

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, June 18, 2024, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Brian Hackett, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Sara Marsden, and Jean Sheppard.

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing. Please use the following phone number or video link:

1-253-215-8782, [https://us02web.zoom.us/j/89745812618?](https://us02web.zoom.us/j/89745812618?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09)

[pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09](https://us02web.zoom.us/j/89745812618?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09), Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update		Rachael Fox
	ii. Foundation update		Rachael Fox
	iii. May 2024 Financial Statement		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		

VIII. New Business		
i. 2024-25 Budget approval	Motion	Brian Hackett
ii. Approval of recurring payments for 2024-25		Brian Hackett
iii. Discussion of 2024-25 President and Vice-President positions		Brian Hackett
iv. Discussion of regular meeting time		Brian Hackett
v. Salary Schedule 2024-25	Motion	Brian Hackett
vi. Conference system	Motion	Rachael Fox
v. Library Director contract renewal		Brian Hackett
IX. Announcements		Rachael Fox
i. Comments from board members		All
ii. Requests/Comments from Library Director		Rachael Fox
X. Agenda items for next meeting		Brian Hackett
XI. Adjournment regular meeting		Brian Hackett

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 7:00pm 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.

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Agenda Items		Action	Responsible
I.	Call to Order		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
III.	Approval of the consent agenda i. Minutes from the May 14, 2024 budget committee meeting Attachment: <ul style="list-style-type: none"> III.i. Minutes from the May 14, 2024 Budget Committee meeting ii. Minutes from the May 21, 2024 Library Board meeting Attachment: <ul style="list-style-type: none"> III.ii. Minutes from the May 21, 2024 Library Board meeting iii. Minutes from the June 10, 2024 Library Budget committee meeting Attachment: <ul style="list-style-type: none"> III.iii. Minutes from the June 10, 2024 Library Budget committee meeting 	Motion	Brian Hackett

IV.	Actual or potential conflicts of interest		Brian Hackett
V.	Public comment (3 minutes each)		Brian Hackett
VI.	Reports		
	i. Friends update <ul style="list-style-type: none"> Assistant Director Mo Burford has arranged for author Robert Shano to present his memoir, <i>Never Too Old for War</i> for a book discussion and signing on Saturday, September 14 at 2pm. The author is offering to share the revenue from the book sales at the event with the Friends of the Library. The Friends of the Library are looking for a new leader for their book cleaning volunteer group. The new bookshelves purchased by the Friends of the Library for the entryway book sale area will be installed by August. The additional height and width of the new shelves will allow a greater number of books to be displayed and sold. The Friends had one member rejoin and three new members join in May. 		Rachael Fox
	ii. Foundation update <ul style="list-style-type: none"> The Library Foundation has provided \$78,000 to the Library District for fiscal year 2024-25. <ul style="list-style-type: none"> Magazines and newspapers \$4,000 Electronic resources \$12,500 <ul style="list-style-type: none"> These resources include Library2Go, a downloadable media service offering ebooks, audiobooks, and recently added magazines, as well as TumbleBooks, an engaging e-book service for children. We also offer NoveList, our reader's advisory tool, and Kanopy, our diverse streaming platform. This year we're excited to introduce a new cultural pass check-out system, included in our membership to Libraries of Eastern Oregon, which also encompasses Library2Go. Movie licensing \$1,000 <ul style="list-style-type: none"> Annually, we pay Movie Licensing USA and Motion Picture Licensing Corporation for the rights to screen movies to the public. 		Rachael Fox

	<ul style="list-style-type: none"> ○ FISH free book project - \$6,000 <ul style="list-style-type: none"> ▪ This provides a twelve-month supply of library materials for distribution at the FISH food bank locations. ○ Feast of Words 2024 - \$35,000 <ul style="list-style-type: none"> ▪ We are thankful for the Library Foundation's Feast of Words fundraiser raising an impressive \$40,000! We originally planned on only replacing the main circulation desk, but with the funds raised at the Feast of Words, we'll now be able to replace both the main circulation desk and children's desk with custom models for a budget of around \$25,000, thanks to a company that serves government organizations. The new desks will improve accessibility and efficiency for all our patrons. The bookmobile services will also benefit from the raised funds, allowing us to provide great programs and services. investment in these initiatives will significantly contribute to making our library more inclusive and responsive to the diverse needs of our patrons. ○ Hood River Library meeting room - videoconferencing \$13,500 <ul style="list-style-type: none"> ▪ The Hood River Library meeting room, used by over 400 groups annually, offers hybrid meetings. Our current system was designed for a smaller space, which makes it difficult for in-person and remote participants to communicate effectively during hybrid meetings. We will install a new system with a centrally located camera and microphone, speakers in each corner, and a control unit. This upgrade will significantly enhance the patron experience. ○ Makerspace - \$6,000 <ul style="list-style-type: none"> ▪ The financial support is important to sustaining the Makerspace, a crafting and creation space open to the public during Hood River Library's open hours. This space has become a treasured resource for families and children in our community, fostering creativity and hands-on learning. 		
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	iii. May 2024 Financial Statement The financial statements for May were not ready at the time of the library board packet release. The tax statements from Hood River County have not been released yet.		Rachael Fox
	iv. Director's report <u>Administration</u> <ul style="list-style-type: none"> • Thanks to Children's Librarian Annelisa Gebhard the library was awarded a \$2,000 grant by the Dollar General Literacy Foundation. We will use the funds for the Summer Reading program. • Thanks to Yeliza Vargas-Boots, our Bilingual Outreach Librarian, the library received a \$4,000 grant from the State Library of Oregon to pay for a teen intern this summer. The intern will be focused on outreach services and will assist with the bookmobile route and the summer reading programs in Odell. The position is open until filled. Please visit our website for more details, https://hoodriverlibrary.org/employment/. • I am working with HR Answers to update our job descriptions and employee evaluation process. Moving forward, we will use job descriptions as a tool that can be used in many areas including compensation, ADA, Worker's compensation, training/development, and evaluations. We have not updated our evaluation process since the District was formed in 2011. The new evaluation process will align more with fulfilling one's job descriptions. <u>Programs and Services</u> <ul style="list-style-type: none"> • The program staff have been working hard to provide creative programming for this spring. Here is a list of June programs. <ul style="list-style-type: none"> ◦ All Ages <ul style="list-style-type: none"> • Summer Reading Begins Tuesday, June 22nd <ul style="list-style-type: none"> • Summer reading sign-up and all program dates and details will be available on our 		Rachael Fox

	<p>website and at all our locations on June 15th. We'll have performers and events at Hood River, Cascade Locks, Parkdale locations and the community of Odell throughout the summer! Prizes for all ages.</p> <ul style="list-style-type: none"> • Every month, we will highlight nationally recognized heritage months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation also participate in honoring these same occasions. <p>The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.</p> <p>Discover the diverse range of materials available in our collection. Visit the library, search our online catalog, download ebooks and audiobooks or stream movies.</p> <ul style="list-style-type: none"> ◦ Pride Month <ul style="list-style-type: none"> ▪ Pride month commemorates years of struggle for civil rights and the ongoing pursuit of equal justice under the law for the lesbian, gay, bisexual, transgender, and queer community, as well as the accomplishments of LGBTQ+ individuals. ◦ Adult programs <ul style="list-style-type: none"> • Noblesse Oblige Paolo Giorgi, Thursday, June 6 at 4:30pm Hood River Library Reading Room. Join artist and author Paolo Giorgi for a rousing conversation as he celebrates the publication of his latest work Noblesse Oblige. • Get to Know Your Library of Things: Cherry Pitter, Tuesday, June 25 at 5:30pm Hood River Library Reading Room. Join us for a demonstration by an expert from the OSU Extension Services on the many uses of our 		
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	<p>Cherry Pitters. This presentation is part of a larger series of classes offered at the Hood River and Cascade Locks libraries to help patrons safely and efficiently use some of the food preparation equipment in our Library of Things collection.</p> <ul style="list-style-type: none"> • Yoga for adults, Saturdays, 10:30am-11:30am, Hood River Library Meeting Room. Join our weekly yoga classes taught by Snapdragon Yoga, beginning June 1st. Open to adults, the program is available as a drop-in course every Saturday through August 31st. • Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom. May's book club selection is The House in the Cerulean Sea by T.J. Klune. • Cascade Locks Book Club meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. • Writing Group: Every Wednesday at 3 pm in the Hood River Library Columbia Room. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822). ○ Teen programs <ul style="list-style-type: none"> • Name That Tune! Thursday, June 13 at 6:00pm Hood River Library Theater. Let's celebrate Pride with a song! Teens and adults can play along, name a song, and possibly win a prize. Open to ages 13 to adult. In the library theater. • Teen programs are held in the Library Theater Saturdays at 2 pm. Pick one or all that look fun and be creative, volunteer, play games, discuss books and eat snacks. Open to ages 12 to 18, please ask Teen Librarian Rachel for more info. 		
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	<ul style="list-style-type: none"> ○ Creative Writing Group, 1st Saturday of the month at 2pm ○ Library Teen Council, 2nd Saturday of the month at 2pm. Teen Council will meet on the 2nd Saturday of the month to plan, prepare and participate in teen programs while earning volunteer hours and eat snacks. ○ Gaming, 3rd Saturday of the month at 2pm ○ Graphic Novel/Manga Book Group. 4th Saturday of the month at 2pm • Magic the Gathering, 2nd and 4th Fridays of the month at 4pm in the Library Theater. ○ Children's programs <ul style="list-style-type: none"> • Storytimes <ul style="list-style-type: none"> • Family Storytime – Hood River Library Thursdays at 10:30 a.m. <ul style="list-style-type: none"> ○ The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! • Weekly playgroup and monthly storytime – Parkdale and Cascade Locks <ul style="list-style-type: none"> • Looking for something fun to do with your children that haven't yet started school? We have playgroups at our Cascade Locks and Parkdale Libraries! Each Friday from 10:30-11:30 we invite parents to come with their children to explore the library, help kids build social skills, and make new friends. • The first Friday of the month in Parkdale and the last Friday of the month in Cascade Locks we will have a librarian led storytime. ○ Bookmobile route 		
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	<ul style="list-style-type: none"> • Pine Grove, 1st Thursday of the month <ul style="list-style-type: none"> • Early Intervention Pine Grove School 1:30am-1pm ○ Hood River <ul style="list-style-type: none"> • 2nd Thursday of the month, 2:30-6:00pm • Neighborhoods behind Rosauers <ul style="list-style-type: none"> • 2:30p-3:30p Pacific Ave (street parking) • 3:30p-4:30p Sieverkropp Dr (street parking) • 5:00p-6:00p Wyeast Vista Apartments 1800 8th st. ○ Hood River <ul style="list-style-type: none"> • 3rd Thursday of the month, 2:30-6:00pm • Apartments and Mobile Home Parks on Cascade Ave. <ul style="list-style-type: none"> ○ 2:30p-3:30p Hood River Mobile Manor (next to Les Schwab) 3300 Cascade Ave. . ○ 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave. ○ 5:00p-6:00p Columbia View Apartments 1695 Oak St. ○ Hood River <ul style="list-style-type: none"> • Every 4th Thursday of the month, 3:00-4:00pm <ul style="list-style-type: none"> • Hood River Rockford Grange ○ Senior facilities <ul style="list-style-type: none"> • 1st Friday of the month, 10am-12:30pm ○ Odell <ul style="list-style-type: none"> • 2nd and 4th Saturdays <ul style="list-style-type: none"> • 10:30a-12:00p Mobile Home Park/AGA RD 		
VII. Old Business			
VIII. New Business			
i. 2024-25 Budget approval I. Budget hearing Attachments: <ul style="list-style-type: none"> • VIII.i.a. Proposed 2024-25 budget • VIII.i.b. Resolution 2023-24.04, adopting the budget and imposing taxes <p>Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2024-25 budget, as approved by the Budget Committee at their May 14, 2024</p>	Motion	Brian Hackett	

	<p>meeting, is attached. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2024-25 budget approval requires passage of Resolution 2023-24.04. Following approval, I will submit the proper paperwork to the County and State.</p> <p>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 12th, 2024 edition of the <i>Columbia Gorge News</i>.</p>		
	<p>ii. Approval of recurring payments for 2024-25 <i>Attachment:</i></p> <ul style="list-style-type: none"> VIII.ii. Resolution No. 2023-24.05 - approving recurring and online payments for 2024-25 <p>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.</p>		Brian Hackett
	<p>iii. Discussion of 2024-25 President and Vice-President positions</p> <p>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 fulfill those positions.</p>		Brian Hackett
	<p>iv. Discussion of regular meeting time</p> <p>The Board's current regular meeting time is the third Tuesday of the month at 7:00pm. 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.</p>		Brian Hackett
	<p>v. Salary Schedule 2024-25 <i>Attachments:</i></p> <ul style="list-style-type: none"> VIII.v. 2023-24 and 2024-25 salary schedule <p>Fox proposed the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 3.45% increase to comply with the minimum wage increase in the State of Oregon. The budget committee approved the budget with the current salary schedule at their meeting on May 14, 2024.</p>	Motion	Brian Hackett
	vi. Conference system	Motion	Rachael

<p><i>Attachments:</i></p> <ul style="list-style-type: none"> VIII.vi. Proposal Gorge Audio Video <p>The Hood River Library meeting room, used by over 400 groups annually, offers hybrid meetings. Our current system was designed for a smaller space, which makes it difficult for in-person and remote participants to communicate effectively during hybrid meetings. Fox recommends we install a new system with a centrally located camera and microphone, speakers in each corner, and a control unit. This upgrade will significantly enhance the patron experience.</p> <p>Starting January 1, 2024, the threshold for direct procurements not requiring three bids has been raised. We are now able to proceed with direct procurements for amounts up to \$25,000. The project is under \$25,000 but Fox still reached out to three businesses and received quotes from two of the businesses.</p> <ul style="list-style-type: none"> Gorge Audio Video, \$13,445.95 Projectus, \$17,994 <p>Fox recommends we accept the quote from Gorge Audio Video. The Library Foundation will be funding the project. I ask for Library Board approval since it exceeds my spending authority.</p>		Fox
<p>vii. Library Director contract renewal</p> <p><i>Attachments:</i></p> <ul style="list-style-type: none"> VIII.vii. Library Director contract [2024-2025] <p>The Library Director is the only District employee who works directly for the Board and is also the District's only contract employee. The contract is typically renewed annually, and Fox's contract is due to expire on June 30.</p> <p>The Library Board voted at the May 21, 2024 Library Board meeting to approve a step increase from step 4 to step 5 for Fox. However, upon reviewing the Library Director contract and salary schedules for 2023-24 and 2024-25, Fox realized she made an error by stating she was at step 4, as she was actually at step 5, having been given a step increase in June 2023.</p> <p>With the District's legal counsel, Fox drafted a new contract with the following changes approved by the Library Board at their meeting: the salary was changed to \$100,443 per year, which is the salary of step 5 on the 2024-25 salary scale. As discussed when approving the scale, this salary includes a 3.45% minimum wage adjustment increase, which all District</p>		Brian Hackett

	employees will receive for this fiscal year.		
IX.	Announcements		Rachael Fox
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
X.	Agenda items for next meeting <ul style="list-style-type: none"> • Board officer elections • Appointing agents of record • Resolution establishing regular meeting time • Discussion Board Library Friends and Foundation liaisons • Technology Use Policy 		Brian Hackett
XI.	Adjournment regular meeting		Brian Hackett

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
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Budget Committee

Meeting Minutes

Tuesday, May 14, 6:00pm

Jean Marie Gaulke Community Meeting Room

502 State St, Hood River

Budget officer: Rachael Fox

Meeting notes prepared: Rachael Fox and Mo Burford

Present: Rachael Fox (Staff), Mo Burford (Staff), Jen Bayer, Karen Bureker, Jazmin Contreras, Brian Hackett, Megan Janik, Andrea Krol, Sara Marsden, Jean Sheppard, Eric Stasak.

I. Nomination and election of Chair

Library Director Rachael Fox called the meeting to order at 6:01pm. The committee conducted introductions. Bureker nominated Hackett to serve as Committee Chair. Bayer seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Hackett

Library Director Rachael Fox called the meeting to order at 6:01pm. The committee conducted introductions. Bureker nominated Hackett to serve as Committee Chair. Marsden seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Hackett

None stated.

IV. Budget message

Fox

Fox read through the budget message included in the budget committee packet. Hackett asked if the projected figures for the Westside Urban Renewal Area would change. Fox stated that we would keep an open dialogue with the Urban Renewal Agency to get updated figures annually. The consultant hired by the City of Hood River had projected a huge growth at the beginning of the Westside Urban Renewal Area, but this has not been the case. Sheppard asked if this was the best estimated projection. Fox explained that the projection listed was the best estimate as of today.

Bayer asked if we had ever discussed the impact of Urban Renewal. Bayer stated that we have known about Urban Renewal since the beginning when the District was formed, and the Library District has benefited from it, but there are no comments stating the benefit. Hackett stated that a larger area was created in the Westside, and it overtakes the gains we had from the other districts that closed, 122 million versus tens of millions downtown.

Bayer stated that overall, if we invest in the community, the overall tax stream grows, but these discussions are negative, and we are not including the positive. Sheppard stated that it still takes money out of the budget. Stasak stated the Library Director is the budget officer, and it is her job to identify reductions in revenue. Janik mentioned that we are never actually getting the money back because a new Urban Renewal Area starts.

Bureker stated that we should look at the maximum impact the urban renewal areas would have on the budget to ensure we are projecting correctly, as there is a maximum amount of

acreage. Sheppard remembered being told last year that the waterfront was supposed to end, and it was a surprise that it did not. Bayer stated that it was a surprise to the City as well. Bayer recalled when the Downtown Urban Renewal ended early, and the District had an additional \$20,000, emphasizing the importance of looking at the bigger picture.

Hackett stated that his negative view stems from the fact that the Library District had no say, and the voters had no say, and as an elected official for the library, he is an advocate for the library. Fox stated that she did not have a breakdown in the past because the urban renewal areas were in place when she became the Library Director. She explained that it is important to have this information to project funding for the library and plan for the future.

Bureker stated that it is important to plan ahead for the maximum amount of increments and it will be great if it ends early. Now, we need to think about the future and plan ahead. Stasak asked for clarity regarding Urban Renewal. Bayer stated that the concept has existed since the District was formed, and Stasak raised the point that if we are raised at a certain rate within an inflationary period, we are going to have conflict. Sheppard stated that we cannot raise our millage rate without a levy or bond, and the Library District has to stay within that budget while there are mandated minimum wage increases, health insurance increases, and inflation, with no other revenue coming in. Sheppard mentioned that we have a limit because of Measure 5. Stasak stated that we benefit as citizens and is glad we are budgeting. Fox continued with the budget message, moving forward with our current budget and sustaining it without expansion. She mentioned that we can expand within a container, like using volunteers and other innovative ways. Fox then reviewed the Strategic priorities and goals listed in the budget meeting packet.

i. General Fund

Fox read through the budget message included in the budget committee packet. Fox then reviewed the list of revenue in the budget committee meeting packet. Stasak asked for clarification around the fine-free library policy. Fox explained that the District did not charge late fines, but would charge patrons for the cost of an item if it was kept past four weeks. She mentioned that if a patron accumulated over \$15.00 in fees on their account, their account would be blocked. When the items were returned the fees were removed from the account. There was also a mention of auto-renewals being allowed up to two times.

Krol asked for clarification regarding the reserves. She asked how much of the \$900,000 was reserves since a portion was needed to carry the District over to the next fiscal year. Fox mentioned that they would get to the specifics of expenditures later and asked Krol to let her know if her question was not fully answered.

Fox moved on to the expenditures listed in the budget committee meeting packet. In the section regarding personnel costs Sheppard asked if the increase of two hours for the Children's Services Assistant was for the Librarian II category. Fox explained it was for the Library Assistant II category and the one and two were cut off in the documentation. Krol asked for clarification if this was to make the change permanent. Fox stated it was to make it permanent since it was increased this fiscal year.

Fox explained benefits for staff members. Sheppard asked how much they give to staff utilizing the HRA Veba. Fox stated it is half the cost of the medical insurance, which costs around \$680, and then it is divided in half and prorated based upon the number of hours an employee works. They would pay between \$200-\$300 per person instead of the \$680 if they

paid for the full medical benefits. Bayer stated the figure on page 20 shows the actual costs of health benefits is \$75,000 each year, although the District budgets almost twice that. Fox stated on page 44 it is about \$115,000. Bayer stated the actual cost it is about half. Sheppard stated those figures are only through February 2024. Bayer looked at the previous years, and it was around \$77,000. Fox stated they had a large increase, a 15% increase overall, and three more staff members switched over to the District health insurance. Bayer stated the District has never been at the maximum. Fox agreed they have never been at the maximum, but the District has flexibility if we need to pay more. Sheppard asked if the premiums begin in January. Fox stated they do. Fox stated we had people add after the enrollment period, which means the rates are fixed at the time of enrollment. Bureker asked why the maximum projected amount for health insurance was less than last year. Fox stated she found a slight calculation error on the maximum amount.

Stasak asked who does the payroll. Fox stated they have an accountant that actually processes the payroll, but Fox is the one that enters the numbers as the Human Resources manager, but the accountant processes the checks.

The budget committee discussed the cap of \$1,300 for health insurance, and it was raised two years ago and was generous. Last year, they had a reduction in health insurance premiums, and then they discovered Providence was no longer in-network, so they had to switch three months early. Bureker asked if the insurance was for every employee. Fox stated they provide insurance for everyone working over 20 hours, and then it is prorated based upon the number of hours they work each week. Bureker stated if you are under 20 hours, you do not get any benefits. Fox stated that was correct. Stasak asked if the part-time employees were just underneath that threshold. Fox stated that was correct. They have three employees right underneath that threshold, and then one position at 12 hours per week.

Fox moved into the Materials and Services section of the General Fund listed in the budget committee packet and discussed each line item. Bureker asked about the length of the contract for the Cascade Locks. Fox stated it was an annual contract because it made accounting purposes easier for them. Fox explained the telephone line item increased because they switched to a new company. Sheppard asked about the new outdoor phone. Fox explained it is VOIP and costs \$15 per month to have the phone, and it breaks down barriers to access. Sheppard asked why the internet line item went down. Fox stated she wanted to speak to the Library Foundation to use the funds previously allocated for a new fish tank to fund the patron WiFi hotspots. Fox explained the cost in time was greater than they wanted to take on, as they were going to partner with the Fish and Wildlife to raise the salmon and release them. Sheppard stated there were compliments about WiFi outside. Fox explained they will install a covered, weather-protected area.

Hackett stated for some service providers, they have a regular process with a competitive bidding process. It can be a challenge because they have limited options and get only one bid. Hackett stated we are always looking best use our resources. Fox stated it is recommended to go out for bids every 3-5 years, and public contracting rules raise the amount to \$25,000 when bids are needed. However, it is still important to get multiple bids for costs below \$25,000.

Fox explained they belong to a consortium called SAGE, which has an administrator that oversees the consortium, and it covers their library material courier system. Marsden asked if there were other options. Fox stated they used to belong to Gorgelink, and there were only a

few member libraries. They do not have many options for other consortiums, and their former Library Director made the decision that SAGE was the best option for them. Burford stated many small libraries banded together, and it saves them fees. Fox stated they used the professional services category in the past for hiring a consultant for the strategic plan for \$25,000. Hackett expressed that the consultant did a phenomenal job. Fox agreed.

Fox stated she left \$10,000 in the program line item in case they get a donation, but they are actually having all programs funded by the Friends and Friends of the Library Pat Hazlehurst endowment. Fox stated we have extra funds budgeted in case they spend additional funds, and then we do not have to reconvene the budget committee.

Sheppard asked why they are not transferring funds to the Capital Fund this year but planned to do so next year. Fox stated she hoped she could work with the budget and create a plan to transfer funds in the future. Sheppard asked if that was directly related to Urban Renewal, and Fox explained it was the unanticipated extension that she needed to move around \$35,000. Sheppard stated Fox listed all the projects of what they would do with funds we have saved. Hackett stated it is the forward budgeting, and they anticipated expenses of what they need to replace. Hackett stated even the way they are replacing 20% of the physical stock of technology equipment, which doesn't create a crisis. Sheppard stated they do not want to go back to the voters, and they need to live within their means, but it all should not be spent on operating costs, and they should be saving funds every year.

The board discussed vacation rollover and how the Library District allowed 80 hours of carry over which is prorated based upon weekly hours.

The committee discussed the carryover of \$910,000, and they need \$480,000 to operate from July through mid-November, with \$100,000 of that being contingency. Bayer asked why it is so high. Fox stated the carryover is for capital projects. Bayer stated they should spend the money and not hold onto it, as it is almost double what they need to operate, and it is a bad way to budget. Stasak stated the ending fund balance is the same as last year, so they are holding steady as long as they do not spend the contingency. Hackett states it is a conservative budget. Bayer stated they are planning for things that fail, and they have insurance. Hackett states, but it also includes expenses that are not known.

Fox stated they had the increase in the unappropriated fund balance because they had \$83,000 and reduced costs during COVID. The projections moving forward show the budget is not going to increase each year, and they are maintaining, and they are not going to be able to save for the future, which is what she is looking at. They used to be able to transfer funds to the capital fund. Bayer stated every year they have this conversation. Bayer does not think it is the best way to spend funds. Sheppard stated they have been cautious, and rising materials and services and personnel costs may create a tipping point, and costs will be more than revenue. Fox stated they are at that point. Sheppard stated \$400,000 sounds like a lot, but it could go away in a heartbeat.

Bayer stated they have had more funds every year. Bureker asked what is an appropriate amount of carryover. Sheppard stated they could spend the funds on projects and not increase the carryover each year. Bayer stated they should not cut staff due to URA but spend the funds instead. Sheppard stated they should not add personnel or open Mondays and not overextend if we can't maintain those costs. Bureker stated maybe they can increase part-time hours. Fox stated she does not want to add more personnel if they cannot sustain

them, and she does not want to lay off employees. She added the Bookmobile Specialist position because she thought they would be getting more revenue but the URA was extended. Sheppard stated they could add to the Collection Development.

Bayer stated there seems to be turnover. Burford explained subs leave for more employment, and the last two employees that left were due to opportunities in their field.

Stasak stated they need a fund balance of \$500,000 to operate from July through mid-November. They will have a \$400,000 balance with \$100,000 for contingency, which is about \$300,000 unappropriated. The Governor's Finance Association recommends 10% of revenue coming in as a minimum baseline. The District should have at least \$200,000 as a minimum, and an independent body recommends at least \$200,000.

Sheppard asked if staff want more pay. Fox stated she most often hears a request for more hours. Bayer suggested hiring a marketing person or website person. Bureker stated giving the four employees twenty-two hours and benefits. Fox stated they would need to use the unappropriated funds. Hackett stated the unappropriated funds are to cover future expenses. Fox stated we are currently spending as much as we are receiving in income and this includes having to make up \$35,000 due to the extension of the URA.

ii. Capital Equipment Reserve Fund

Fox stated she did not recommend transferring funds this year. Fox went through the planned expenditures over the next twenty years.

iii. Grants Fund

Fox went through the Grants Fund as outlined in the budget committee packet.

V. Budget Committee questions and deliberations

Hackett

Krol thanked the team and expressed a lot of respect for the time and energy put into preparing the budget. Krol's question was about the growth and concern about big expansion to add an extra day and whether the limitation is due to the source of revenue. Krol asked if the library can get any additional revenue beyond taxes, Friends, and Foundations. Hackett stated he does not want to use levies for funding like the county, school district, and parks and rec. Sheppard stated the first time the library went out for a special district, it failed, and they do not want to have to go back to the voters. If they use a levy, they have to ask every four to five years.

Sheppard stated if we want to spend additional fund we can wait until the next budget year or reconvene the budget committee and spend money if they want.

Sheppard states 10% of reserve is too low, and 15-20% would be safer. Bayer stated they could put funds into the Capital Fund. Bureker and Sheppard agreed that would be more appropriate. Fox stated she has been conservative, and last year she tried making it so they are expending the amount they are taking in. Hackett stated these are not extra funds but funds they plan to use in the future for planned expenditures. Sheppard stated they could transfer \$100,000 to the Capital Fund, and it would accomplish the same purpose. Bayer stated it would be more accurate and transparent. Krol stated it would be more accurate to know how much they have in the General Fund they can spend. Bureker asked what if they keep 15% and move the rest to the Capital Fund. Sheppard stated the unappropriated fund balance expanded exponentially due to COVID, and they received \$83,000.

Stasak stated they could make the move tonight to move funds from the General Fund to the Capital Equipment fund. Fox stated they typically move between \$15,000 to \$25,000 from the General Fund to the Capital Equipment Fund. Committee members discussed the amount they should transfer. Hackett proposes transferring \$100,000 from the General Fund to the Capital Equipment Fund for the expenses they plan to incur. Fox agreed they could transfer the \$100,000. Fox stated they needed to make adjustments to the figures in the Recommend Budget Committee Motion. Hackett asked would it be \$2,093,334 in the General Fund, the Capital increase would be \$215,000, and the Grants would maintain at the same level. Fox stated that was correct.

VI. Approval of budget (ACTION) [if applicable]

Hackett

Bayer made a motion to approve the recommended budget committee motion modified with the General Fund be reduced to \$2,093,334 in the General Fund, Capital increase \$215,000 and the Grants with \$477,000 for a total of \$2,785,334 with a tax rate of \$.39 per thousand. Bureker seconded. Motion unanimously carries.

VII. Recess or adjournment

Hackett

The meeting was adjourned at 8:13pm.

Board of Directors
Regular Meeting Minutes
Tuesday, May 21, 2024, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Present: Board President: Brian Hackett, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Sara Marsden, and Jean Sheppard. Library staff: Rachael Fox and Mo Burford

The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing. Please use the following phone number or video link:

1-253-215-8782, <https://us02web.zoom.us/j/89745812618?pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

Agenda Items		Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:02pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Fox requested to add an agenda item regarding Hood River County District tax revenue and a Resolution No. 2023.24.03 Resolution authorizing a general fund transfer of appropriations from Personal Services to Material Services. Marsden made a motion to approve the agenda with the addition of a discussion regarding Hood River County District tax revenue and a Resolution No. 2023.24.03 Resolution authorizing a general fund transfer of appropriations from Personal Services to Material Services. Janik seconded. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Marsden moved to accept the consent agenda, encompassing the minutes of the April 16, 2024 regular board meeting. Janik provided the second. The motion passed with unanimous	Motion	Brian Hackett

	approval.		
IV.	Actual or potential conflicts of interest None stated		Brian Hackett
V.	Public comment (3 minutes each) None present		Brian Hackett
VI.	Reports		
	i. Friends update There was nothing to add to the written report.		Rachael Fox
	ii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iii. March and April 2024 Financial Statement Fox presented the Library Board with the financial statements for March and April 2024.		Rachael Fox
	iv. Director's report There was nothing to add to the written report.		Rachael Fox
VII.	Old Business		
VIII.	New Business		
	i. Public Records Policy Marsden made a motion to approve the updated Public Records Policy. Janik seconded the motion. The motion passed unanimously.	Motion	Brian Hackett
	ii. Discussion Hood River County tax revenue The District accountant from Onstott, Broehl and Cyphers contacted Fox to let her know of a deduction of \$35,000 from our tax revenue statements in April 2024. We receive the tax information from Hood River County. The accountant informed Fox they could not get in contact with the finance department at Hood River County. The county's former financial director has left employment and they have a new director. Fox visited the new Finance Director and they reported there was potentially an issue with a bond and interest on the bond which was the reason for the deduction and we should see a credit in the future. Fox stated it sounded like they were still trying to figure it out. Our accountant deducted the funds from our revenue, which I do not believe is the correct action but he was not sure to account for the deduction. Our accountant hopes the funds will show as a credit on a future tax revenue document and he can make the corrections to our financial statements. Bureker mentioned following up to ensure this is resolved. Fox stated she would follow up and report back to		Brian Hackett

	the Library Board.		
	<p>iii. Resolution No. 2023-24.03 Resolution authorizing a transfer of appropriations from Personal Services to Materials and Services</p> <p>The District has spent additional funds on legal fees and other categories in Materials and Services due to a rise in costs this year. This rise in costs in specific categories were addressed in the budget for FY 2024-25. Fox had planned the \$35,000 deducted from tax revenue on the April financial statements would have covered the additional expenses.</p> <p>The District has additional funds in Personnel Services. The District needs to move funds from Personnel Services to Materials Services to stay within the proposed expenditures for each fund. We can also use a new form in the future which will allow us to shift appropriations within a fund without a resolution.</p> <p>Sheppard made a motion to approve Resolution No. 2023-24.03 Resolution authorizing a general fund transfer of appropriations from Personal Services to Materials and Services. Bureker seconded the motion. The motion carried unanimously.</p>		Brian Hackett
	<p>iv. Executive Session: Library Director Evaluation</p> <p>The board entered Executive Session at 7:21pm. The board ended Executive Session at 8:01pm.</p> <p>Sheppard put forward a motion to increase Fox to step five of the salary schedule effective July 1, 2024. Bureker seconded. The motion carried unanimously.</p>		Brian Hackett
IX.	Announcements		Rachael Fox
	<p>i. Comments from board members</p> <p>None present</p>		All
	<p>ii. Requests/Comments from Library Director</p> <p>We received an email complaint for a book in our collection from someone who appeared to be outside our service district. Fox emailed them our Request for Reconsideration Policy and Request for Reconsideration form, but she has not heard back.</p> <p>Fox informed the Library Board that she was experiencing health issues and might need to take intermittent leave from work. Marsden stated the District could support her with fixing any ergonomic issues that could be contributing to Fox's health concerns. Fox stated that she would notify the Library Board if</p>		Rachael Fox

	she required an extended period of time off work.		
X.	Agenda items for next meeting <ul style="list-style-type: none"> • 2024-25 budget hearing and approval • 2024-25 salary schedule approval • Approval of recurring payments for 2024-25 • Discussion of 2024-25 President and Vice-President positions • Discussion of 2024-25 regular meeting time • Library Director Contract approval 		Brian Hackett
XI.	Adjournment regular meeting The meeting was adjourned at 8:16pm.		Brian Hackett

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 7:00pm 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

Monday, June 10, 2024, 6:00pm
Jean Marie Gaulke Community Meeting Room
502 State St, Hood River
Budget officer: Rachael Fox
Meeting notes prepared: Rachael Fox

Present: Rachael Fox (Staff), Mo Burford (Staff), Karen Bureker, Brian Hackett (Budget Committee Chair), Megan Janik, Andrea Krol, Sara Marsden, Jean Sheppard.

I. Additions/deletions from the agenda (ACTION)

Hackett

Budget Committee Chair Brian Hackett called the meeting to order at 6:04pm. Bureker moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Hackett

None stated.

III. Correction: Hood River County Library District Recommended Budget Committee Motion Fiscal Year 2024-25 (ACTION)

Hackett

Fox explained the Library Budget Committee approved the library budget on Tuesday, May 14, 2024 with a change to include a transfer of \$100,000 from the General Fund to the Capital Equipment Reserve Fund. The budget committee passed the Hood River County Library District Recommended Budget Committee Motion to include the transfer, but the adjustments made to the motion were incorrect. In the motion, the General Fund was reduced by \$100,000 and \$100,000 was added to the Capital Equipment Reserve Fund. Fox explained she consulted with the Oregon Department of Revenue Finance, Taxation, and Exemptions team and confirmed the General Fund should have remained the same amount and the Capital Equipment Reserve Fund would have increased by \$100,000. The funds within the General Fund were not reduced, only reallocated. The deduction would be reflected in the General Fund under the Unappropriated Ending Fund Balance. After the beginning of the fiscal year, the funds will transfer from the General Fund to the Capital Equipment Reserve Fund.

Hackett asked if there were any questions. No questions were asked. Bureker made a motion to approve the Hood River County Library District Recommended Budget Committee Motion for fiscal year 2024-25 as included in the June 10, 2024 budget committee meeting packet. Marsden seconded. The motion carried unanimously.

IV. Recess or adjournment

Hackett

The meeting was adjourned at 6:11pm.

GENERAL FUND
Resources

Hood River County Library District

OR-LB-20

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2024-25		
	Actual			Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2021-22	First Preceding Year 2022-23	YTD actuals 2/29/24					
1	845,454	907,602	931,305	915,000	Available cash on hand	910,000	910,000	
2	41,596	27,128	7,906	25,000	Previously levied taxes estimated to be received	10,000	10,000	
3	6,040	25,483	27,753	10,000	Interest	25,000	25,000	
4	3,361	3,573	2,699	3,500	Fees	3,500	3,500	
5	87	-	3,801		Donations			
6	3,534	186	504		Intergovernmental revenue			
7	25	-	100		Miscellaneous revenue			
8								
9	900,097	963,972	974,068	953,500	Total resources, except taxes to be levied	948,500	948,500	
10				1,199,267	Taxes estimated to be received	1,244,834	1,244,834	
11	1,073,215	1,143,258	1,153,419		Taxes collected in year levied			
12	1,973,312	2,107,230		2,152,767	TOTAL RESOURCES	2,193,334	2,193,334	

GENERAL FUND
Detailed Requirements

LB-31

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2024-25		
	Actual			Adopted Budget This Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2021-22	First Preceding Year 2022-23	YTD 2/29/2024					
					LIBRARY OPERATIONS			
					PERSONAL SERVICES			
					Salaries			
1					Library Clerk I	9,741	9,741	
2					Library Clerk II	150,946	150,946	
3	7,335	7,632	5,377	9,042	Library Assistant I	79,885	79,885	
4	110,373	152,446	99,738	142,958	Library Assistant II	116,765	116,765	
5	56,114	69,367	49,741	72,945	Librarian I	157,818	157,818	
6	63,386	68,532	63,047	108,829	Librarian II	73,861	73,861	
7	126,510	102,364	94,845	149,488	Library Director	100,443	100,443	
8	57,649	65,844	45,555	69,971	Total Salaries	689,459	689,459	
9	84,924	91,758	64,284	94,644				
10	506,291	557,943	422,587	647,877				
11								
12					Benefits			
13	47,702	45,558	37,989	51,473	Retirement	54,450	54,450	
14	38,399	42,273	31,882	49,965	FICA	52,744	52,744	
15	1,074	2,198	462	1,300	Workers' compensation insurance	1,500	1,500	
16	74,740	76,003	64,715	165,750	Health insurance	164,190	164,190	
17	4,769	4,145	4,020	4,572	Unemployment insurance	6,205	6,205	
18	-	5,290	-		Other employee benefits			
19				6,479	Paid family and medical leave	6,895	6,895	
20	166,684	175,467	139,068	279,539	Total benefits	285,984	285,984	
21								
22	672,975	733,410	561,655	927,416	TOTAL PERSONAL SERVICES	975,443	975,443	
22				12.775	Total Full Time Equivalent (FTE)*	12.775	12.775	
23								
24					LIBRARY OPERATIONS			

64	367,735	422,515	288,752	407,500	TOTAL MATERIALS & SERVICES	413,600	413,600
65							
66	25,000	20,000	10,000	10,000	TRANSFER TO CAPITAL RESERVE	-	100,000
67							
68	-	-	-	100,000	CONTINGENCY	100,000	100,000
69							
70	1,065,710	1,175,925	860,407	1,444,916	Total expenditures	1,489,043	1,589,043
71							
72	-	-	-	12,000	Vacation Reserve	12,000	12,000
73	907,602	931,305			Ending Balance (Prior Years)		
74				695,851	UNAPPROPRIATED ENDING FUND BALANCE	692,291	592,291
75	1,973,312	2,107,230		2,152,767	TOTAL REQUIREMENTS	2,193,334	2,193,334

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

LB-11

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.

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2024-25		
	Actual			Adopted Budget This Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2021-22	First Preceding Year 2022-23	YTD 2/29/2024					
1					RESOURCES			
2	125,338	132,185	122,156	118,000	Cash on hand	112,000	112,000	
3	770	2,861	3,239	2,000	Interest	3,000	3,000	
4	25,000	20,000	10,000	10,000	Transfer from General Fund	-	100,000	
5								
6	151,108	155,046	135,395	130,000	TOTAL RESOURCES	115,000	215,000	
7								
8					REQUIREMENTS			
9	18,923	32,890	30,528	75,000	Capital outlay	75,000	75,000	
10	132,185	122,156			Ending balance (prior years)			
11				55,000	RESERVED FOR FUTURE EXPENDITURE	40,000	140,000	
12	151,108	155,046		130,000	TOTAL REQUIREMENTS	115,000	215,000	

SPECIAL FUND
Resources and Requirements
GRANTS FUND

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2024-25		
	Actual			Adopted Budget This Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2021-22	First Preceding Year 2022-23	YTD 2/29/2024					
1					RESOURCES			
2	251,794	110,757	134,034	110,000	Cash on hand	132,000	132,000	
3	12,228	67,410	8,509	125,000	Grants (specific purposes)	125,000	125,000	
4	15,000	14,525	17,742	25,000	Friends of the Library donations	50,000	50,000	
5	52,500	88,500	-	100,000	Library Foundation donations	150,000	150,000	
6	10,000	11,000	-	20,000	Pat Hazelhurst Fund donations	20,000	20,000	
7								
8	341,522	292,192	160,285	380,000	TOTAL RESOURCES	477,000	477,000	
9								
10					REQUIREMENTS			
11					Personal services			
12					Salaries			
13								
14	-	-	-	4,400	Clerk I	4,400	4,400	
15	-	1,125	-	5,000	Library Assistant II	5,000	5,000	
16					Benefits			
17	-				Retirement			
18	-	-	-	750	FICA	750	750	
19	-			250	Workman's compensation	250	250	
20	-	-	-		Health insurance			
21	-	-	-	100	Unemployment insurance	100	100	
22								
23	-	-	-	500	Other personal services	500	500	
24								
25	-	1,125	-	11,000	Total personal services	11,000	11,000	
26								
27					Materials and services			
28	26,681	42,419	21,311	50,000	Collection development	80,000	80,000	
29	1,710	1,783	-	25,000	Technology	40,000	40,000	
30	16,734	74,880	34,536	50,000	Programs	80,000	80,000	
31	6,682	28,252	6,730	69,000	Furniture and equipment	70,000	70,000	

32	7,498	5,709	296	75,000	Other materials and services	96,000	96,000	
33								
34	59,305	153,043	62,873	269,000	Total materials and services	366,000	366,000	
35								
36	12,395	3,990	-	100,000	Capital outlay	100,000	100,000	
37								
38	251,794	134,034			Ending balance (prior years)			
39				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	
40	323,494	292,192		380,000	TOTAL REQUIREMENTS	477,000	477,000	
41								

Resolution No. 2023-24.04

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 2024-25 in the total of \$2,885,334, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2024, 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 2024-25 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 18th day of June, 2024.

ATTEST:

Brian Hackett, President

Rachael Fox, Library Director

Resolution No. 2023-24.04
2024-25 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payment s</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$975,443	\$413,600	\$0	\$0	\$100,000	\$112,000	\$0	\$592,291	\$2,193,334
<i>Capital Reserve Fund</i>	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$140,000	\$215,000
<i>Grants fund</i>	\$11,000	\$366,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$477,000
									\$0
<i>TOTALS</i>	\$833,603	\$779,600	\$175,000	\$0	\$100,000	\$112,000	\$0	\$732,291	\$2,885,334

Salary Schedule, 2024-25

Steps:	1	2	3	4	5	6	7
Clerk I		\$14.71 \$30,597	\$15.00 \$31,200	\$15.30 \$31,824	\$15.61 \$32,469	\$15.92 \$33,114	\$16.24 \$33,779
Clerk II	\$16.59 \$34,507	\$16.92 \$35,194	\$17.26 \$35,901	\$17.61 \$36,629	\$17.96 \$37,357	\$18.32 \$38,106	\$18.69 \$38,875
Library Assistant	\$19.93 \$38,813	\$20.33 \$42,286	\$20.74 \$43,139	\$21.15 \$43,992	\$21.57 \$44,866	\$22.00 \$45,760	\$22.44 \$46,675
Library Assistant	\$22.90 \$44,595	\$23.36 \$48,589	\$23.83 \$49,566	\$24.31 \$50,565	\$24.80 \$51,584	\$25.30 \$52,624	\$25.81 \$53,685
Librarian I	\$27.48 \$53,526	\$28.03 \$58,302	\$28.59 \$59,467	\$29.16 \$60,653	\$29.74 \$61,859	\$30.33 \$63,086	\$30.94 \$64,355
Librarian II	\$33.46 \$65,156	\$34.13 \$70,990	\$34.81 \$72,405	\$35.51 \$73,861	\$36.22 \$75,338	\$36.94 \$76,835	\$37.68 \$78,374
Library Director	\$44.61 \$86,875	\$45.50 \$94,640	\$46.41 \$96,533	\$47.34 \$98,467	\$48.29 \$100,443	\$49.26 \$102,461	\$50.25 \$104,520

Range approved by the Board of Directors,
Steps established by Library Director, May 14, 2024

Salary Schedule, 2023-24

Steps:	1	2	3	4	5	6	7
Clerk I		\$14.21 \$29,557	\$14.49 \$30,139	\$14.78 \$30,742	\$15.08 \$31,366	\$15.38 \$31,990	\$15.69 \$32,635
Clerk II	\$16.03 \$33,342	\$16.35 \$34,008	\$16.68 \$34,694	\$17.01 \$35,381	\$17.35 \$36,088	\$17.70 \$36,816	\$18.05 \$37,544
Library Assistant	\$19.26 \$38,813	\$19.65 \$40,872	\$20.04 \$41,683	\$20.44 \$42,515	\$20.85 \$43,368	\$21.27 \$44,242	\$21.70 \$45,136
Library Assistant	\$22.13 \$44,595	\$22.57 \$46,946	\$23.02 \$47,882	\$23.48 \$48,838	\$23.95 \$49,816	\$24.43 \$50,814	\$24.92 \$51,834
Librarian I	\$26.55 \$53,526	\$27.08 \$56,326	\$27.62 \$57,450	\$28.17 \$58,594	\$28.73 \$59,758	\$29.30 \$60,944	\$29.89 \$62,171
Librarian II	\$32.33 \$65,156	\$32.98 \$68,598	\$33.64 \$69,971	\$34.31 \$71,365	\$35.00 \$72,800	\$35.70 \$74,256	\$36.41 \$75,733
Library Director	\$43.10 \$86,875	\$43.96 \$91,437	\$44.84 \$93,267	\$45.74 \$95,139	\$46.65 \$97,032	\$47.58 \$98,966	\$48.53 \$100,942

Range approved by the Board of Directors,
Steps established by Library Director, May 9, 2023

PROPOSAL

Conferencing System

Hood River County Library

502 State St
Hood River, OR 97031
541-387-7062

Revision: 0
Modified: 11/26/2023



Presented By:

AV Automation Pros, Inc.

1450 Tucker Rd.
Hood River, OR 97031
541-386-9337
www.gorgeaudiovideo.com



www.gorgeaudiovideo.com

Teleconference System



- 1 Atlona AT-HDVS-CAM** \$692.31
PTZ (Pan Tilt/Zoom) Camera For HDVS-300 (Soft Codec Conferencing System)



- 1 Biamp TesiraFORTÉ X 400** \$3,807.69
TesiraFORTÉ X 400 is a meeting room DSP featuring multiple network and analog audio connection points, with 4 channels of Acoustic Echo Cancellation (AEC) assignable across any digital or analog input.



- 1 Biamp Systems APPRIMO TEC-X 2000 BLACK** \$466.15
Touch-Enabled Control Pad, Black



- 4 Biamp Systems P6-SM BLACK** \$1,427.68
Pendant, Indoor/Outdoor 6.5" Coaxial Loudspeaker, Sunshine Profile, Black



- 1 Biamp Systems TESIRA EX-UBT** \$652.31
Expander Supports Up To 8 Channels Of Configurable USB Audio



- 1 Biamp Systems Tesira TCM-1A** \$1,861.54
The Parlé TCM-1A is an AVB ceiling microphone and PoE+ amplifier comprised of a pendant microphone and plenum box.



- 1 Biamp Systems Tesira TCM1EX** \$795.38
The Parlé TCM-1EX is an expansion AVB ceiling microphone intended to be used as a second and third microphone in conjunction with a TCM-1 or TCM-1A; it cannot operate as a standalone device.



- 1 Binary B-360-1CAT-30** \$286.37
360 Series 4K Hdr Economy Extender With IR



- 2 Binary B6-4K2-2** \$57.00
B6 Series 4K Ultra HD Premium Certified High Speed HDMI Cable With Griptek 2M



- 2 Binary B-USB3-AB-2M** \$26.08
USB 3.0 A Male To B Male Cable - 6.56 Ft (2 M)

* Price Includes Accessories

Conferencing System



- | | | |
|---|---|---------|
| 1 | Binary B-USB3-AB-4M | \$16.02 |
| | USB 3.0 A Male To B Male Cable - 13.12 Ft (4 M) | |



- | | | |
|---|--|----------|
| 1 | Generic Miscellaneous Shop Supplies | \$156.00 |
|---|--|----------|



- | | | |
|---|---|----------|
| 4 | Single (1) Cat6 Run | \$136.00 |
| | Single Cat6 cable run for data, control and video distribution. | |



- | | | |
|---|----------------------------|---------|
| 1 | WattBox WB-100-PS-6 | \$17.42 |
| | Power Strip - 6 Outlets | |

Teleconference System Total**\$10,397.95****Meeting Room Total****\$10,397.95****Project Subtotal:****\$10,397.95**

* Price Includes Accessories

Conferencing System

Project No : AV AU-0124

Rev. 0

11/26/2023

Page 3 of 4

PROJECT SUMMARY

Equipment:	\$10,397.95
Labor:	\$3,048.00

Grand Total:	\$13,445.95
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Client:

Date

Contractor: AV Automation Pros, Inc.
232828

Date

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, 2024, and continuing through the 30th day of June, 2025, 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.

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.

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 \$100,443 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 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 June, 2024.

Hood River County Library District:

Brian Hackett, Board President

Date _____

Director:

Rachael Fox

Date _____

Approved as to form:

_____ Date _____
Ruben Cleaveland
Library District Legal Counsel