

Library Board of Directors
Regular Meeting Agenda

Tuesday, October 15, 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?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	Agenda Items	Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	Approval of the consent agenda	Motion	Brian Hackett
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	i. September 2024 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director’s report		Rachael Fox
VIII.	Old Business		
IX.	New Business		
	i. Best Practices Checklist update		Rachael Fox
	ii. Public Meetings Law training (16 minutes)		Brian Hackett
	iii. Public Meetings Policy	Motion	Brian Hackett
	iv. Snow Removal contract renewal	Motion	Brian Hackett
	v. Job description updates and classification changes	Motion	Brian Hackett

X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting		Brian Hackett
XII.	Adjournment regular meeting	Motion	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.

Library Board of Directors
Regular Meeting Agenda
Supplementary information
 Tuesday, October 15, 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.

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	Agenda Items	Action	Responsible
I.	Call to Order		Brian Hackett
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Brian Hackett
IV.	<p>Approval of the consent agenda</p> <p>i. Minutes from the September 17, 2024 regular board meeting Attachment:</p> <ul style="list-style-type: none"> ○ IV.i. Minutes from the September 17, 2024 regular Library Board meeting <p>ii. Sage Invoice</p> <ul style="list-style-type: none"> ○ Attachment: IV.ii. SAGE system invoice <p>This membership connects us to our 77 consortium libraries, which we share materials. This funds technical staff who create an infrastructure, policies and technical support for our integrated library system software Evergreen. It also funds our courier system which runs five days per week.</p> <p>The cost has increased 12% since last fiscal year. SAGE is adjusting the cost of the fees for member libraries to a usage based system based upon service population instead of a flat rate applied to all the member libraries. I</p>	Motion	Brian Hackett

	<p>anticipated the potential increase and my estimate was close to the actual amount.</p> <p>The invoice for \$18,239 exceeds my spending authority, so I'm asking for Board approval.</p>		
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	<p>i. September 2024 Financial Statements The September Financial Statements were not ready at the time of the library board packet distribution.</p>		Rachael Fox
	<p>ii. Friends update</p> <ul style="list-style-type: none"> • The Friends of the Library passed their budget for 2024-25. The Friends are giving \$8,000 for the 2025 Summer Reading Program and \$14,000 for other ongoing library needs. • The group will be handling the increase in volume of donated books by sending them to Thriftbooks, sale shelves upstairs, free shelves, and Goodwill. The volunteers will be recycling more books not suited for any of these avenues. • The Friends decided to reorganize the sale shelf upstairs by fiction (alphabetical by author), nonfiction, and children/teen materials. They will implement the new reorganization soon. 		Rachael Fox
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation Board elected two new members: Teresa Rokos and Jesus Mendoza. • The Library Foundation will install bricks in the Gardens from the annual brick campaign. • Planning has begun for Feast of Words 2025. 		Rachael Fox
	<p>iv. Director's report</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • We have two open positions at the Library District. <ul style="list-style-type: none"> ◦ We are looking for a teen services librarian to champion the library's mission by providing welcoming, inclusive services that support adolescent development, promote literacy and learning, and foster a lifelong appreciation for libraries among tween and teen patrons, while serving as a bridge between the library and local 		Rachael Fox

schools, organizations, and teen-focused groups. The Teen Services Librarian is a full-time position, up to 32 hours per week. Saturdays and some evening hours are required.

- We are seeking an enthusiastic public service clerk who is excited at the opportunity to work at a busy library district. Public service clerks serve patrons of all ages through multiple service points including public service desks, bookmobile, library programs, and various communication channels. The Public Service Clerk advances the library's mission by providing welcoming, inclusive services that support patron growth, promote literacy and learning, and foster a lifelong appreciation for libraries. This position is part-time, 19.5 hours per week, including Saturdays and evening hours. This position is open until filled. The first review of applicants will begin Tuesday, October 8.

Programs and services

- **Magazines Now Available in Libby**

The magazine collection includes access to over 4,000 different titles — which are always available, meaning no holds and no waiting.

- **Free passes to cultural and educational institutions**

Discover and Go is a partnership between the Libraries of Eastern Oregon, member libraries, and local arts, culture, history, and recreation organizations to offer free educational and cultural experiences to library patrons across the LEO service area.

Discover and Go provides online access to free tickets donated by local cultural attractions. You can visit the Columbia Gorge Museum, High Desert Museum, Maryhill Museum of Art, OMSI, Oregon State Parks (pass is a parking permit covering parking/day use fees), and the Tamástslikt Cultural Institute.

Visit the [website](#) and choose Hood River County Library District from the pull-down menu in order to log in.

- 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.

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.

Discover the diverse range of materials available in our collection. Visit the library, search our [online catalog](#), download [ebooks and audiobooks](#) or stream [movies](#).

- **National Hispanic Heritage Month**

Sept. 15 through Oct. 15 marks National Hispanic Heritage Month, which celebrates the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. The day of Sept. 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on Sept. 16 and Sept.18, respectively. Also, Columbus Day or Día de la Raza, which is Oct. 12, falls within this 30 day period.

- **Adult programs**

- **Poetry Reading & Book Event with Chelan Harkin, Tuesday, October 1 at 6:00pm**, Hood River Library Reading Room. In collaboration with Waucoma Bookstore, we had an inspiring evening with poet Chelan Harkin, author of the acclaimed collections "Susceptible

to Light" and "Let Us Dance!" Harkin wread from her works and discussed her most recent book book, *The Prophetess*, set to release in November 2023.

This event offered a rare opportunity to hear from a local voice in contemporary poetry and gain insights into the creative process.

- **Roo's Kitchen: Talk and Demonstration with Lorraine "Roo" Carlstrom, Saturday, October 12th at 2:00pm Hood River Library Reading Room.** Join us for an engaging culinary event featuring Lorraine "Roo" Carlstrom, author of the new cookbook "Roo's Kitchen." With a diverse background including backcountry cooking, organic farming, and nutritional consulting, Carlstrom brings a wealth of experience to her approach to wholesome cooking. During this event, Carlstrom will discuss her cookbook and share insights from her culinary journey. Attendees will have the opportunity to learn from her expertise in nutrition and family-focused meal preparation. Don't miss this chance to meet the author and gain valuable cooking tips from a passionate food enthusiast who balances her love for the kitchen with an active outdoor lifestyle.
- **Hood River Book Club** meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & [Zoom](#). This month's book club selection is *Facing the Mountain* by Daniel James Brown.
- **Cascade Locks Book Club** meets the Fourth Thursday of the month from 5:15 to 7:00 p.m. at the Cascade Locks Library. This month's book club selection is *Dictionary of Lost Words* by Pip Williams.
- **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**
 - **Magic the Gathering**, 2nd and 4th Fridays of the month at 4pm in the Library Theater.
- **Children's programs**
 - **Family Halloween Party! Thursday, October 31**
 - **Hood River Library 4:00pm-7:00pm.**
Get ready for a spooktacular night of thrills at our Halloween Party in the library! Join us for an eerie evening of creative crafts and activities, chilling ice cream floats, and free boooooooooooooooks.
 - Cascade Locks and Parkdale, 2:00pm-6:00pm. We will be handing out books and candy!
 - **Storytimes**
 - **Family Storytime – Hood River Library Thursdays at 10:30 a.m.**
 - 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**
 - 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 we will have a librarian led storytime.

- **New Bookmobile Stops**

To better serve our community we have made some changes to our bookmobile route. We have added new stops, removed a few and adjusted some hours.

Starting in September you can now visit us at these new stops:

- 2nd Thursday of the month 3:30-4:30 Mercado Guadalajara
- 3rd Thursday of the month from 2:30-3:30 Wal-Mart
- 2nd and 4th Saturday 2:30-3:30 Mid-Valley Market

- Bookmobile Route

- 1st Thursday, 5:00p-6:30pm, Pine Grove, Early Intervention 2405 Eastside Rd
- 2nd Thursday, HOOD RIVER
 - 2:30-3:30p Pacific Ave (street parking)
 - 3:30-4:30 Mercado Guadalajara
 - 5:00-6:00p Wyeast Vista Apartments 1800 8th st.
- 3rd Thursday, HOOD RIVER
 - 2:30p-3:30p Walmart Parking Lot
 - 3:30-4:30p Hood River Crossings Apartments 3145 Cascade Ave.
 - 5:00p-6:00p Columbia View Apartments 1695 Oak St.
- 4th Thursday, HOOD RIVER/ODELL
 - 3p-4p Rockford Grange
- 2nd & 4th Saturday, ODELL
 - 10:30a-12:00p Mobile Home Park/AGA RD
 - 12:30p-1:30p Community Park 3163 Tamarack Rd.
 - 2:30p-3:30p Mid Valley Market

	<p>Bookmobile program</p> <p>We had a lively game session with the Hood River Bookmobile on Saturday, Oct 5 from 3-5 pm at Mid-Valley Elementary field.</p> <p>We celebrated Hispanic Heritage Month with a fun-filled afternoon of Lotería Mexicana at the park! Family and friends gathered and brought their competitive spirit, and enjoyed this traditional Mexican game.</p> <p>What to expect:</p> <ul style="list-style-type: none"> • Play Loteria Mexicana: A traditional game similar to Bingo that everyone can enjoy. • Prizes: Win prizes during the games. Everyone who plays has a chance to win. Children who do not win a bingo can still choose from a smaller prize box before they leave. • Mexican sweet bread was handed out. • Bookmobile: Explored our bookmobile and check out books, games, library of things, DVD's or sign up for a library card. • **Rain or shine– If needed, due to weather, they could move indoors into the cafeteria. <p>Participants were encouraged to pack a picnic, bring a blanket and bring their loved ones, and enjoy a day in the park. This was a fantastic celebration of culture, fun, and community.</p>		
	<p>VIII. Old Business</p>		
	<p>IX. New Business</p>		
	<p>i. Best Practices Checklist update</p> <p>The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure.</p> <p>Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the policy year.</p> <p>Each year Special District's has a theme for the Best Practices Program. This year, the theme Public Meetings.</p> <p>At the October 15, 2024 board meeting, we will complete two items from the Best Practices Checklist:</p> <ol style="list-style-type: none"> 1. Public Meetings Law Training 2. Public Meetings Policy 		<p>Rachael Fox</p>

<p>SDAO requests the checklist be reviewed with the governing board. I will complete the checklist by November 1 and we will qualify for the 10% discount. I will bring the completed checklist to the Library Board for review at the November 19, 2024 meeting.</p>		
<p>ii. Public Meetings Law training (16 minutes) All members of the Board of Directors of the district must complete the public meeting training offered by SDAO to receive the discount on the Best Practices Checklist. The Library Board will watch the training at the Library Board meeting on Tuesday, October 15, 2024.</p>		Brian Hackett
<p>iii. Public Meetings Policy Attachment: <ul style="list-style-type: none"> • IX.i Public Meetings Policy We will receive the 2% credit on the Best Practices Checklist for adopting a Public Meetings Policy. The template for the policy was provided by Special Districts Association of Oregon and reviewed and updated by our legal counsel Ruben Cleaveland. The policy meets the new legislative requirements that went into effect January 1, 2024.</p>	Motion	Brian Hackett
<p>iv. Snow Removal contract renewal Attachment: <ul style="list-style-type: none"> • IX.iv.a. Snow removal contract extension Neal Creek Forest Products • IX.iv.b. Snow Removal contract 2024-25 <p>Last year, we solicited bids from three local companies for snow removal services. Neal Creek Forest Products submitted the lowest bid and for both Hood River and Parkdale locations. Their pricing structure is \$800 per visit for standard snow removal in Hood River, increasing to \$1,000 per visit for 6 inches of snow or more, including deicing. For the Parkdale Library, they charge \$150 per hour for walkway maintenance.</p> <p>Our legal counsel has prepared a one-year extension of this contract, maintaining the same prices as last year. Although the total contract value is not predetermined due to the unpredictable nature of winter weather, I am seeking board approval as a precautionary measure. This is because contracts exceeding \$5,000 require board authorization, and there's a possibility that our snow removal expenses could surpass this threshold over the course of the year.</p> </p>	Motion	Brian Hackett
<p>v. Job description updates and classification changes</p>	Motion	Brian Hackett

<p>Attachments</p> <ul style="list-style-type: none"> IX.v.a. Salary Schedule 2024 IX.v.b. Cataloging Librarian job description IX.v.c. Collection Development Librarian job description <p>I have nearly completed updating all job descriptions for the Library District. Two positions requiring significant adjustments are the Collection Development Specialist and Cataloging Specialist roles.</p> <p>These positions, created thirteen years ago, have naturally evolved over time. I have revised their job descriptions to reflect both their increased responsibilities and newly added duties, aligning them with Librarian I positions. This reclassification will better serve our library district as we shift tasks and responsibilities to these positions and update the descriptions for accuracy. Based on this evaluation and considering how the positions have grown, I recommend reclassifying them from Library Assistant II to Librarian I on our salary schedule. A market analysis completed by HR Answers confirms that this aligns with the current wage for our Librarian I classification.</p> <p>I'm also updating all Librarian I positions to oversee volunteers, increasing our volunteer engagement and aligning volunteers with the staff members' departments. Additionally, each Librarian will chair a committee and serve as secretary, promoting leadership skills and allowing me to focus more on special projects and community engagement as the Library Director.</p> <p>The Collection Development Librarian's role will expand to include overseeing collections for the District, they will assist in implementing a process to collect funds for lost or damaged items, and direct the activities of volunteers and staff on specific tasks.</p> <p>The Cataloging Librarian position now requires enhanced knowledge and training from our SAGE consortium, as well as specialized expertise in cataloging procedures. This role will also involve directing the work of volunteers and staff associated with cataloging materials and overseeing projects to improve our cataloging records in the SAGE system.</p> <p>The reclassification from Library Assistant II to Librarian I for this fiscal year will result in a total \$3,600 increase in wages and retirement benefits for both positions combined. I believe this reclassification represents the most effective way to reallocate duties, accurately compensate for job</p>		
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	<p>responsibilities, and advance our mission, vision, priorities, and goals.</p> <p>For the rest of this fiscal year I also recommend increasing the Children's Services Librarian position from 30 to 32 hours per week. The Children's department supports a large number of programs and visitors, with over 10,000 participants in children's programs last year and serving over 8,000 children in summer reading 2024. Additionally, the children's librarian is visiting every elementary school to provide outreach, conduct class visits, or host visits from elementary schools at the library. This increase in hours will also better support the department's collaboration with the new Teen Services Librarian to serve the underserved group of tweens (ages 10-12) and help develop teen services, bridging the transition from children's to teen services. The increase in hours for this fiscal year results in a \$3,000 cost.</p> <p>We have sufficient funds to support these increases this fiscal year since we have not filled our Teen Services Librarian position, resulting in \$10,000 in additional payroll thus far this fiscal year.</p>		
X.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XI.	Agenda items for next meeting		Brian Hackett
	<ul style="list-style-type: none"> • Policy review • SDAO Best Practices Checklist 		
XII.	Adjournment regular meeting	Motion	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.

Board of Directors
Regular Meeting Minutes
 Tuesday, September 17, 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. 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?wd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09>, Meeting ID: 897 4581 2618

	Agenda Items	Action	Responsible
I.	Call to Order Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
II.	Approval of the agenda (additions/corrections/deletions) Janik made a motion to approve the agenda. Marsden seconded the motion. The motion carried unanimously.	Motion	Brian Hackett
III.	Approval of the consent agenda Marsden made a motion to approve the consent agenda, which included the August 20, 2024 Library Board meeting minutes and the Engagement letter from Onstott, Broehl, Cyphers 2024-25. Janik seconded the motion. The motion carried unanimously.	Motion	Brian Hackett
IV.	Actual or potential conflicts of interest None stated		Brian Hackett
V.	Public comment (3 minutes each) None present		Brian Hackett
VI.	Special Districts Insurance Service liability coverage Our insurance broker, Jon Davies from Columbia River Insurance, attended to discuss the Special Districts Insurance Services (SDIS) coverage for library board members. Davies		Brian Hackett

	<p>reviewed the coverage for both the District and the library board members, explaining SDIS is a pool, not a company, existing specifically for Special Districts, which include most Special Districts in the state. He emphasized the importance of reporting any problems or incidents. The coverage includes workers' compensation, personal liability protection, ethics complaints, and personnel-related termination costs of \$25,000 in cybersecurity coverage. Davies clarified that library board members are covered when acting within the scope of their position and recommended taking the SDAO Library Board of Director's training. He noted that we have consistently completed the Best Practices checklist, earning a 10% discount. The board further discussed cybersecurity, focusing on data compromise and customer damages, with most incidents involving tricks to send money. Rachel Fox will review credit card transaction procedures to ensure compliance. Davies suggested obtaining a copy of the Certificate of Insurance from the SAGE system, which offers more information on cyber coverage. He concluded by reiterating that board members are covered both individually and collectively when acting in their official capacity.</p>		
VII.	Reports		
	<p>i. Friends update There was nothing to add to the written report.</p>		Rachael Fox
	<p>ii. Foundation update There was nothing to add to the written report.</p>		Rachael Fox
	<p>iii. July and August 2024 Financial Statements There was nothing to add to the written report.</p>		Rachael Fox
	<p>iv. Director's report There was nothing to add to the written report.</p>		Rachael Fox
VIII.	Old Business		
IX.	New Business		
	<p>i. Social Media Policy Marsden made a motion to approve the Social Media Policy to reflect the review of the document. Janik seconded. The motion carried unanimously.</p>	Motion	Rachael Fox
X.	Announcements		
	<p>i. Comments from board members Brian Hackett initiated a discussion on expanding library services for teens within budget constraints. Fox explained that the new Teen Services Librarian's role would focus on expanding these services creatively. This could be expanding</p>		All

	hours for teen programming outside of our regular hours. The librarian will consult with staff and community members for input on desired teen services. Additionally, they will collaborate with the school district and community partners serving teens.		
	ii. Requests/Comments from Library Director None stated		Rachael Fox
XI.	Agenda items for next meeting <ul style="list-style-type: none"> • 2024 Best Practices Program <ul style="list-style-type: none"> ◦ Public Meetings Policy ◦ Public Meetings Law training (16 minutes) • Discussion increasing spending authority for Library Director 		Brian Hackett
XII.	Adjournment regular meeting The meeting was adjourned at 7:53pm.		Brian Hackett

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Baker Co Library District - Sage Fund
 Sage Library System
 2400 Resort Street
 Baker City, OR 97814

Invoice

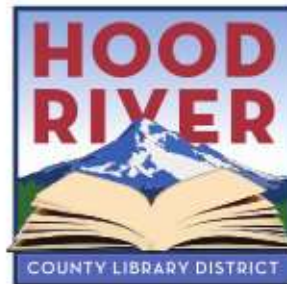
Date	Invoice #
10/8/2024	M2024-25-17

Bill To:
Hood River County Library District

Terms
<i>Due upon receipt</i>

Quantity	Description	Rate	Amount
	2024-2025 Sage Membership fee	\$18,239.00	\$18,239.00
<i>Please make your check payable to: Baker County Library District</i>		Total Due	\$ 18,239.00

PUBLIC MEETING POLICY



Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, Library Director's report and financial statements shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Library Director or the Director's designee shall provide members with detailed information relative to the agenda, including existing District Policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Library Director shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Library Director or designee
- Approval of the minutes
- Citizen comment
- Financial report
- Library Director's report
- Old business
- New business
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the third Tuesday of each month. Such meetings shall be held at the Hood River Library 502 State Street Hood River, at 7:00pm, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are

insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: Hood River, Parkdale and Cascade Locks Libraries.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The Library Director shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at

any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the presiding officer regarding the conduct of the meeting may be overridden by a majority vote of the Board.

Public Comment

Public comment and public participation is at the sole discretion of the Board. If public comment or participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business by making a motion for the Board to reconsider the issue and conduct a new vote. Such motion must be seconded and approved by the Board in the usual manner of business. If the motion to reconsider is approved, then Board members may recast their votes accordingly.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action. If there are

vacancies on the Board such that a quorum cannot be obtained, fewer than a quorum may meet and take action in accordance with ORS 198.320.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

- (A) A nuclear-powered thermal power plant or nuclear installation.
- (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
- (D) Telecommunication systems, including cellular, wireless or radio systems.
- (E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in

executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole. Board members shall only discuss the subject matter of the executive session, and shall not discuss other topics or general District policy.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

Adopted by the Board of Directors: October 15, 2024

**HOOD RIVER COUNTY LIBRARY DISTRICT
EXTENSION OF PERSONAL SERVICES CONTRACT
(Snow Removal)**

DATE: _____

PARTIES: Hood River County Library District (“District”)
502 State Street
Hood River, OR 97031

Neal Creek Forest Products, LLC (“Contractor”)
3763 Neal Creek Road
Hood River, OR 97031

RECITALS

Whereas, Contractor and District entered into a Contract for winter snow removal services;

Whereas, the initial Contract term expired on May 1, 2024;

Whereas, the Contract may be extended for additional 1-year terms by written agreement of the parties; and

Whereas, this extension of the Contract does not exceed the price limitations for the procurement method used.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. The above referenced Contract is renewed for an additional 1-year term. The additional term shall begin upon mutual execution of this extension agreement, and expire on May 1, 2025.
2. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the parties hereto effective as of the date first written above.

CONTRACTOR:

DISTRICT:

By: _____
Title: _____

Brian Hackett
District President



Snow Removal Contract

Hood River County Library District hereafter known as “Customer” agrees to pay Neal Creek Forest Products, LLC (NCFP) the quoted price for snow removal for the period of winter 2024-25

- Customer will pay for the following services: **(see page 2 for rates)**

Plowing/De-icing Hood River Library/Parkdale Library

- If Customer requests additional services, these will be written up in a new agreement, to be approved by Customer.
- Payment must be made according to the following plan:

By the 10th of each month

- **NCFP** agrees to pay for any damages caused by equipment and/or negligence, provided that Customer documents the damage within 24 hours of occurrence. Without written evidence, NCFP will not be obligated to pay for any damage.
- **NCFP** will repair any documented damage once the snow has melted, and the area is entirely visible.
- **NCFP** is not responsible for any damage caused by piled-up snow, or damage to any items that are not visible due to snow coverage.

Paul Jones

Date

Hood River County Library District

Date

Hood River Library Snow Removal (stairway/patio)

\$800/visit
6" + \$1000

Hood River Library De-Icing (stairway/patio)

\$150 application fee, if no snow removal services needed day of.
.50/lb for ice-melt

\$150/hr per person to keep maintaining throughout hours of operation. (Walkway at Parkdale Library, 1 hr minimum)

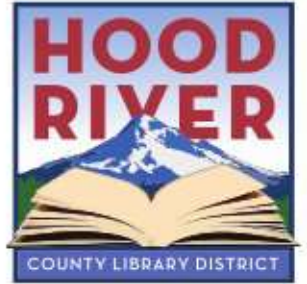
Salary Schedule, 2024-25

Steps:	1	2	3	4	5	6	7
Clerk I		\$14.71	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24
		\$30,597	\$31,200	\$31,824	\$32,469	\$33,114	\$33,779
Clerk II	\$16.59	\$16.92	\$17.26	\$17.61	\$17.96	\$18.32	\$18.69
	\$34,507	\$35,194	\$35,901	\$36,629	\$37,357	\$38,106	\$38,875
Library Assistant I	\$19.93	\$20.33	\$20.74	\$21.15	\$21.57	\$22.00	\$22.44
	\$41,454	\$42,286	\$43,139	\$43,992	\$44,866	\$45,760	\$46,675
Library Assistant II	\$22.90	\$23.36	\$23.83	\$24.31	\$24.80	\$25.30	\$25.81
	\$47,632	\$48,589	\$49,566	\$50,565	\$51,584	\$52,624	\$53,685
Librarian I	\$27.48	\$28.03	\$28.59	\$29.16	\$29.74	\$30.33	\$30.94
	\$57,158	\$58,302	\$59,467	\$60,653	\$61,859	\$63,086	\$64,355
Librarian II	\$33.46	\$34.13	\$34.81	\$35.51	\$36.22	\$36.94	\$37.68
	\$69,597	\$70,990	\$72,405	\$73,861	\$75,338	\$76,835	\$78,374
Library Director	\$44.61	\$45.50	\$46.41	\$47.34	\$48.29	\$49.26	\$50.25
	\$92,789	\$94,640	\$96,533	\$98,467	\$100,443	\$102,461	\$104,520

Range approved by the Board of Directors,

Steps established by Library Director, May 14, 2024 and updated August 20, 2024

Job Description



Position Title: Cataloging Librarian

Classification: Librarian I

Hours per week: Full time - 30 hours per week

Exempt/Non-exempt: Non-exempt

Salary Range: \$27.48 to \$30.94

Summary

This position leads cataloging projects, maintains library records, and supports collection development efforts while collaborating with staff across departments. Key responsibilities include original and copy cataloging, managing catalog records, and generating reports. The librarian champions the library's mission by providing welcoming, inclusive services that support and promote literacy and learning, fostering a lifelong appreciation for library patrons.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with cataloging and processing responsibilities. This individual in this position may also be assigned to be the Person-in-Charge of the building, in the absence of the Library Director and Assistant Director. Supervision of other employees not involved with cataloging and processing is not a normal function of this position.

Essential duties and responsibilities

• Cataloging

- Perform original and copy cataloging for all library material formats using current professional standards and library consortium metadata guidelines.
- Catalog materials according to international standards, including Resource Description and Access (RDA), MARC records, Dewey Decimal Classification (DDC), and Library of Congress Subject Headings (LCSH).
- Maintain diverse cataloging standards that represent all perspectives and assist patrons in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
- Manage catalog records in the integrated library system and public catalog:
 - Enter, update, correct, and remove entries for physical and electronic items
 - Maintain authority records and perform necessary authority work
 - Assign and update call numbers and subject headings
- Create and apply identification labels for library materials.

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- Process new materials with protective coverings, labels, property stamps, and other appropriate markings.
- Collaborate with selectors for adult, teen, children's, Spanish language, Library of Things, and bookmobile collections to catalog materials and distribute them to various locations.
- Work with other staff members to order cataloging materials.
- Lead projects involving recataloging of materials and updating or deleting cataloging records.
- Generate reports to support collection development and maintenance efforts.
- Maintain a clean and organized workspace for cataloging activities, ensuring proper management of supplies for library staff and volunteers.

- **Patron service and information services**
 - Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for diverse patronage of all ages. Embrace and celebrate diversity by treating everyone with respect and without judgment.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.

- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Oversee the work of staff and volunteers involved in cataloging and processing materials. Serve as staff contact for volunteers.
 - Serve as co-chair of the Collection Development and Cataloging Committee.
 - Seek out and assist in writing grants to enhance library services.
 - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.

- **General responsibilities**
 - Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments develop plans and initiatives that support the library's mission and goals.
 - Provide friendly and courteous customer service to patrons from diverse backgrounds.
 - Perform circulation duties at public service desks.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
 - Answer questions on library organization, policies, and procedures.
 - Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.

- Serve on assigned committees.
- Performs other job-related duties as assigned.

Required minimum qualifications

- Bachelor's degree in a library or education related field.
- One year experience performing copy and original cataloging in a library environment.
- Any equivalent combination of five (5) years of education, experience, and training satisfying the above.

Desired education, experience and qualifications

- Master's degree in Library and Information Science from an ALA-accredited institution
- Spanish language proficiency
- Experience in customer service, preferably in a public library

Knowledge, skills and abilities

- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2) and other cataloging rules and interpretations, and collection development policies.
- Knowledge of Dewey Decimal Classification system and Library of Congress subject headings and other cataloging factors.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

- The Library Assistant II is a full-time position, 30 hours per week. Some Saturday and evening hours are required.
- This position involves primarily sedentary work in an office setting. Stands or walks 25% of the time, 75% of the time when assigned to the public service desks and 90%

- of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

Tools and equipment used

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

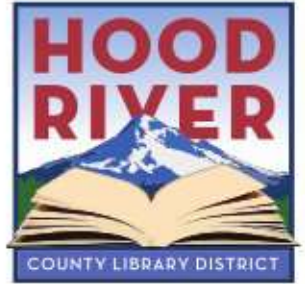
This is an accurate description of the essential functions of my position.

Signatures		
This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.		
Employee Name	Signature	Date
Supervisor Name	Signature	Date

Effective Date: June 7, 2011

Last revised: October 15, 2024

Job Description



Position Title: Collection Development Librarian

Classification: Librarian I

Hours per week: Part time – 25 to 29 hours per week

Exempt/Non-exempt: Non-exempt

Salary Range: \$27.48 to \$30.94

Summary

The Collection Development Librarian manages and develops diverse library collections, including selecting, replacing, and weeding materials while upholding intellectual freedom. This role champions the library's mission by providing welcoming, inclusive services that support and promote literacy and learning, fostering a lifelong appreciation for library patrons.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with acquisitions, evaluation of donations, repairing, rotating, and denewing of library materials, and weeding of the collection. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of other employees for tasks not associated with acquisitions, evaluation of donations, repairing, rotating and denewing of library materials, and weeding of the collection is not a normal responsibility of this position.

Essential duties and responsibilities

• Collection Development and Management:

- Select, replace, and weed adult materials in various formats using industry reviews and the library's Collection Development Policy to guide decisions.
- Monitor budget and track acquisitions for collections across all age groups.
- Review donated items for potential addition to the collection.
- Maintain diverse collections representing all perspectives and assist patrons of all ages and abilities in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
- Maintain current knowledge of adult literature, authors, and trends in adult library services.
- Maintain an inviting adult collection with recommended book lists and displays.
- Assist and collaborate with the Cataloging Librarian in creating and maintaining bibliographic records for library materials.

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- Collaborates and trains staff on collection development practices and shares expertise with other librarians
- **Patron service and information services**
 - Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for diverse patronage of all ages. Embrace and celebrate diversity by treating everyone with respect and without judgment.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Oversee the work of staff and volunteers involved with acquisitions, evaluation of donations, repairing, rotating and denewing of library materials, and weeding of collection. Serve as staff contact for volunteers.
 - Serve as co-chair of the Collection Development and Cataloging Committee.
 - Oversee collection of fees for lost and damaged materials.
 - Seek out and assist in writing grants to enhance library services.
 - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.
- **General responsibilities**
 - Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments develop plans and initiatives that support the library's mission and goals.
 - Provide friendly and courteous customer service to patrons from diverse backgrounds.
 - Perform circulation duties at public service desks.
 - Answer questions on library organization, policies, and procedures.
 - Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

Required minimum qualifications

- Bachelor's degree in a library or education related field.
- One year experience performing collection development in a library or similar environment.

- Any equivalent combination of five (5) years of education, experience, and training satisfying the above.

Desired education, experience and qualifications

- Master's degree in Library and Information Science from an ALA-accredited institution
- Spanish language proficiency
- Experience in customer service, preferably in a public library

Knowledge, skills and abilities

- Possess comprehensive knowledge of collection development policies and procedures, with a focus on adult materials. Demonstrate strong familiarity with adult literature, encompassing both contemporary and classical works.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2) and other cataloging rules and interpretations, and collection development policies.
- Knowledge of Dewey Decimal Classification system and Library of Congress subject headings and other cataloging factors.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

- The Library Assistant II is a part-time position, 25-29 hours per week. Some Saturday and evening hours are required.
- This position involves primarily sedentary work in an office setting. Stands or walks 25% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

Tools and equipment used

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

This is an accurate description of the essential functions of my position.

Signatures		
This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.		
Employee Name	Signature	Date
Supervisor Name	Signature	Date

Effective Date: September 20, 2011

Last revised: October 15, 2024