund	\$0.3900 / \$1,000	\$0.00

Adopted by the Board of Directors of Hood River County Library District this 18<sup>th</sup> day of June, 2019.

ATTEST:

\_\_\_\_\_  
Jean Sheppard, President

\_\_\_\_\_  
Rachael Fox, Library Director

**Resolution No. 2018-19.08**  
**2019-20 budget adoption**

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials &amp; Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$647,048	\$364,300	\$0	\$0	\$43,000	\$100,000	\$12,000	\$457,645	\$1,623,993
<i>Capital Reserve Fund</i>	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$54,500	\$129,500
<i>Grants fund</i>	\$5,500	\$235,000	\$169,500	\$0	\$0	\$0	\$0	\$0	\$410,000
<i>Sage Library System Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>	\$652,548	\$599,300	\$244,500	\$0	\$43,000	\$100,000	\$12,000	\$512,145	\$2,163,493



**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  
1461 Sunset Road  
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, 2011 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 12 months, beginning on the 1st day of July, 2019, and continuing through the 30th day of June, 2020, 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.
4. Upon receipt of the CPLA certification, Fox shall receive a salary step increase to go into effect the month the certification was received.

### **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 \$77,542 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. If any suit or action is brought to enforce the terms of this Agreement, the prevailing party shall be awarded reasonable costs and attorney fees, at arbitration, if any, trial and on appeal.

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.

7. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.

8. This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Approved by the Hood River County Library District at an open, public meeting on the 18th day of July, 2019

**Hood River County Library District:**

\_\_\_\_\_ Date \_\_\_\_\_  
Jean Sheppard , Board President

**Director:**

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

Approved as to form:

\_\_\_\_\_ Date \_\_\_\_\_  
Ruben Cleaveland  
Library District Legal Counsel

# Bulletin Board and Information Distribution Policy



Hood River County Library District helps the community share information by providing bulletin boards and designated areas (such as literature racks and spaces on countertops and tables) for posting and distribution. These spaces may be used by outside groups to promote events and services of interest to the District's patrons. These areas are considered limited public forums and thus are open to any legal content or viewpoint, with restrictions noted in this policy.

## Bulletin Boards and Distribution Areas

Bulletin boards and distribution areas are available within the District to post and distribute materials from outside organizations. Bulletin board space is provided for dated materials such as posters or signs of interest to the District's patrons. Distribution space is provided in designated areas for materials such as brochures, handouts, and business cards. Materials may be left for patrons to review and take, if they choose, but such distribution shall not include verbally or visually (by means of signs, placards, etc.) encouraging patrons to review or take any materials with them.

Designated areas include the bulletin board and shelves in the lower level of the Hood River Library, the bulletin board and literature rack in the Cascade Locks Library, [Parkdale Library and Odell Pop-Up Library](#), and ~~the bulletin board in the Parkdale Library~~. Posting and distribution of items by outside groups (i.e. not the District, its Friends of the Library and Library Foundation, or partnering organizations) is limited to these designated areas.

## Limitations

Posting or distribution of materials from District facilities do not indicate District endorsement of the ideas, issues, organizations, or events promoted by those materials. Because space is limited, District staff reserve the right to remove materials that are larger than 11" by 17"-, have been up for more than two months, are not applicable to local area specifically and the Columbia River Gorge generally, or generally prevent equitable use of space. Materials that do not comply with this policy also shall be removed.

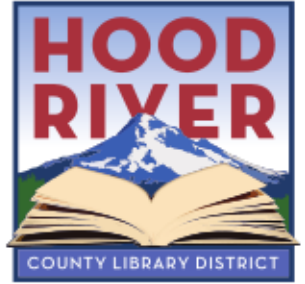
The District assumes no responsibility for the preservation or protection of materials. Materials will not be returned. The District does not allow posting materials that are obscene, libelous, threatening, defamatory, harassing, violate intellectual property laws, or advocate illegal activity, as defined by relevant laws.

Adopted by the Board of Directors: July 17, 2012  
Last amended: [June 18, 2019](#) ~~February 17, 2015~~  
[Last reviewed: June 18, 2019](#)

502 State Street  
Hood River · OR 97031  
**541 386 2535**

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

# Personal Services Policy



Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider.

Such services shall include, but are not limited to architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Hood River County Library District Board President or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

## **Contracts with architects, engineers, and land surveyors**

Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services and Related Services shall be awarded according to ORS 279C [100 to 279C.125](#). A contract for Architectural, Engineering, and Surveying Services may be entered into by direct appointment if such contract is estimated not to exceed \$~~10050~~100,000 in a calendar year, or if the project described in the contract consists of work that has been substantially described, planned, or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.

Approved by the Board of Directors, April 19, 2011

Last amended, February 21, 2012

Last reviewed, ~~June 18, 2019~~ [November 18, 2014](#)

502 State Street  
Hood River · OR 97031

**541 386 2535**

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