

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, April 20, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Karen Bureker Vice President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|---|---------|
| I. Additions/deletions from the agenda (ACTION) | Bureker |
| II. Actual or potential conflicts of interest | Bureker |
| III. Consent agenda (ACTION) | Bureker |
| i. Minutes from March 16, 2021 meeting | |
| IV. Open forum for the general public | Bureker |
| V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian | |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. March 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VII. Old business | |
| i. Reopening plans: Next phase – Hood River Branch | Fox |
| VIII. New business | |
| i. Annual Planning Session | Bureker |
| ii. Budget Committee Approval (ACTION) | Fox |
| iii. Salary Schedule and Salary Analysis discussion | Fox |
| iv. Potential space in Odell discussion | Fox |
| IX. Agenda items for next meeting | Bureker |
| X. Adjournment | Bureker |

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.

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Meeting ID: 889 8794 2233

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

II. Actual or potential conflicts of interest Bureker

III. Consent agenda (ACTION) Bureker

i. Minutes from March 16, 2021 meeting

Attachment: III.i. Minutes from the March 16, 2021, regular meeting

IV. Open forum for the general public Bureker

V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian

Hannigan will discuss Outreach and Children's Services.

VI. Reports

i. Friends update Fox

- The Friends did not meet in April.
- Volunteer services have resumed at the library! The Friends of the Library volunteers and other volunteers are now back at the library. We missed them during our closure. We have the book covering crew processing new items on Mondays. On Tuesdays, we have volunteers helping with shelving and pulling the holds list. We also have Friends volunteers stocking the Friends sale shelves and free shelves. We hope to expand volunteer services in the next month or two.
- The Friends will not hold their annual book sale this spring. They may hold the sale in the fall.

ii. Foundation update Fox

- The Library Foundation has been busy with the Bookmobile campaign. Please see the Director's report for the full details!

- The Library Foundation will hold officers elections at their May board meeting.

iii. **March 2021 Financial Statements**

Fox

Attachment: VI.iii. March 2021 Financial Statements

We are continuing to track well and under budget in many areas due to the decrease in spending during the pandemic. We can anticipate to receive \$35,000 more in tax revenue in May.

iv. **Director's report**

Fox

- Bookmobile Campaign - Please visit <https://hoodriverlibrary.org/bookmobile/>. The response from our community has been amazing!

The Hood River County Library District is proud to announce that we have reached our fundraising goal in record time. Our community has contributed the entire amount in less than two months, bringing our dreams to provide equitable services throughout Hood River County to fruition.

How We Did It

- Sponsorship: \$85,000
- Local individual donations: \$41,537
- Feast of Words 2018/2019/2020: \$36,000
- Bequest: \$17,000
The Hood River Cultural Trust \$2,500 grant to purchase new library materials for the Bookmobile.

Funds raised will go to commission a bookmobile, which will take 9-10 months to build. We plan to launch our new Bookmobile services in early spring 2022!

- Bookmobile procurement
 - I am working with the District's lawyer to determine if we can use a cooperative purchasing agreement or a formal RFP. The company we select will create the bookmobile to our specifications. It will take 9-10 months. I anticipate we will launch the new bookmobile services in early Spring 2022!
- Library Director Evaluation
 - The Library Director Evaluation will take place in April and May. On Friday, April 30 Library Board members will receive a link to an evaluation form and a compilation of evaluations from library staff, Friends and Foundation presidents. Board members will have one week to complete the evaluation. The Library Director evaluation will take place in Executive Session at the May board meeting.
- Hood Crest Winery donated 2,000 paper masks to the Hood River County Library District.

Platinum Sponsor \$25,000
Doug & Leslie Campbell
Remembering Dorothy-John-Maureen

Gold Sponsor \$10,000
Mark Patterson & Beth Joyce

Silver Sponsor \$5,000
The Schaefer Family Gift Fund of the
Gorge Community Foundation -
Remembering Laura Douglass Schaefer
Ron Cohen, Christie Smith and KJ Cohen
The Hackett Family

Bronze Sponsor \$2,500
The Hood River Cultural Trust
Duckwall Fruit
Friends and Neighbors Book Club
Elaine and Scott Johnson
Cathi Lannon
Remembering Joy and Kay Higgins
Jean and Craig Sheppard
Waucoma Bookstore
Wyeast Laboratories, inc.

- I have postponed the bid request process for janitorial services. We have been operating on an as needed basis since last May due to the pandemic. Our contract is satisfactory until we get through this pandemic. I anticipate having the time to go through the bid process in June and having bids for the board to review by the June or July board meeting.
- **Facilities and Library Gardens**
 - Our Garden Maintenance crew planted three Jacquemontii birch trees in front of the Hood River Library to replace the large maple we removed in 2019.



- **Programs and Services**
 - The Hood River Library Gardens is hosting a community display on the north side of the library lawn during the month of April. The SafeSpace Child Abuse Awareness Campaign is trying to raise awareness regarding child abuse in the gorge. They will place one pin wheel for every child that has experienced child abuse in the gorge. They are partnering with Art in Education in the Gorge to create the display.



- **Hood River County Reads 2020-2021**

The Friends of the Hood River is hosting the Hood River County Reads program 2020-2021! Due to the cancellation of last year's Hood River County Reads, we are reading the 2020 book *The Highest Tide* by Jim Lynch.

This weekend will be the culmination of the Hood River Reads program with a virtual writing workshop with the author on Saturday April 17 and a webinar with the author on Sunday, April 18 at 2 p.m.

Please visit our website for a full schedule of events
<https://hoodriverlibrary.org/friends/hood-river-reads/>.

- The program staff have been working hard to provide creative programming for this spring. It's a mix of online programs and craft kits! We have distributed thousands of free books in our community! Please check out our newsletter for a full list of programs in April, <https://conta.cc/3mhDouQ>.

- **April programs**

- **Adult programs**

- [Cooking Together Zoom Class](#) - Wednesday, April 21st 6:30 p.m.

Jerk Chicken with Spicy Mango Slaw and Coconut Rice and Beans

Impress your friends and family with this tasty tropical meal you can put together in an hour! During our rainy spring, these recipes will take you on a little mini-vacation to a sunny beach somewhere. This class features super-flavorful and healthy jerk-spiced broiled boneless chicken thighs served on a bed of simple slaw, topped with delicious mango salsa that you can adjust to your own spice level. On the side, you'll enjoy decadent coconut red beans and rice that

perfectly balances the meal. This class is 100% gluten-free as long as you use GF soy sauce and chicken broth.

- **Teen programs**

- **Teen Hangout [Discord]**
 - Games, parties, bad jokes, and program planning always happening on the **Library Discord**. Sign up through the library website.
- **Unicorn Day Take-home craft** - Available April 9th
Come celebrate National Unicorn Day at the library! Teens can grab kits to make 3d Papercraft Unicorns of their very own. All supplies included.
- **Friday Teen Gaming Hour [Zoom]** - Fridays in April and May at 3 pm.
Stop by the Teen Zoom Room for some online games and socializing. Bring a device you can log into a game with and your own snacks. We will pick out games based on numbers and what people want that day.
- **Glow in the Dark Hunt** - April 29th, 8 pm. Hood River Library Gardens
Time to grab a flashlight and get outside for the library's sort of annual glow in the dark hunt! Space is limited and registration is required. Ages 13-18.

- **Kids programs**

- **Storytime [Facebook]** Thursdays, 10:30 a.m.
Join Teacher Jana each week for stories and songs! Live on Facebook.
- **Kids' Spring Book Club '21 -Books available starting Saturday, April 21**
Pick up a free copy of our Kids' Spring Book Club selection, Newberry Honor book, *Abel's Island* by William Steig. Abel the mouse's upper-crust, lackadaisical world is shattered when he's swept away by torrential rain and marooned on an island! What will he eat? How will he defeat the menacing owl? What is his life's purpose? And most of all, when will he see his beloved Amanda again?

- **Outreach programs**

- Día de los niños program
 - DIA is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. This year we plan to celebrate DIA by serving 300 children & their families in the community of Odell. We will host a drive through event on Friday, April

30th 3:00-6:00pm. Families will be able to drive through and pick up one library bag, books, resources & goodies. We have partnered with the Odell Hispanic Prevention coalition, Mid Valley Elementary, and The Next Door Inc.

- The kids team continues to distribute free books through the school district meal sites and meal delivery program and the FISH Food Bank! The free books were funded by the Library Foundation.

VII. Old business

i. Reopening plans: Next phase – Hood River Branch

Fox

We are currently offering Browsing and Computer Appointments at the Hood River Library four days per week. We offer Curbside Services at Hood River five days per week and two days per week at the Cascade Locks and Parkdale branches. We moved to Stage 4 of our [reopening plan](#) on Wednesday, March 10.

Highlights of appointment services:

- Browsing (30 minutes)
- Computer use (30 minutes)
- Restrooms closed
- No furniture - seating and tables have been removed from the public area in the Hood River Library and Cascade Locks Library to encourage the 30 minutes time limit for browsing.
- Plexiglass shields at all the service desks.
- Library bookshelves and self-check stations have been repositioned to encourage social distancing.

Due to poor ventilation and small size of the Parkdale Library space, we are not adding appointment services until we can better ventilate the space by opening windows and doors. I'm anticipating opening by appointment in June.

We have received approval from the Hood River County School District to allow patrons into the Cascade Locks Library by appointment. I need to complete a few more tasks to prepare the branch to reopen. We're working towards opening by appointment the week of April 27th or the following week.

Next phase - Hood River Branch

I would like to eliminate appointments at the Hood River Branch. We will shift to allow patrons to enter only through the main door. They will be greeted by a staff member. All the same guidelines will remain such as 30 minutes time limit for browsing and computers, no seating, or public restrooms will be available. We will offer Curbside by request only. Library staff will monitor occupancy in the children's library. We do not anticipate reaching occupancy limits in the other areas of the library because we do not have seating available.

I recommend we continue with our current hours listed below. This allows us to continue to conduct tasks on the library floor when patrons are not present. At the May board meeting, I recommend we discuss potentially expanding our open hours at all three branches. Most libraries still have modified hours.

- Tuesdays: 12:00-6:00pm
- Wednesdays: 12:00-6:00pm
- Thursdays: 12:00-6:00pm
- Fridays: 10:00-4:00pm
- Saturdays: 10:00-4:00pm

I do not have a set date to move to this next phase. Due to the recent increase in local and statewide cases, I would like to hold off on moving to this next phase. I can consult with the District Board President Jean Sheppard before the next board meeting, if we determine it is safe to move forward. In the interim, we plan on moving the check-in for appointments to the main doors. Patrons will enter to either pickup Curbside or attend an appointment. This will eliminate the need for another service desk, which we added for appointment check-in.

VIII. New business

i. Annual Planning Session

Bureker

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board have completed the following planning sessions:

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)
- Technology Replacement Planning Session with Ken Jacobs (2016-17)
- Special District Insurance Services Board Practice Assessment (BPA) (2017-18)
- Marketing audit and discussion with Penny Hummel (2019-20)

I recommend we conduct our annual planning session to discuss updating our mission, vision, and values. This will be beneficial since we will be hiring a consultant next fiscal year to create a new five-year strategic plan. Our current strategic plan expires at the end of this fiscal year. Originally, I had planned to hire a consultant this year but did not pursue it due to the pandemic.

Assistant Director Arwen Ungar and I will conduct research regarding other library's mission, vision, and values. We will consult with library staff and then present our ideas at a board

planning session. I would like to hold the planning session before our Tuesday, June 15 board meeting at 6pm. I would like to discuss idea this further at the library board meeting.

ii. Budget Committee Approval (ACTION)

Fox

The Library Board approved the library budget calendar at the February Board meeting, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Angela Schock (fulfilled the remainder of Amber Bello's term) and Eric VonLubken terms ended in 2020. The board agreed to renew Angela Schock for another three year term.

Currently, our Budget Committee is Jen Bayer, Monica Hockett, and Lani Roberts. I have advertised our open position through social media, website, and library newsletter. I have not received any applications for the open position on the budget committee. We will need to appoint Angela Schock to the budget committee.

iii. Salary Schedule and Salary Analysis discussion

Fox

I hired HR Answers to conduct a salary analysis for all our positions. I received their report on Friday, April 16, 2021. Since this is the day I release the board packet, I did not have time to thoroughly read all the information and compose a recommendation to the District Board. I will review the information over the weekend and prepare a recommendation before the District Board meeting. The recommendation will be sent by email to the District Board members on Monday, April 19. We can discuss the recommendations at the meeting.

iv. Potential space in Odell discussion

Fox

Jenny Logsdon, owner of Wyeast Laboratories in Odell, has offered the Library District free space in their new building for six months. With the potential for another six month renewal, if they have not found a tenet to occupy the space. The space would be available June 1. I consulted with library staff and we decided it would be a great fit to conduct programs for the community of Odell. We can host small programs for adults and families with COVID restrictions in place. Library staff can offer child care during adult programs which usually attracts many participants in the Odell area. We decided it would not be a good fit for a pop-up library due to the location and short duration of the lease and we would spend significant time and energy promoting and informing the residents of Odell of the services. Instead, library staff want to focus their energy on hosting a table at the Mercado in Odell this summer. We have found this location to distribute free library materials is the optimal way to reach the population at this time.

I am investigating the cost of adding additional insurance for the space. In addition, I have reached out to the planning department to confirm we can use the space for library programs and to inquire about the occupancy limit. I'd like to discuss this further at the meeting.

IX. Agenda items for next meeting

Bureker

- Library Director Evaluation
- Tuesday, May 11, 2021, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 18, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2021-22 salary schedule

X. Adjournment

Bureker

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

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Board of Directors
Regular Meeting Minutes

Tuesday, March 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (Staff).

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Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Fox stated she would like to discuss the gardens light pole project. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from February 16, 2021 meeting

Janik moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

None present.

V. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. February 2021 Financial Statements

Fox

The financial statements were not available at the time the board packet was released. Fox emailed the financial statements to the board prior to the meeting.

iv. Director's report

Fox

Fox stated the original estimate for the new light pole in the gardens was \$4,106. Fox stated there was an increase to the project due to the light pole needed to be larger to fit our existing luminaire which matches the other light pole in the gardens. In addition, the contractor installing the light pole discovered he will need to install a new concrete base for the pole. The new estimate is \$8,016. We will use \$2,445 from the SDAO Safety Grant which brings the cost of the project to \$5,571. Fox stated we need to have light in the area for safety reasons and the board agree and accepted the change in cost.

Sheppard requested Fox provide an estimate regarding salary expenses for fiscal year 2021-22 at the next library board meeting. Fox stated she will work on having a salary analysis completed as was discussed by the library board last fiscal year and would also prepare an estimate for the April Board meeting.

Hackett stated we should make sure we have funds available for large capital projects we can expect in the future. Fox stated she planned to address the capital projects in the budget. Hackett asked if the District had replenished the funds from our HVAC purchase last fiscal year. Fox stated we received additional funds this fiscal year from the dissolution of one urban renewal district and a pause by the other urban renewal district which allowed the District to replenish our contingency fund and our Capital Equipment Reserve Fund.

VI. Old business

i. Reopening plans: Curbside Services and Browsing and Computer Appointments

Fox

Fox stated she would like to expand appointment days from two days per week to four days per week. Sheppard stated the library should continue to have Curbside hours, too. The Board stated they supported the expansion of hours. Janik asked if Parkdale will be open for appointments. Fox recommended not opening the branch for appointments due to the small space and limited ventilation. Fox stated she recommended opening the branch in the early summer when we can open doors and windows. Fox stated The Dalles Library is opening with limited services.

VII. New business

i. Library Director Evaluation (ACTION)

Sheppard

Sheppard asked how we can get more staff members to fill out the survey. Fox stated she planned to send out an email to staff. She will also mention the survey at the next staff meeting. Fox stated ten or eleven staff members filled out the survey last year. We have nineteen staff and four are substitutes. In addition, Fox stated she supervises eight staff members. Janik made a motion to approve the Library Director Evaluation timeline. Marsden seconded. The motion carried unanimously.

ii. Budget Committee Discussion (ACTION)

Fox

The board decided to advertise the open budget committee position. Fox will post on social media and the enewsletter.

iii. Request – remove bench in Reading Room

Fox

Sheppard asked if there was historical significance to the window seat in the Reading Room. Fox stated there was not. The board approved removing the window seat.

iv. Request Personnel to transport ballots in Odell

Fox

Sheppard stated she originally supported the idea but after hearing District lawyer Ruben Cleaveland's concerns she has changed her mind. Marsden, Janik, and Hackett agreed. Fox also was concerned with allowing District staff to provide services to other entities outside of the scope of library services. The Board agreed to not use library personnel for transporting ballots in Odell.

VIII. Agenda items for next meeting

Sheppard

- Budget committee approval
- Review Janitorial Maintenance bids and contract
- Salary analysis

IX. Adjournment

Sheppard

The meeting was adjourned at 7:48pm.

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

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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
March 31, 2021**

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.
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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 March 31, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine 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.
April 13, 2021

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2021

ASSETS

	<u>General Fund</u>	<u>Grants Fund</u>	<u>Capital Equipment Reserve Fund</u>	<u>Total</u>
Current Assets:				
Cash in bank - Columbia State Bank	\$165,005			\$165,005
Cash with Hood River County	869,610	\$120,198	\$130,982	1,120,790
Petty cash	416			416
Other	11,376			11,376
Total Current Assets	<u>1,046,407</u>	<u>120,198</u>	<u>130,982</u>	<u>1,297,587</u>
TOTAL ASSETS	<u>\$1,046,407</u>	<u>\$120,198</u>	<u>\$130,982</u>	<u>\$1,297,587</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,509			\$3,509
Accounts payable	0			0
Total Current Liabilities	<u>3,509</u>	<u>0</u>	<u>0</u>	<u>3,509</u>
Total Liabilities	<u>3,509</u>	<u>0</u>	<u>0</u>	<u>3,509</u>
Fund Balances:				
Unassigned	<u>1,042,898</u>	<u>120,198</u>	<u>130,982</u>	<u>1,294,078</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$1,046,407</u>	<u>\$120,198</u>	<u>\$130,982</u>	<u>\$1,297,587</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2021

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$100	\$29,275		\$29,375
Property tax revenues - current year	1,035,833			1,035,833
Property tax revenues - prior year	22,461			22,461
Fines and fees	815			815
Intergovernmental revenue	4,082	27,717		31,799
Interest revenue	7,272		\$1,107	8,379
Miscellaneous	322			322
Total Revenues	<u>1,070,885</u>	<u>56,992</u>	<u>1,107</u>	<u>1,128,984</u>
Expenditures:				
Personal services:				343,224
Wages and salaries	343,224			111,820
Employee benefits	111,820			
Total Personal Services	<u>455,044</u>	<u>0</u>	<u>0</u>	<u>455,044</u>
Materials and services:				299
Bank charges	299			9,438
Building rental	9,438			16,360
Building maintenance	11,725	4,635		6,473
HVAC	6,473			1,609
Elevator	1,609			3,938
Telephone	3,938			2,025
Internet	2,025			63,595
Collection development	48,407	15,188		11,373
Technology	10,558	815		22,864
Accounting and auditing	22,864			1,515
Courier	1,515			17,787
Custodial services	17,787			3,700
Technical services	3,700			13,396
Library consortium	13,396			2,612
Copiers	2,612			0
Elections expense	0			7,606
Furniture and equipment	924	6,682		13,134
Insurance	13,134			15,486
Georgiana Smith Memorial Garden	15,326	160		1,558
Legal services	1,558			0
Professional services	0			2,079
Dues and subscriptions	2,079			955
Miscellaneous	1,105	(150)		605
Postage and freight	605			184
Printing	184			19,726
Programs	8,553	11,173		369
Advertising	369			6,944
Supplies - office	4,140	2,804		222
Travel	222			1,610
Training	1,561	49		0
Board development	0			0
Parking reimbursement	0			9,607
Electricity	9,607			1,187
Garbage	1,187			3,816
Natural gas	3,816			3,759
Water & sewer - building	3,759			
Total Materials and Services	<u>224,475</u>	<u>41,356</u>	<u>0</u>	<u>265,831</u>
Capital outlay	0	9,950	0	9,950
Total Expenditures	<u>679,519</u>	<u>51,306</u>	<u>0</u>	<u>730,825</u>
Revenues Over Expenditures	<u>391,366</u>	<u>5,686</u>	<u>1,107</u>	<u>398,159</u>
Other Financing Sources (Uses)				20,000
Operating transfers in	0		20,000	(20,000)
Operating transfers out	(20,000)			
Total Other Financing Sources (Uses)	<u>(20,000)</u>	<u>0</u>	<u>20,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>371,366</u>	<u>5,686</u>	<u>21,107</u>	<u>398,159</u>
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
Fund Balance - March 31, 2021	<u>\$1,042,898</u>	<u>\$120,198</u>	<u>\$130,982</u>	<u>\$1,294,078</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Revenues:			
Tax revenues - current	\$6,112	\$1,035,833	\$1,029,687
Tax revenues - prior year	84	22,461	12,000
Interest revenue	321	7,272	14,000
Fines and fees	0	815	6,500
Intergovernmental revenue	0	4,082	0
Donations	50	100	0
Miscellaneous	0	322	0
Total Revenues	<u>6,567</u>	<u>1,070,885</u>	<u>1,062,187</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	554	5,324	7,638
Library clerk II	7,311	70,236	107,038
Library assistant I	7,982	71,561	56,196
Library assistant II	4,511	43,120	58,378
Librarian I	5,438	52,487	118,113
Librarian II	4,519	40,481	60,258
Library director	6,694	60,015	80,330
Payroll taxes and benefits:			
Retirement	5,987	26,859	36,339
Social security	2,776	26,424	36,596
Workers' compensation	17	20	1,300
Health insurance	6,106	54,908	108,900
Unemployment insurance	436	3,609	4,392
Total Personal Services	<u>52,331</u>	<u>455,044</u>	<u>675,478</u>
Materials and services:			
Bank charges	46	299	250
Building rental	944	9,438	13,400
Building maintenance	2,118	11,725	20,000
HVAC	0	6,473	15,000
Elevator	364	1,609	2,350
Telephone	363	3,938	5,100
Internet	225	2,025	3,300
Collection development	7,369	48,407	83,000
Technology	457	10,558	13,000
Accounting and auditing	0	22,864	28,000
Courier	166	1,515	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	2,123	17,787	25,200
Technical services	0	3,700	4,000
Library consortium	0	13,396	13,500
Copiers	411	2,612	3,500
Elections expense	0	0	4,000
Furniture and equipment	(5,241)	924	4,000
Insurance	(546)	13,134	13,700
Georgiana Smith Memorial Garden	41	15,326	25,000
Legal services	105	1,558	4,000
Professional services	0	0	25,000
Dues and subscriptions	90	2,079	4,000
Miscellaneous	52	1,105	1,000
Postage and freight	88	605	4,000
Printing	15	184	500
Programs	1,704	8,553	20,000
Advertising	22	369	2,000
Supplies - office	(2,095)	4,140	14,000
Travel	0	222	5,000
Training	(49)	1,561	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,082	9,607	21,000
Garbage	133	1,187	1,800
Natural gas	996	3,816	10,000
Water & sewer - building	419	3,759	5,400
Total Materials and Services	<u>11,402</u>	<u>224,475</u>	<u>402,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>63,733</u>	<u>679,519</u>	<u>1,177,778</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(20,000)	(20,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>
Change in Fund Balance	<u><u>(\$57,166)</u></u>	<u><u>\$371,366</u></u>	<u><u>(\$135,591)</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 Nine Months Ended
March 31, 2021

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Revenues:			
Donations and grants	\$3,000	\$29,275	\$330,000
Intergovernmental revenue	0	27,717	0
Total Revenues	<u>3,000</u>	<u>56,992</u>	<u>330,000</u>
Expenditures:			
Personal services	0	0	11,600
Materials and services:	13,925	41,356	200,000
Capital outlay	9,950	9,950	118,400
Total Expenditures	<u>23,875</u>	<u>51,306</u>	<u>330,000</u>
Change in Fund Balance	<u><u>(\$20,875)</u></u>	<u><u>\$5,686</u></u>	<u><u>\$0</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 Nine Months Ended
March 31, 2021

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$37	\$1,107	\$1,500
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and Other Sources	<u>37</u>	<u>21,107</u>	<u>21,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	(9,950)	0	75,000
Total Expenditures	<u>(9,950)</u>	<u>0</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$9,987</u></u>	<u><u>\$21,107</u></u>	<u><u>(\$53,500)</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 Nine Months Ended March 31, 2021

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety 2020	CARES Act	R2R 2021	HR Cultural Trust	Total
Revenues:												
Donations and grants	\$0	\$0	\$3,000	\$1,475	\$14,300	\$0	\$8,000	\$0	\$0	\$0	\$2,500	\$29,275
Intergovernmental revenue									\$22,609	\$5,108		27,717
Total Revenues	0	0	3,000	1,475	14,300	0	8,000	0	22,609	5,108	2,500	56,992
Expenditures:												
Personal services:												
Wages and salaries:												0
Library clerk I												0
Library assistant II												0
Employee benefits:												0
Retirement												0
FICA												0
Workers compensation												0
Health insurance												0
Unemployment insurance												0
Total Personal Services	0	0	0	0	0	0	0	0	0	0	0	0
Materials and services:												
Building maintenance		3,000	9,521		3,197		2,470	685	950			4,635
Collection development									815			15,188
Technology												815
Courier												0
Programs			9,244	1,237	587	105			6,260			11,173
Furniture and equipment			422									6,662
Georgia Smith Memorial Garden			160									160
Professional services									2,804			2,804
Supplies - office									49			49
Training												(150)
Miscellaneous				(150)								
Total Materials and Services	0	3,000	19,347	1,087	3,784	105	2,470	685	10,878	0	0	41,356
Capital outlay	0	0	0	0	0	0	0	0	9,950	0	0	9,950
Total Expenditures	0	3,000	19,347	1,087	3,784	105	2,470	685	20,828	0	0	51,306
Net Change in Fund Balance	0	(3,000)	(16,347)	388	10,516	(105)	5,530	(685)	1,781	5,108	2,500	5,686
Fund Balance - July 1, 2020	825	3,000	102,155	383	2,573	105	2,341	3,130	0	0	0	114,512
Fund Balance - March 31, 2021	\$825	\$0	\$85,808	\$771	\$13,089	\$0	\$7,871	\$2,445	\$1,781	\$5,108	\$2,500	\$120,198

See Independent Accountants' Compilation Report



ANSWERS, Inc.

“Whatever the question...”

April 16, 2021

CONFIDENTIAL

Rachael Fox
Library Director
Hood River County Library District
541-387-7062

Sent via email to: rachael@hoodriverlibrary.org

Salary Survey Report Letter

Dear Rachael:

Enclosed are the results of the salary surveys that HR Answers, Inc. conducted for the Hood River County Library District for several roles. We determined position matches based on the job descriptions provided and our understanding of the recruitment area and industry.

In crafting the salary surveys, consideration was given to the level of each role and the available survey matches. The job summaries from each survey source are included on spreadsheet. The position titles should not be used to determine whether the matches are good ones; we recommend reviewing the summaries to ensure we have made appropriate matches, considering whether each result is a 70% or better match to the actual job. Do let us know if you have any concerns. Alternate options may be available which better suit the role (based on different experience requirements, for example).

After collecting the salary data, we aged it forward to April 2021. Each year we determine the appropriate aging factor based on the most recent major forecasts of salary structure movement. Based on these forecasts, we are using an annual factor of 2.9% to age data forward to 2021. We also adjusted the data, as necessary, so that it matches the labor market pay level for Hood River, Oregon. We use a service of the Economic Research Institute to do this, which is the nation's leading resource for geographic adjustments. Where a geographic adjustment is *de minimis* (i.e., less than 2%) it is omitted from our calculations. This is a commonly accepted practice among compensation professionals.

We also determined a weighted average salary by multiplying the average salary from each survey source by the number of employees reported for the position, summing the totals, and dividing by the total number of employees for all survey sources. This calculation adjusts for the influence organizations with many incumbents in one job have on market data. Summary results are noted at the bottom of the survey page on the line titled, “Data adjusted to: May 2021.”

PORTLAND METRO

7650 SW Beveland St.
Suite 130
Tigard, OR 97223
(503) 885-9815

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7287 Park Terrace Dr. NE
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(503) 463-7269

www.hranswers.com

877-287-4476

The weighted average represents the market rate and includes short- and long-term employees, as well as various performance levels. If your objective is to provide compensation to your staff that reflects market conditions, we suggest that your salary range midpoints approximate the weighted average in the market.

The data were obtained from several published salary surveys we determined were appropriate resources. The survey sources we selected were:

Economic Research Institute (ERI) Salary Assessor 2021

ERI provides compensation data (mean, median, percentiles) for both base pay and incentives for more than 6,200 position titles. Data, which is updated quarterly, is reported by location, industry, and size.

Nonprofit Times 2019 (Bluewater Nonprofit Solutions)

A survey open to all not-for-profit organizations with at least one 30-hour/week⁺ employee in the U.S., with 28 job families and 311 benchmark positions. Nearly 45% of the 397 participating organizations had 1-10 employees and nearly half (48%) were in the Northeastern region. Data cuts are available by operating budget or field of work.

Milliman Portland Area Cross Industry (PACS) 2020

The 38th annual survey, which provides compensation information for 210 jobs with data compiled from 87 major employers in the Portland Metro Area. The survey participants include both public and private employers.

Wage Access Compensation and Benefits Survey 2020

Wage Access provides compensation data (mean, median, percentiles) for base pay and incentives across multiple industries and including public and private employers across the country. The survey contains over 900 benchmark positions.

Association of Washington Cities 2019

This survey of local government salaries and benefits in Washington State continues to be an important service of the Association of Washington Cities. Ninety-six percent of the cities and counties in the state participated in this year's survey, including 258 of 281 cities and towns and 36 of 39 counties (92%). The survey is designed to present a compilation of salaries paid for more than 120 different job classifications in city and county governments

Please keep in mind that survey results should only be used as one factor in determining the pay level for a position, as it reflects external market pay. Other important considerations include:

- Recruitment and retention of job candidates;
- Actual degree of responsibility and accountability of the specific job as compared to others in the organization;
- Performance and job experience of the incumbent or prospective employee; and
- Present internal pay levels.

We hope this information provides a foundation for reviewing the enclosed salary data. Our process corresponds to usual and accepted compensation practices. If you have any questions

about the survey results, or if we can be of any further assistance, please let us know.

Amanda Wernli

Professional Consultant,
HR Answers, Inc.

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Assistant Library Director

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Assistant Library Director	\$70,204	Not Reported	77	\$60,965	\$70,204	\$83,018
Scope: Govt. Support Svcs, \$2M budget; OR state avg.; Adj. down 4.8% to Hood River, OR						
Job Summary: "Aids Librarian in the daily functioning, planning, and administration of the library services program. Provides technical guidance and administrative direction over library staff. Coordinates activities of branch or departmental libraries. Analyzes and contributes in the coordination of departmental budget preparation and controls expenditures to administer approved budget. Reviews and evaluates orders for books, serial publications, magazines, newspapers, audio and visual recordings, computer programs, Internet website subscriptions, and other resource materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Assists Director in administering personnel regulations, interviewing and appointing job applicants, staff evaluation, and promoting and discharging employees. Participates in community and professional meetings to discuss and act on library problems. May deliver book reviews and lectures to publicize library activities and services. May examine and select materials to be discarded, repaired, or replaced."						
Survey Source/Date: Wage Access 6/2020^*				10th Percentile		90th Percentile
Job Title: Library Manager	\$75,604	5	38	\$77,532	\$85,518	\$94,519
Scope: National data; Public Admin.; Adj. down 6.0% to Hood River, OR						
Job Summary: "Manages activities of library branch or department, and assists in selection and location of books, audiovisual and other materials. Trains and directs workers in receiving, shelving and locating materials. Examines book reviews, publishers' catalogs and other information sources to recommend material acquisition. Select materials to be discarded, repaired or replaced. Manages a project, functional area or department within a division at a single location. Job performance significantly impacts department operations and may impact profitability of organization. Receives broadly defined goals and objectives. Exercises independent judgment and makes decisions with some existing guidelines. Usually has budget and/or hiring authority. May supervise activities of supervisors and/or non-management employees."						
Survey Source/Date: Association of Washington Cities 7/2019^						
Job Title: Senior Librarian	\$59,222	12	25	\$53,236	\$59,222	\$66,695
Scope: WA state data, All Participants; Adj. down 12.1% to Hood River, OR						
Job Summary: "Performs professional library duties in a public library including acquisition of materials, cataloguing, and reference work. May be responsible for the operation of a full service branch library or may specialize in an area. May supervise other employees. Usually works under infrequent supervision. Makes effective recommendations to hire, fire, transfer and discipline employees. Typically requires a master's degree in library science and two years' experience." 12 city's salary ranges included."						
AVERAGES	\$69,709	17	140	\$63,911	\$71,648	\$81,411
DATA ADJUSTED TO: April 2021	\$70,824	17	140	\$65,551	\$73,487	\$83,500

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Outreach Specialist

	WEIGHTED	NO.	NO.	SALARY RANGE		
	AVERAGE	COMPANIES	INCUMBENTS	MINIMUM	MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Outreach Specialist	\$45,224	Not Reported	77	\$41,338	\$45,224	\$50,663
Scope: Libraries & Archives, \$2M budget; Eugene, OR Adj. down 3.0% to Hood River, OR						
Job Summary: "Coordinates and executes community outreach efforts for an organization. Plans community engagement activities. Organizes and oversees marketing and multimedia plans to garner community support and raise awareness. Facilitates community engagement activities. Assists community members in accessing programs and services. Serves as liaison between members of the community and organizations. Answers incoming questions and concerns."						
Survey Source/Date: Wage Access 6/2020^^						
Job Title: Librarian 3	\$61,331	6	103	\$59,400	\$62,265	\$63,910
Scope: National data, Public Admin.; Adj. down 5.5% to Hood River, OR						
Job Summary: "Maintains and assists in locating library collections of books, serial publications, documents, audiovisual and other materials. Provides information on library activities, facilities, rules and services. Assists in use of reference sources, catalogs and indexes to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Performs complex and specialized activities. Tasks are demanding and generally not clearly defined. Under limited supervision, makes assessments and exercises discretion in defined situations. Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
Survey Source/Date: Bluewater Nonprofit Solutions 5/2018^						
Job Title: Program Director/Manager	\$55,824	48	96	\$28,530	\$55,824	\$117,924
Scope: National data, \$1M-<2.5M budget; Adj. down 4.9% to Hood River, OR						
Job Summary: "Plan, direct, or manage the activities of one or more programs for an organization. May be responsible for developing new programs and services, overseeing program implementation, training staff and volunteers, establishing and managing partnerships with public and private organizations, measuring and monitoring program success, building organizational capacity to deliver programs, reporting on program outcomes, fundraising, and budgeting. May supervise staff."						
	AVERAGES					
	\$54,922	54	276	\$43,089	\$54,438	\$77,499
	DATA ADJUSTED TO: April 2021	\$57,135	54	276	\$44,728	\$56,508
				\$80,447		

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Cataloging Specialist

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	MINIMUM	MIDPOINT	SALARY RANGE MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Catalog Librarian	\$53,392	Not Reported	27	\$46,477	\$53,392	\$62,756
Scope: Libraries & Archives, \$2M budget, Eugene, OR; Adj. down 7.8% to Hood River, OR						
Job Summary: "Compiles and catalogs information on print and nonprint library materials, such as books and periodicals, identify materials and integrating information into library catalog, using various classification systems, including the Dewey Decimal system. Produces a log that identifies a book or publication's author, title, subject, publisher, publication date, edition, classification number, and location in the library. Verifies and cross-references data with information printed on the title page of books, and integrates changes into the data systems. Marks classification number from log into library material for identification."						
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Library Technician	\$43,691	Not Reported	27	\$37,994	\$43,691	\$50,910
Scope: Libraries & Archives, \$2M budget, Eugene, OR; Adj. down 3.0% to Hood River, OR						
Job Summary: "Assists Librarian in information services: answers questions regarding available references, and helps public in use of available references and bibliographic tools, such as Library of Congress catalog. Performs routine cataloging and coding of library materials, arranges and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, retrieves information from databases, and supervises support staff."						
Survey Source/Date: Association of Washington Cities 7/2019^	\$41,528	11	87	\$35,624	\$41,528	\$44,897
Job Title: Library Technician						
Scope: WA state data, All Participants; Adj. down 12.4% to Hood River, OR						
Job Summary: "Performs paraprofessional library duties involving acquisition, cataloging, circulation or reference work under general supervision of a professional librarian. Answers routine questions regarding the use of basic bibliographic and reference tools; maintains and processes acquisition records, which may include computer input; maintains shelf lists and public catalogs; arranges for inter library loans of material. Typically requires a two year degree and one year of experience." 11 city's salary ranges included (cities with part-time staff/below 7500 in population and with flat rates were excluded).						
AVERAGES	\$44,214	11	141	\$40,032	\$46,203	\$52,854
DATA ADJUSTED TO: April 2021	\$45,654	11	141	\$40,736	\$47,017	\$53,785

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

Oregon Forest Resource Institute Salary Survey

POSITION: Children's Services Assistant

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021 ^{^*}	median			10th Percentile		90th Percentile
Job Title: Library Associate	\$40,376	Not Reported	117	\$35,896	\$40,376	\$46,022
Scope: Libraries & Archives, \$2M budget, OR state avg.; Adj. down 5.0% to Hood River, OR						
Job Summary: "Assists the Librarian with research projects. Takes care of interlibrary loans and maintains various databases. Helps organize special events and outreach events for the community. Assists with planning of and conducts and helps with public tours, class visits, book talks, and in-school assembly and other library programs. Produces graphic information and creates displays to promote library services. Answers patrons' questions about literature, activities, and library services; and helps people find specific materials or information. Issues library cards and checks out books and materials to them. Acquires books and other materials from other libraries, catalogs and shelves materials, assists with the maintenance of library materials, and organizes bookshelves. Answers phones and assists Librarians in in any way needed. Uses electronic circulation system to track down overdue books or materials, sends out overdue notices, and collect fines. May specialize in certain areas if working in a larger library."						
Survey Source/Date: Economic Resource Institute 4/2021 ^{^*}	median			10th Percentile		90th Percentile
Job Title: Program Specialist (Non-Profit)	\$44,996	Not Reported	227	\$39,606	\$44,996	\$52,295
Scope: Libraries & Archives, \$2M budget, OR state avg.; Adj. down 5.1% to Hood River, OR						
Job Summary: "Coordinates and performs administrative support for one or more programs in a non-profit organization. Oversees projects and communicates between teams to assist in the overall completion of tasks and assignments in a timely manner. Develops and implements programs and initiatives designed to publicize the organization and increase public awareness. Maintains an in-depth knowledge of standard concepts, procedures and practices within necessary relevant fields. Interacts with participants and communicates with community members and general public to increase program awareness. Plans and organizes program-related activities and events."						
Survey Source/Date: Wage Access 6/2020 ^{^*~}	\$31,851	6	149	\$29,604	\$30,373	\$44,785
Job Title: Library Clerk						
Scope: National data, Public Admin.; No adj.						
Job Summary: "Compiles records, sorts and shelves books, and issues and receives library materials, pictures, cards, slides and microfilm. Locates library materials for loan and replaces material in shelving area, stacks or files according to identification number and title. Registers patrons to borrow books, periodicals and other library materials. Performs varied activities. Tasks are involved and occasionally not clearly defined. Under general supervision, exercises some discretion in routine situations. Knowledge of commonly used procedures; requires some previous training."						
AVERAGES	\$39,927	6	493	\$35,035	\$38,582	\$47,701
DATA ADJUSTED TO: April 2021	\$40,219	6	493	\$35,318	\$38,893	\$48,085

[^] Median salary provided in lieu of Weighted Average, which was not available

^{*} Salary percentiles provided in lieu of salary ranges which were not available

[~] Geographic adjustments within 2% require no adjustment

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Children's Services Librarian & Teen Services Librarian

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Portland Area Cross-Industry 1/2020 Job Title: Program Coordinator Scope: Govt/Education, Portland Metro Area; Adj. down 9.8% to Hood River, OR	\$65,095	8	219	\$52,881	\$64,698	\$76,514
Job Summary: "Plans, organizes, coordinates and evaluates a small to moderate-sized program or project • Plans and monitors performance against program goals and objectives and ensures program results • Interacts with internal and external program or project stakeholders to build program support • Requires strong analytical and communications skills and program/project management capabilities • May provide program leadership and work direction of other program support staff • Typically requires a bachelor's degree and 2-4 years related experience."						
Survey Source/Date: Economic Resource Institute 4/2021^^ Job Title: Program Specialist (Non-Profit) Scope: Libraries & Archives, \$2M budget, OR state avg.; Adj. down 5.1% to Hood River, OR	median \$44,996	Not Reported	227	10th Percentile \$39,606	\$44,996	90th Percentile \$52,295
Job Summary: "Coordinates and performs administrative support for one or more programs in a non-profit organization. Oversees projects and communicates between teams to assist in the overall completion of tasks and assignments in a timely manner. Develops and implements programs and initiatives designed to publicize the organization and increase public awareness. Maintains an in-depth knowledge of standard concepts, procedures and practices within necessary relevant fields. Interacts with participants and communicates with community members and general public to increase program awareness. Plans and organizes program-related activities and events."						
Survey Source/Date: Wage Access 6/2020^^ Job Title: Librarian 3 Scope: National data, Public Admin.; Adj. down 5.5% to Hood River, OR	\$61,331	6	103	\$59,400	\$62,265	\$63,910
Job Summary: "Maintains and assists in locating library collections of books, serial publications, documents, audiovisual and other materials. Provides information on library activities, facilities, rules and services. Assists in use of reference sources, catalogs and indexes to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Performs complex and specialized activities. Tasks are demanding and generally not clearly defined. Under limited supervision, makes assessments and exercises discretion in defined situations. Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
AVERAGES	\$56,078	14	549	\$50,629	\$57,320	\$64,240
DATA ADJUSTED TO: April 2021	\$56,333	14	549	\$51,037	\$57,782	\$64,758

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

Oregon Forest Resource Institute Salary Survey

POSITION: Collection Development Specialist

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Library Specialist	\$43,837	Not Reported	77	\$39,055	\$43,837	\$50,059
Scope: Libraries & Archives, \$2M budget, OR state avg.; Adj. down 5.1% to Hood River, OR						
Job Summary: "Performs complex library services and operations that require specialized knowledge of a subject, language, or discipline. Assists library patrons with research and complex and technical assignments and requests; searches computer databases, catalog files, and shelves to locate information. Processes and conducts complex bibliographic searching and verification, and monitors and analyzes changes in bibliographic records for online systems and software. Performs reference management activities and creates and edits complex bibliographic records in all formats. Administrates library programs, prepares invoices, and codes library materials. Interprets and enforces library policies, handles specialized materials, and instructs users in the use of internal and external information resources. Reviews and distributes publisher notices and reports; monitors quality of materials received and oversees the collecting, preparing and processing of library materials; and prepares reports and performs data backup for a library unit and department. Helps patrons find library resources such as books, reference materials, electronic journals, and audiovisual equipment. Maintains periodicals, reference materials, and library collections."						
Survey Source/Date: Wage Access 6/2020^*						
Job Title: Librarian 2	\$51,373	7	147	\$49,313	\$51,036	\$53,066
Scope: National data, Public Admin.; Adj. down 4.2% to Hood River, OR						
Job Summary: "Maintains and assists in locating library collections of books, serial publications, documents, audiovisual and other materials. Provides information on library activities, facilities, rules and services. Assists in use of reference sources, catalogs and indexes to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Performs moderately complex and specialized activities. Tasks are involved and occasionally not clearly defined. Under general supervision, makes assessments and exercises some discretion in routine situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: Association of Washington Cities 7/2019^						
Job Title: Library Technician	\$41,528	11	87	\$35,624	\$41,528	\$44,897
Scope: WA state data, All Participants; Adj. down 12.4% to Hood River, OR						
Job Summary: "Performs paraprofessional library duties involving acquisition, cataloging, circulation or reference work under general supervision of a professional librarian. Answers routine questions regarding the use of basic bibliographic and reference tools; maintains and processes acquisition records, which may include computer input; maintains shelf lists and public catalogs; arranges for inter library loans of material. Typically requires a two year degree and one year of experience." 11 city's salary ranges included (cities with part-time staff/below 7500 in population and with flat rates excluded).						
AVERAGES	\$46,753	18	311	\$41,331	\$45,467	\$49,341
DATA ADJUSTED TO: April 2021	\$47,978	18	311	\$42,392	\$46,634	\$50,607

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

Oregon Forest Resource Institute Salary Survey

POSITION: Library Director

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Library Director	\$87,489	Not Reported	10	\$74,278	\$87,489	\$105,057
Scope: Libraries & Archives, \$2M budget, Eugene, OR; Adj. down 2.2% to Hood River, OR						
Job Summary: "Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out."						
Survey Source/Date: Wage Access 9/2020^~						
Job Title: Library Director	\$118,013	10	11	\$56,180	\$128,080	\$166,994
Scope: National data, All Participants; Adj. down 5.6% to Hood River, OR						
Job Summary: "Directs and coordinates library services and activities of branch or departmental libraries. Establishes library policies and procedures, departmental budget and control of expenditures. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, and consults with publishers' representatives to select materials. Conducts staff meetings and participates in community and professional meetings to publicize library activities and services. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: Association of Washington Cities 7/2019^						
Job Title: Library Director	\$85,541	13	13	\$80,006	\$85,541	\$98,600
Scope: WA state data, All Participants; Adj. down 11.2% to Hood River, OR						
Job Summary: "Plans, organizes and directs the delivery of library services. Supervises library and volunteer staff. MLS Required."						
AVERAGES	\$96,620	23	34	\$70,155	\$100,370	\$123,550
DATA ADJUSTED TO: April 2021	\$99,099	23	34	\$71,785	\$102,702	\$126,421

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

Oregon Forest Resource Institute Salary Survey

POSITION: Operations Assistant

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 10/2020^*	median			10th Percentile		90th Percentile
Job Title: Operations Associate	\$49,424	Not Reported	27	\$43,927	\$49,424	\$56,914
Scope: Libraries & Archives, \$2M budget, Eugene, OR; Adj. down 2.9% to Hood River, OR						
Job Summary: "Performs the day to day tasks that make the organization run smoothly and efficiently. Enforces operational policies and standards and ensures compliance with all safety and security procedures. Provides administrative support to the organization, including scheduling, drafting emails, and reporting on operations to management. Supports accounts payable and accounts receivable management including data entry of invoices, check disbursements, monthly reporting, reconciliation, and monitoring overdue accounts. Orders and monitors inventory supplies and audits expenses. Serves as a point of contact concerning facility operations. Communicates with vendors, clients, and across departments. Assists in the development and preparation of the annual budgets."						
Survey Source/Date: Economic Resource Institute 10/2020^*	median			10th Percentile		90th Percentile
Job Title: Library Services Coordinator	\$44,730	Not Reported	27	\$38,940	\$44,730	\$52,119
Scope: Libraries & Archives, \$2M budget, Eugene, OR; Adj. down 3.0% to Hood River, OR						
Job Summary: "Facilitates library services including book rentals, computer rentals, room reservations, printing and copying. Assists librarians in the organization and maintenance of library materials and equipment. Answers inquiries regarding rental availability, library material location, payment and library technology. Shelves and retrieves books, publications, magazines and other physical library materials. Monitors the library and helps enforce library policies, procedures and standards. Tracks supply inventory and orders new supplies as needed. Communicates regularly with librarians and assists in the completion of administrative tasks."						
Survey Source/Date: Bluewater Nonprofit Solutions^ (5/2018)^						
Job Title: Volunteer Coordinator	\$33,150	8	8	\$25,000	\$33,150	\$42,000
Scope: National data, \$1M-<2.5M budget; No Adj.						
Job Summary: "Coordinate operational and administrative activities for an organization's volunteer engagement program. May be responsible for identifying volunteer service opportunities, recruiting and training volunteers, recognizing volunteer contributions, equipping volunteers for leadership roles and new assignments, soliciting volunteer feedback, maintaining volunteer records, and producing communication materials."						
AVERAGES	\$45,280	8	62	\$35,956	\$42,435	\$50,344
DATA ADJUSTED TO: April 2021	\$45,763	8	62	\$36,947	\$43,604	\$51,732

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Public Service Clerk

	WEIGHTED AVERAGE	NO. COMPANIES	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT MAXIMUM	
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Library Assistant	\$36,700	Not Reported	117	\$32,940	\$36,700	\$41,470
Scope: Libraries & Archives, \$2M budget, OR State Avg.; Adj. down 5.0% to Hood River, OR						
Job Summary: "Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Maintains files. Repairs books and places plastic covers on new books. Answers inquiries of paraprofessional nature on telephone and in person and refers people requiring professional assistance to Librarian."						
Survey Source/Date: Economic Resource Institute 4/2021^*	median			10th Percentile		90th Percentile
Job Title: Information Clerk	\$32,637	Not Reported	677	\$30,971	\$32,637	\$41,423
Scope: Libraries & Archives, \$2M budget OR state avg.; Adj. down 4.8% to Hood River, OR						
Job Summary: "G greets and answers inquiries from persons entering facilities. Informs people of things, such as location of departments, offices, and activities conducted at facility. Gives information concerning services. Performs clerical duties and other duties pertinent to type of establishment. May receive and answer requests for information about organization. May call employees or officials to information desk to answer inquiries."						
Survey Source/Date: Portland Area Cross-Industry 1/2020						
Job Title: Office Assistant - Intermediate	\$37,848	7	401	\$33,083	\$38,737	\$44,391
Scope: Govt./Education, Portland Metro Area; Adj. down 10.2% to Hood River, OR						
Job Summary: Performs semi-routine clerical duties requiring familiarity with related work performed in the same or other departments • Work performed may include: document processing, record keeping, report compilation, working with figures, operating simple office machines and contacting customers or suppliers • Duties require limited judgment and may be varied or specialized • Works under limited supervision • May include clerk typists, production clerks, etc. • This is the intermediate level position, typically requiring 1-2 years' previous experience.						
AVERAGES	\$34,784	7	1,195	\$32,332	\$36,025	\$42,428
DATA ADJUSTED TO: April 2021	\$35,207	7	1,195	\$32,723	\$36,461	\$42,941

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments within 2% require no adjustment

**Oregon Forest Resource Institute
Salary Survey**

POSITION: Public Service Clerk

	WEIGHTED	NO.	NO.	SALARY RANGE		
	AVERAGE	COMPANIES	INCUMBENTS	MINIMUM	MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 4/2021^^	median			10th Percentile		90th Percentile
Job Title: Library Assistant	\$36,700	Not Reported	117	\$32,940	\$36,700	\$41,470
Scope: Libraries & Archives, \$2M budget, OR State Avg.; Adj. down 5.0% to Hood River, OR						
Job Summary: "Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Maintains files. Repairs books and places plastic covers on new books. Answers inquiries of paraprofessional nature on telephone and in person and refers people requiring professional assistance to Librarian."						
Survey Source/Date: Wage Access 6/2020^^~						
Job Title: Library Clerk	\$31,851	6	149	\$29,604	\$30,373	\$44,785
Scope: National data, Public Admin.; No adj.						
Job Summary: "Compiles records, sorts and shelves books, and issues and receives library materials, pictures, cards, slides and microfilm. Locates library materials for loan and replaces material in shelving area, stacks or files according to identification number and title. Registers patrons to borrow books, periodicals and other library materials. Performs varied activities. Tasks are involved and occasionally not clearly defined. Under general supervision, exercises some discretion in routine situations. Knowledge of commonly used procedures; requires some previous training."						
Survey Source/Date: Portland Area Cross-Industry 1/2020						
Job Title: Office Assistant - Entry	\$33,157	6	16	\$28,744	\$34,000	\$39,257
Scope: Govt./Education, Portland Metro Area; Adj. down 10.1% to Hood River, OR						
Job Summary: "Performs simple or routine clerical duties of a general nature requiring little or no previous experience or training • Work performed may include: processing repetitive documents in accordance with established procedures or specific instructions, recording data, listing data, filing, simple typing and operating copy machine • Works under close supervision • May include file clerks, posting clerks, production clerks, etc. • Entry level position typically requiring basic clerical skills, but little or no previous work experience."						
	AVERAGES					
	\$33,937	12	282	\$30,429	\$33,691	\$41,837
	DATA ADJUSTED TO: April 2021					
	\$34,441	12	282	\$31,043	\$34,371	\$42,681

^ Median salary provided in lieu of Weighted Average, which was not available

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~ Geographic adjustments within 2% require no adjustment

Salary Schedule, 2021-22
(Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.75	\$13.01	\$13.27	\$13.54	\$13.81	\$14.09	\$14.37
	\$26,520	\$27,061	\$27,602	\$28,163	\$28,725	\$29,307	\$29,890
Clerk II	\$14.67	\$14.96	\$15.26	\$15.57	\$15.88	\$16.20	\$16.52
	\$30,514	\$31,117	\$31,741	\$32,386	\$33,030	\$33,696	\$34,362
Library Assistant I	\$17.62	\$17.97	\$18.33	\$18.70	\$19.07	\$19.45	\$19.84
	\$36,650	\$37,378	\$38,126	\$38,896	\$39,666	\$40,456	\$41,267
Library Assistant II	\$20.25	\$20.66	\$21.07	\$21.49	\$21.92	\$22.36	\$22.81
	\$42,120	\$42,973	\$43,826	\$44,699	\$45,594	\$46,509	\$47,445
Librarian I	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39
	\$50,544	\$51,563	\$52,603	\$53,664	\$54,746	\$55,848	\$56,971
Librarian II	\$29.58	\$30.17	\$30.77	\$31.39	\$32.02	\$32.66	\$33.31
	\$61,526	\$62,754	\$64,002	\$65,291	\$66,602	\$67,933	\$69,285
Library Director	\$39.44	\$40.23	\$41.03	\$41.85	\$42.69	\$43.54	\$44.41
	\$82,035	\$83,678	\$85,342	\$87,048	\$88,795	\$90,563	\$92,373

Range approved by the Board of Directors,
Steps established by Library Director, May 13, 2021

Salary Schedule, 2020-21 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.00	\$12.24	\$12.48	\$12.73	\$12.98	\$13.24	\$13.50
	\$24,960	\$25,459	\$25,958	\$26,478	\$26,998	\$27,539	\$28,080
Clerk II	\$13.81	\$14.09	\$14.37	\$14.66	\$14.95	\$15.25	\$15.56
	\$28,725	\$29,307	\$29,890	\$30,493	\$31,096	\$31,720	\$32,365
Library Assistant I	\$16.58	\$16.91	\$17.25	\$17.60	\$17.95	\$18.31	\$18.68
	\$34,486	\$35,173	\$35,880	\$36,608	\$37,336	\$38,085	\$38,854
Library Assistant II	\$19.06	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04	\$21.46
	\$39,645	\$40,435	\$41,246	\$42,078	\$42,910	\$43,763	\$44,637
Librarian I	\$22.87	\$23.33	\$23.80	\$24.28	\$24.77	\$25.27	\$25.78
	\$47,570	\$48,526	\$49,504	\$50,502	\$51,522	\$52,562	\$53,622
Librarian II	\$27.84	\$28.40	\$28.97	\$29.55	\$30.14	\$30.74	\$31.35
	\$57,907	\$59,072	\$60,258	\$61,464	\$62,691	\$63,939	\$65,208
Library Director	\$37.12	\$37.86	\$38.62	\$39.39	\$40.18	\$40.98	\$41.80
	\$77,210	\$78,749	\$80,330	\$81,931	\$83,574	\$85,238	\$86,944

Range approved by the Board of Directors,
Steps established by Library Director, May 14, 2019