Board of Directors Regular Meeting Agenda

Tuesday, June 17 2025, 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?
pwd=NFBFT0xUVjFSN0dDVGNiZTVsNDQ2dz09, Meeting ID: 897 4581 2618

	Agenda Items	Action	Respon sible
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. April and May financial statements		Rachael Fox
	iv. Director's report		Rachael Fox
VII.	Old Business		
VIII.	New Business		

	i. 2025-26 Budget approval	Motion	Brian Hackett
	ii. Resolution authorizing a transfer of appropriations from Personal Services to Materials and Services	Motion	Brian Hackett
	iii. Approval of recurring payments for 2025-26	Motion	Brian Hackett
	iv. Bilingual Pay Differential Policy		Rachael Fox
	v. Salary Schedule 2025-26	Motion	Brian Hackett
	vi. Information Technology (IT) contract	Motion	Brian Hackett
	vii. Library Director contract renewal	Motion	Brian Hackett
	viii. Cascade Locks Library Lease	Motion	Brian Hackett
	ix. Discussion of 2025-26 President and Vice- President positions		Brian Hackett
	x. Discussion of regular meeting time		Brian Hackett
	xi. Adults Services Librarian and Children's Services position discussion		Rachael Fox
IV.	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.

Library Board of Directors Regular Meeting Agenda Supplementary Information

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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.	Approval of the consent agenda	Motion	Brian Hackett
	i. Minutes from the May 13, 2025 Budget		
	Committee Meeting		
	Attachment:		
	 IV.i.a. Minutes from the May 13, 2025 Budget Committee Meeting 		
	ii. Minutes from the May 20, 2025 regular board		
	meetingAttachment:IV.i.b. Minutes from the May 20, 2025 regularLibrary Board meeting		
V.	Actual or potential conflicts of interest		Brian Hackett
VI.	Citizen comment (3 minutes each)		Brian Hackett
VII.	Reports		
	i. April and May 2025 Financial Statements		Rachael Fox
	Attachment:		
	VII.i.a. April 2025 Financial StatementsVII.b. May 2025 Financial Statements		

• The two-	Is update Friends reelected Nadine Klebba as President for a e-year term. dation update E Library Foundation reelected Jen Bayer as Library undation President and Teresa Rokos as Treasurer. E Library Foundation has provided \$97,500 the Library District for fiscal year 2025-26. Magazines and newspapers \$4,500 Electronic resources \$18,500 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	Rachael Fo
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	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. We also offer a cultural pass check-out system, included in our membership to Libraries of Eastern Oregon, which also encompasses Library2Go.	
0	 Movie licensing \$1,500 Annually, we pay Movie Licensing USA and Motion Picture Licensing Corporation for the rights to screen movies to the public. 	
0	FISH free book project - \$6,000 ■ This provides a twelve-month supply of library materials for distribution at the FISH food bank locations.	

community service; and developing a new website featuring an easy-to-navigate interface, improved program calendar with simplified registration for our library programs, and a streamlined meeting room reservation system.

Bookmobile and Outreach Programs and Services – \$10,000

■ The funds will enable us to sustain and expand our Bookmobile services, ensuring that we can reach underserved areas of our community and provide them with the essential resources they need. The investment in these initiatives will significantly contribute to making our library more inclusive and responsive to the diverse needs of our patrons.

Makerspace - \$7,000

The financial support sustains 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.

iv. Director's report

Rachael Fox

Administration

- Up Lift Local News and Info came to the library board meeting on Tuesday, May 20, 2025. They wrote an article about potential funding loss due to the Institute of Museum and Library Services for the Sage courier system and documented the library board meeting. You can read the article and notes at https://upliftlocal.news/federal-funding-dispute-threatens-rural-library-book-share-service/.
- About the Institute of Museum and Library Services (IMLS)

The Institute of Museum and Library Services (IMLS) is a federal grant-making organization that also conducts research and develops policy. It helps libraries and museums innovate, fosters lifelong learning, and promotes cultural and civic engagement. IMLS is the primary source of federal support for the nation's

libraries and museums.

In fiscal year 2024, IMLS provided \$266.7 million in grants and research funding to museums and libraries nationwide. Oregon received \$2.6 million of this total funding.

Current Funding Crisis

On March 14, 2025, an executive order was signed calling for the reduction of federal agencies, including IMLS. While a continuing resolution provides IMLS funding through September 2025, IMLS employees were placed on administrative leave on March 15, 2025, raising questions about the agency's future and its ability to distribute funds.

Oregon joined a lawsuit against the current administration, requesting an injunction against the March 14 executive order. On May 6, a ruling was granted in favor of this request, and IMLS staff returned to work in May. However, states have not yet received their expected grant award letters.

Impact on Oregon Libraries

The loss of IMLS funding would significantly impact rural communities like ours that rely heavily on resource sharing and statewide support systems. Our most immediate concern is the SAGE courier system, which transports library materials between libraries when you place a hold from another library and have it delivered to a Hood River County Library District location.

About the SAGE Library System

The SAGE Library System is a consortium of 77 member libraries across 15 counties in eastern and central Oregon. The combined catalog of these academic, public, school, and special libraries is hosted by Eastern Oregon University's Pierce Library and managed by the SAGE Library System council.

Last year, the SAGE courier system transported 91,582 items across 15 rural counties in Eastern Oregon. Our Library District alone received over 12,000 items. Other services that would be affected include digital resources and state library services.

Current Status and Next Steps

Oregon received its IMLS grant award letter from the federal government but funds have not been distributed. If the funds are distributed the State Library will issue grants to successful applicants, including the SAGE consortium. This would secure funding for the SAGE courier system for the upcoming fiscal year (July 2025-June 2026).

If funds are not received, the SAGE system has reserves to fund six months of services, then individual SAGE libraries will need to fundraise the remaining \$80,000 for the fiscal year. The SAGE User Council is developing plans for future funding scenarios.

For more information about the IMLS, please see the FAQ released by the American Library Association.

Programs and services

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 <u>online</u> <u>catalog</u>, download <u>ebooks and audiobooks</u> or stream <u>movies</u>.

Pride Month

 June is Pride Month, a time when communities across the country celebrate LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and other identities) history, culture, and ongoing advocacy for equality and acceptance. Discover the diverse range of materials available in our collection. Visit the library, search our online catalog, download ebooks and audiobooks or stream movies.

Programs and Events

Summer Reading Program

Step into a summer of exciting programs, art adventures, fantastic performers, and retro movie magic at Hood River Library's All Ages Summer Reading Program! From classic film favorites to epic fantasy quests, readers of all ages can dive into stories that transport you to other worlds.

Read books, earn awesome prizes, and celebrate the magic of storytelling. Whether you're into sci-fi classics, fantasy epics, or adventure tales that feel like blockbuster movies, we've got something for every reader! Prizes await all our reading stars.

Sign up for the All Ages Summer Reading Program starting Tuesday, June 10th

For a complete list of programs - pick up a brochure at any location or visit our website.

Participate at the following locations:

Hood River Library, Cascade Locks Library, Parkdale Library, Bookmobile Route, Mercado Del Valle (Odell)

Thank you to our sponsors and community partners:_

Friends of the Library, Library Foundation,

Dollar General, Columbia Area Transit, Bistro Flix, Gorge Grown, Hood River County Schools Walk and Roll, Hood River Valley Parks and Recreation, Mike's Ice Cream, Portland Trailblazers, Lake Taco

Family programs

 Summer Reading All Ages Kick-Off, Wed, June 18th, 5:30pm, Hood River Library Gardens music, tacos, ice cream, sign-up.

Adult programs

 Wildflowers of the Gorge: Adult Collage Workshop with Jordan Kim, Thursday. June 26th at 5:00-7:00pm Hood River Library Meeting Room. Join local mixed media artist Jordan Kim for a creative evening celebrating the beauty of Columbia Gorge wildflowers! In this hands-on workshop, you'll learn to create your own vibrant collage artwork inspired by the blooms of our region. All supplies are provided, and no experience is necessary—just bring your love of nature and creativity! Space is limited and registration is required.

- Hood River Book Club meets the second Wednesday of the month at 12:30 p.m. Hood River Library Meeting Room & Zoom.
- 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).
- Tween and Teen programs
 - 80s Retro Fantasy Movie Nights at Bistro Flix, For Tween, Teens and Adults

6/20 The Neverending Story
6/27 The Dark Crystal
7/5 Fried Green Tomatoes
7/11 The Last Unicorn
7/18 Stand By Me
7/25 Labyrinth

8/1 E.T.

All movies on Fridays at 6pm.

Free Tickets available to Summer Reading participants at the Hood River Library one week before screening. Tickets are limited and must be picked up in person. Limited to 2 tickets

per patron.

Thank you to <u>Bistro Flix</u> for partnering with the Hood River Library for these events!

- Harry Potter Movie Night, Harry Potter and the Order of the Phoenix, Saturday, June 21 2:00pm – 5:00pm. Hood River Library Theater. We'll be playing the fifth Harry Potter and having trivia questions from the book! Snacks provided.
- Dungeons and Dragons, Wednesday,
 June 4 and 18, 4:00pm, Hood River Library
 Theater. Ready to learn D&D but don't know where to start? Come to this beginner-friendly group for teens, led by experienced Dungeon Masters. Bring your friends!
- **Fantasy World Building,** Wednesdays, June 11 and 25, 4-6pm, Hood River Library Theater. This week we'll focus on creating maps for your story and using World Anvil's novel writing software. Bring your own ipad or laptop, or use one of ours. Snacks provided.
- **Magic: the Gathering,** Every Friday at 4pm in the Library Theater
- Columbia Area Transit (CAT) Did you know Teens in Hood River County can ride the <u>Columbia Area</u> <u>Transit (CAT) bus</u> for free? Students can receive a free pass at their local school or at CAT offices. Teens who take the CAT bus to Hood River Library can receive a free Rosauer's donut coupon when they arrive. The CAT bus stop is conveniently located next to Hood River Library at 4th and State Street.
- Children's programs
 - Summer Reading Kick-Off Wednesday, June 18 - Summer Reading Kick-Off. 5:30pm, Hood River Library Lawn, Music, Tacos, Ice Cream, Sign-up.
 - Border Collie Show
 - Tuesday, June 24 -2:00pm, Cascade Locks

Library. Cute dog tricks performance

 Wednesday, June 25 -Border Collie Show, 2:00pm, Parkdale Library 5:30pm, Hood River Middle Gymnasium

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!

Bookmobile Summer Reading

- Mercado Del Valle Odell with Gorge Grown. Summer Reading Program, Prizes, Booths, Food, and Entertainment.
- Thursdays, 5-7PM, Atkinson Rd. Downtown Odell
 - June 26th
 - July 3rd & 17th
 - August 7th & 21st
 - September 4th

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

Community Outreach

- Visit us at these great community events we will be attending this month.
 - First Friday, June 6, 6-9pm: Visit our table at the Hood River First Friday! We will have summer reading information for all ages. It will be a fun festival with vendors, food, and a Pride parade in downtown Hood River. For more information check out <u>Visit Hood River</u>.
 - Juneteenth, Thursday, June 19, 2025, 3-6pm: Join us at the 3rd Annual Black in the Gorge JUNETEENTH Celebration! There will be food, cake walk, marketplace, dance, music, face painting, raffle baskets, book nook, and much more.
 - We also provide monthly visits for seniors at <u>Providence Dethman Manor, Providence Down Manor,</u> and <u>Hawk's Ridge</u>, as well as for children and families at OCDC Oregon Child Development Coalition in Odell. We regularly partner with <u>Hood River County School District</u> for classroom visits, school visits to the library, and library card registration drives.
 - This summer will be be providing a special summer reading program at the Hood River County School District Summer School in Odell. This program is made possible by the State Library of Oregon Ready to Read grant.

VIII. Old Business

IX. New Business

i. 2025-26 Budget approval	Motion	Brian Hackett
 Attachments: Ix.i.a. Proposed 2025-26 budget Ix.i.b. Resolution 2024-25.05, adopting the budget, making appropriations, imposing taxes, and imposing taxes 		
Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2025-26 budget, as approved by the Budget Committee at their May 13, 2025 meeting, is attached. Final 2025-26 budget approval requires passage of Resolution 2024-25.05. Following approval, I will submit the proper paperwork to the County and State.		
Before budget approval, the Chair must open the Budget Hearing, which gives the public an opportunity to comment on the budget. Notice was published in the June 11 th , 2025 edition of the <i>Columbia Gorge News</i> .		
ii. Resolution authorizing a transfer of	Motion	Brian Hackett
appropriations from Personal Services to Materials and Services		
Attachments: • Ix.ii. Resolution No. 2024-25.06 Resolution authorizing a transfer of appropriations from Personal Services to Materials and Services		
The District has spent additional funds on building maintenance, professional services, and other categories within Materials and Services due to rising costs this year and training sessions provided for library staff based on District needs. These increases were accounted for when creating the budget for FY2025-26 and were factored into the carryover for this fiscal year.		
The District has additional funds in Personnel Services and needs to move funds from Personnel Services to Materials and Services to stay within the proposed expenditures for each fund.		
The Resolution we will pass to approve the budget for fiscal year 2025-2026 will allow the District the flexibility to move funds/appropriations between personnel services, materials and services, and capital outlay without having to adopt a supplemental budget or pass a resolution.		

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. This mainly includes utilities and regular contract payments. The attached resolution provides this authorization. Online payments save significant time and money for the District. iv. Bilingual Pay Differential Policy discussion The District recognizes the valuable contribution of employees who utilize bilingual skills in their daily work responsibilities to better serve our diverse community. To acknowledge this additional expertise and workload, I recommend implementing a 5% bilingual differential pay for qualifying employees who are required to use the Spanish language in their job duties. We currently have two positions that require bilingual proficiency (read/write/speak) in Spanish: the Bookmobile Librarian and		Rachael Fo
Children's Services Assistant. This differential will apply to employees who demonstrate proficiency in both English and Spanish and who use these skills as a regular part of their position requirements. I would like to discuss this at our meeting.		
 v. Salary Schedule 2025-26 Attachments: IX.v. 2024-25 and 2024-25 salary schedule The proposed salary schedule for next fiscal year requires Board approval. This salary schedule gives all employees a 2.4% increase to comply with the minimum wage increase in the State of Oregon and cost-of-living increase. The budget committee approved the budget with the current salary schedule at their meeting on May 13, 2025. 	Motion	Brian Hack
 vi. Information Technology Contract Attachments: IX.vi. Radcomp contract The Library District needs to hire a new IT company. For over nine years, we contracted with Ken Jacobs, who specialized in Linux systems currently used at Hood River Library. Ken has relocated from the area and previously charged an hourly rate. My research of local IT companies revealed they charge flat monthly fees rather than hourly rates. However, none of the 	Motion	Brian Hack

requiring us to migrate to Windows.		
I recommend signing a one-year contract with Radcom beginning June 18, 2025. They are offering a significant discount to support the library as a community partner. The contract costs \$1,100 per month, and Radcom will donate \$18,000 in services to the District as a sponsor. The contract includes unlimited support for workstations, servers, and network, with Windows migration included. They will fulfill all our IT needs and provide an excellent service upgrade for our aging equipment that has reached end of life. The Windows migration will be welcomed by both patrons and staff. We will recognize Radcom's sponsorship through website posting and building signage.		
Due to current open positions at the District, funds are available to cover the increased service costs. This expense was not included in the FY 2025-26 budget since quotes were not available during budget preparation.		
vii. Library Director Contract	Motion	Brian Hackett
 IX.vii. Library Director contract [2025-2026] 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. The Library Board voted at the May 20, 2025 Library Board meeting to approve a step increase from step 5 to step 6 for Fox. 		
With the District's legal counsel, Fox updated the contract with the following changes approved by the Library Board at their meeting: the salary was changed to \$104,894 per year, which is the salary of step 6 on the 2025-26 salary scale. As discussed when approving the scale, this salary includes a 2.4% minimum wage adjustment increase, which all District employees will receive for this fiscal year.		
viii. Cascade Locks Library Lease	Motion	Brian Hackett
 Attachment: IX.viii.a. Cascade Locks Lease 2025-26 IX.viii.b. Cascade Locks Lease 2025-26, Appendix A 		
The Hood River County School District has increased the annual rent 3% from \$1,350.49 to \$1391.01. We had foreseen an increase for the current year and had budgeted sufficient		

funds in this line item to accommodate it. I request the Library Board approve the contract.	
ix. Discussion of 2024-25 President and Vice- President positions 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.	Brian Hacket
x. Discussion of regular meeting time 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.	Brian Hacke
xi. Adult Services Librarian and Children's Services position discussion Attachment: • IX.xi. Adult Services Librarian job description We currently have two open positions at the Hood River Library. The first position is the Collection Development Librarian which was created in 2011 when we formed as a new district. Due to limited funding at that time, the position is 25 hours per week and focuses primarily on selecting materials for the adult collection. I would like to recreate and expand this position to be an Adult Services Librarian. This position will mirror the tasks and duties of the Teen and Tween Librarian, Children's Services Librarian, and Bookmobile Librarian. They will be in charge of curating items for the adult collection and adult programming. This will be a more public-facing position and will work the same Tuesday-Saturday schedule as our	Rachael Fox
other librarians. The Assistant Director currently does adult programming in addition to his other duties, including managing circulation services at the library. Over time, there has been an increase in duties for both the Assistant Director and myself, and needs have drastically changed for the District. By shifting these duties, we will make our team stronger and provide even better services for our patrons. The Assistant Director will be able to assist with more management-level tasks and expand our marketing for the library and website maintenance. I will be able to focus more on telling the story of our library, which is a strategic priority and also fulfill the strategic goal to make a difference in community issues by being at the table with	

	agencies.	
	Another benefit of the change will be having a librarian who focuses all their attention on serving adults in our community. They will also support our program team (Children's Services Librarian, Teen and Tween Services Librarian, Bookmobile Librarian) with programs and substituting on the bookmobile route. As a small team, we have always worked together to support each other's programs and services when an extra hand is needed. The Assistant Director and I will also continue to support the team. Overall, this change will benefit our patrons with superb services. Due to the open positions and length of time needed for hiring, we have the funds available to increase the position from 25 to 32 hours per week.	
	The Children's Services Assistant position is open. I recommend a slight adjustment to continue to primarily serve children and families, since this is one of our highest needs by our community. In addition, this staff member will also assist with Teen and Tween Services Librarian and the Bookmobile Librarian with programming and services. I envision 75% children's services and 25% supporting the rest of the rest of the team. This position will require bilingual proficiency in English and Spanish to ensure we are meeting the needs of our diverse community. This is not a significant change from the current position since we already support other team members with programs and services, but it will clearly define the time allocation for the position.	
	I have included the new Adult Services Librarian job description for approval. Since this is a reclassification of an existing position, it requires board approval.	
X.	Announcements	
	i. Comments from board members	All
	ii. Requests/Comments from Library Director	Rachael Fox
XI.	 Agenda items for next meeting Board officer elections Appointing agents of record Resolution establishing regular meeting time Discussion Board Library Friends and Foundation liaisons Meeting Room Policy 	Brian Hackett
XII.	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

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Budget Committee Meeting Minutes

Tuesday, May 13, 2025, 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, Catherine Bourgault, Brian Hackett, Megan Janik, Sara Marsden, Jessica Metta, Eric Stasak, and Jean Sheppard.

I. Nomination and election of Chair

Library Director Rachael Fox called the meeting to order at 6:00pm. The committee conducted introductions. Marsden nominated Hackett to serve as Committee Chair. Janik seconded. The motion carried unanimously.

Additions/deletions from the agenda (ACTION)

Hackett

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

II. Conflicts or potential conflicts of interest

Hackett

Metta stated she was connected to the Gorge Tech Allillance and they receive a small amount of money from the District for membership.

III. Budget message

Fox

Fox read through the budget message and added information about the potential loss of IMLS funds could affect the Sage courier system. The libraries in Sage plan to raise funds if needed for this fiscal year. Metta commented she appreciated the budget was tied to the Strategic Goals. Stasak asked whe two community groups the library planned to be affiliated with. Fox stated Hood River Rotary and we are still identifying other groups.

IV. Presentation of proposed budget

Fox

V. General Fund

- Fox presented the budget as presented in the budget packet.
 - Hackett noted that certain portions of taxes are uncollectable, in addition to Urban Renewal allocations. Fox confirmed.
 - Bourgault asked whether the library district plans to carry forward \$100,000 from year to year. Fox explained that this occurred last year because the funds should be allocated to a reserve for future capital equipment purchases.
 - Statsak inquired about the cost of adding a staff member's family to the health care plan. Fox responded that she thinks some employees pay up to \$1,400 to add their family members to coverage.

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- Janik asked if the Bookmobile Librarian will be doing the cataloging or a different staff member. Fox stated this might be a substitute position with a set amount of hours per week. She would present this option the library board if a new position was formed.
- Statak stated it was a great idea to auction a ride-along with the bookmobile librarian for a day.
- Stasak asked who provided internet for the library. Fox stated Hood River Electric and it was reliable.
- Bourgault asked if the collection development figures were offset by the consortium. Fox stated it was and librarians made decisions regarding what to purchase based upon available titles in the consortium.
- Statsak asked if there was a set amount that patrons owed before their privileges were restricted. Fox stated it was \$15.00.
- Fox mentioned adding new copier, scanning, and fax service in Cascade Locks and Parkdale libraries. Janik stated there is a need for faxing services in Cascade Locks.
- Metta asked whether a third party would be providing the services for a marketing plan and facilities review. Fox confirmed that a third party would handle these services. Metta commented that she thought the budgeted amount might be too low. Bayer agreed but noted that Fox tends to be thrifty with expenses. Fox stated she would do her best to find a cost-efficient provider. Metta asked if the additional funds would come from contingency. Fox stated there should be additional funds in specific catagories they may not fully spend and the money would be drawn from there.
- Hackett commented the oddity of a special district is we need to carry money over each year to take us from July to November when the bulk of the tax revenue arrives.

VI. Capital Equipment Reserve Fund

Fox

Fox presented the budget as presented in the budget packet. No questions or items from committee to report.

VII. Grants Fund

Fox

There was a question regarding which budget line the Library of Things comes from within the general collection budget. Fox stated they are using unanticipated grants received during the current fiscal year to fund it for the next fiscal year.

VIII. Public comment

Hackett

There were no members from the public present.

IX. Budget Committee questions and deliberations

Hackett

There were no additional questions or deliberations.

X. Approval of budget (ACTION)

Hackett

Bayer made a motion to approve the recommended budget committee motion for \$2,833,547 with a permenant tax rate of \$.39 per thousand. Marsden seconded. Motion unanimously carried.

XI. Recess or adjournment

Hackett

The meeting was adjourned at 7:01pm.

Library Board of Directors Regular Meeting Minutes

Tuesday, June 17, 2025, 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 Library Board President Brian Hackett called the meeting to order at 7:00pm.		Brian Hackett
11.	Roll call Fox conducted a roll call. Karen Bureker, Brian Hackett, Sara Marsden, Megan Janik, and Jean Sheppard were present. Library Director Rachael Fox, Assistant Director Mo Burford was present and community member Michelle Nijhuis.		Rachael Fox
111.	Approval of the agenda (additions/corrections/deletions) A motion to approve the agenda was made by Sheppard and seconded by Marsden. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
IV.	Approval of the consent agenda A motion to approve the consent agenda was made by Marsden and seconded by Janik. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Brian Hackett
V.	Actual or potential conflicts of interest None stated		Brian Hackett
VI.	Citizen comment (3 minutes each) Michelle Nijhuis introduced herself as a documenter from UpLift Local. This is a new organization taking notes on public		Brian Hackett

	meetings.		
VII.	Reports		
	i. April 2025 Financial Statements There was nothing to add to the written report.		Rachael Fox
	ii. Friends update There was nothing to add the written report.		Rachael Fox
	iii. Foundation update There was nothing to add the written report.		Rachael Fox
	iv. Director's report The library offered tours of the new circulation desks on both the upper and lower levels. Assistant Director Mo Burford announced that the library is partnering with Bistro Flix to show a series of 1980s movies. Teen and adult summer reading participants will receive free tickets, while other attendees can purchase tickets at the children's price.		Rachael Fox
VIII.	Old Business		
IX.	New Business		
	i. Technology policy A motion to approve the Code of Conduct was made by Bureker and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.	Motion	Rachael Fox
	ii. Public Meeting Policy discussion Hackett stated the library board meetings are transparent and materials are available to all. Hackett stated he was revisiting the policy and this discussion was not in response to any specific questions or concerns about the Hood River County Library District. Hackett stated his intent with discussing this very briefly, simply to remind ourselves what our policy is in terms of public meetings and to steer people toward resources.		Rachael Fox
	iii. Executive Session: Library Director Annual		Brian Hackett
	Evaluation The library board moved into executive session at 7:24pm. The board moved out of Executive session around 7:40pm. Sheppard made a motion to approve a step increase from five to step six and renew her contract for one year. The motion carried unanimously with affirmative votes from Bureker, Hackett, Janik, Marsden and Sheppard.		
Χ.	Announcements		
	i. Comments from board members		All

Page 2

	Bureker asked how the budget committee meeting went. The library board agreed everything went smoothly.	
	ii. Requests/Comments from Library Director Fox thanked Michelle Nijhuse for attending the meeting and taking notes and for being a Hood River County Reads author in 2024.	Rachael Fox
XI.	 Agenda items for next meeting 2025-26 budget hearing and approval 2025-26 salary schedule approval Approval of recurring payments for 2025-26 Discussion of 2025-26 President and Vice-President positions Discussion of 2025-26 regular meeting time Library Director Contract approval Meeting Room Policy review 	Brian Hackett
XII.	Adjournment regular meeting The meeting was adjourned at 7:51pm.	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.

Compiled Financial Statements April 30, 2025

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of April 30, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and ten months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C May 29, 2025

Hood River County Library District Balance Sheet - Cash Basis April 30, 2025

ASSETS

				Capital	
				Equipment	
		General	Grants	Reserve	
		Fund	Fund	Fund	Total
Current Assets					2
Cash in b	ank - Umpqua Bank	\$83,202			\$83,202
Cash with	Hood River County	883,782	\$84,100	\$196,052	1,163,934
Petty cas	h	416			416
				-	
Total	Current Assets	967,400	84,100_	196,052	1,247,552
TOTAL ASSE		0007 400	004400	0400.050	04.047.770
TOTAL ASSE		\$967,400	<u>\$84,100</u>	\$196,052	<u>\$1,247,552</u>
	LIABILITIES & FUND BALANCES				
Liabilities	LIABILITIES & TOND BALANOLS				
Current Liabi	lities				
Payroll lia		\$222			\$222
					Ψ222
Total	Current Liabilities	222	0	0	222
Total Liabilities		222	0	0	222
Fund Balances					
Unassign	ed	967,178	84,100	196,052	1,247,330
TOTAL LIABIL	ITIES & FUND DAI ANGES	#007 400	004.400	0.100.005	
TOTAL LIABIL	ITIES & FUND BALANCES	<u>\$967,400</u>	<u>\$84,100</u>	<u>\$196,052</u>	<u>\$1,247,552</u>

HOOD RIVER COUNTY LIBRARY

Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis For the Ten Months Ended April 30, 2025

	Canada Fund	Ozzaka Frank	Capital Equipment Reserve	
Revenues:	General Fund	Grants Fund	Fund	Total
Donations and grants	\$0	\$39,335		\$39,335
Property tax revenues - current year	1,203,453			1,203,453
Property tax revenues - prior year	13,621			13,621
Fines and fees Intergovernmental revenue	4,221 4,393	5,287		4,221
Interest revenue	32,202	5,267	\$5,246	9,680 37,448
Grants and donations	0		Ψ5,240	0
Miscellaneous	2,157			2,157
Total Revenues	1,260,047	44,622	5,246	1,309,915
Expenditures:				
Personal services: Wages and salaries	E41 04E	0.455		F 40 F00
Employee benefits	541,045 203,842	2,455		543,500
Employed Benefits	203,042	-		203,842
Total Personal Services	744,887	2,455	0	747,342
Materials and services:				
Bank charges	465			465
Bookmobile Building rental	2,501			2,501
Building maintenance	14,855 31,905	1,160		14,855
HVAC	16,608	1,100		33,065 16,608
Elevator	4,642			4,642
Telephone	6,206			6,206
Internet	2,775	2,520		5,295
Collection development	69,032	22,857		91,889
Technology	15,803	2,106		17,909
Accounting and auditing Courier	26,750			26,750
Custodial services	3,805 21,480			3,805 21,480
Technical services	4,747			4,747
Library consortium	18,239			18,239
Copiers	6,069			6,069
Elections expense	0	400		0
Furniture and equipment Insurance	4,425 24,165	180		4,605
Georgiana Smith Memorial Garden	15,741			24,165 15,741
Legal services	7,372			7,372
Professional services	9,288			9,288
Dues and subscriptions	4,782			4,782
Miscellaneous	4,340	404		4,744
Postage and freight	1,374			1,374
Printing Programs	1,725 15	60.205		1,725
Advertising	1,874	60,385		60,400 1,874
Supplies - office	18,056	268		18.324
Travel	2,794			2,794
Training	2,311			2,311
Board development Electricity	785			785
Garbage	17,062 1,587			17,062
Natural gas	6,227			1,587 6,227
Water & sewer - building	4,869			4,869
Total Materials and Services	374,674	89,880	0	464,554
Capital outlay	0	14,653	20,727	35,380
Total Expenditures	1,119,561	106,988	20,727	1,247,276
Revenues Over (Under) Expenditures	140,486	(62,366)	(15,481)	62,639
Other Financing Sources (Uses) Operating transfers in Operating transfers out	(100,000)		100,000	100,000 (100,000)
Total Other Financing Sources (Uses)	(100,000)	0	100,000	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	40,486	(62,366)	84,519	62,639
Fund Balance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund Balance - April 30, 2025	\$967,178	\$84,100	\$196,052	\$1,247,330

General Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2025

	Current Period Actual	Year to DateActual	Annual Budget
Revenues:			
Tax revenues - current	\$12,145	\$1,203,453	\$1,244,834
Tax revenues - prior year	1,676	13,621	10,000
Interest revenue	3,887	32,202	25,000
Fines and fees	410	4,221	3,500
Intergovernmental revenue	0	4,393	0
Grants and donations	0	0	0
Miscellaneous	2,081	2,157	0
Total Revenues	20,199	1,260,047	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,632	10,618	9,741
Library clerk II	10,274	102,260	150,946
Library assistant I	7,738	81,653	79,885
Library assistant II	0	33,368	116,765
Librarian I	18,271	168,501	157,818
Librarian II	6,155	61,227	73,861
Library director	8,370	83,418	100,443
Payroll taxes and benefits:			
Retirement	0	44,472	54,450
Social security	3,954	45,536	52,744
Workers' compensation	19	605	1,500
Health insurance	17,171	105,841	164,190
Unemployment insurance	775	7,388	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	74,359	744.007	075.110
Total Felsonal delvices	14,555	744,887	975,443
Materials and services:			
Bank charges	54	465	300
Bookmobile	73	2,501	5,000
Building rental	1,350	14,855	20,000
Building maintenance	2,671	31,905	25,000
HVAC	2,709	16,608	15,000
Elevator	2,800	4,642	3,500
Telephone	623	6,206	8,000
Internet	405	2,775	5,000
Collection development	9,333	69,032	80,000
Technology	1,191	15,803	15,000
Accounting and auditing	0	26,750	33,000
Courier	284	3,805	3,200

General Fund

Statement of Revenues and Expenditures - Cash Basis

For the One Month and Ten Months Ended April 30, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	21,480	29,000
Technical services	599	4,747	4,000
Library consortium	0	18,239	17,500
Copiers	741	6,069	7,000
Elections expense	0	0	3,000
Furniture and equipment	0	4,425	4,000
Insurance	0	24,165	25,000
Georgiana Smith Memorial Garden	351	15,741	20,000
Legal services	420	7,372	4,000
Professional services	2,750	9,288	0
Membership dues	295	4,782	4,000
Miscellaneous	524	4,340	3,000
Postage and freight	270	1,374	1,500
Printing	254	1,725	1,500
Programs	0	15	10,000
Advertising	103	1,874	2,000
Office supplies	1,912	18,056	17,000
Travel	64	2,794	5,000
Training	0	2,311	3,000
Board development	0	785	1,500
Parking reimbursement	0	0	500
Electricity	1,567	17,062	20,000
Garbage	156	1,587	2,300
Natural gas	812	6,227	10,000
Water & sewer - building	405	4,869	5,800
Total Materials and Services	32,716	374,674	413,600
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	107,075	1,119,561	1,489,043
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(100,000)	(100,000)
Total Other Financing Sources (Uses)	0	(100,000)	(100,000)
Change in Fund Balance	(\$86,876)	\$40,486	(\$305,709)

Grants Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Ten Months Ended April 30, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$11,300	\$39,335	\$345,000
Intergovernmental revenue	0	5,287	0
			-
Total Revenues	11,300	44,622	345,000
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I			4,400
Library clerk II		2,455	0
Library assistant II			5,000
Payroll taxes and benefits:			
Social security	0	0	750
Workers' compensation	0	0	250
Unemployment insurance	0	0	100
Other personal services			500
Total Personal Services	0	2,455	11,000
Materials and services:			
Building maintenance	0	1,160	0
Internet	0	2,520	0
Collection development	2,912	22,857	80,000
Technology	0	2,106	40,000
Programs	3,710	60,385	80,000
Furniture and equipment	0	180	70,000
Office supplies	268	268	0
Other materials and services	0	404	96,000
Total Materials and Services	6,890	89,880	366,000
Capital outlay	0	14,653	100,000
Total Expenditures	6,890	106,988	477,000
Change in Fund Balance	\$4,410	(\$62,366)	(\$132,000)

Capital Equipment Reserve Fund

Statement of Revenues and Expenditures - Cash Basis

For the One Month and Ten Months Ended April 30, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$301	\$5,246	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and	West Control of the C	-	
Other Sources	301	105,246	103,000
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,611	20,727	75,000
Total Expenditures	3,611	20,727	75,000
Change in Fund Balance	(\$3,310)	\$84,519	\$28,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds For the Ten Months Ended April 30, 2025

01.	November:	Donations and grants Intergovernmental revenue	Total Revenues	Expenditures: Personal services: Wages and salaries Employee benefits	Total Personal Services	Materials and services: Building maintenance Internet Collection development Technology	Furniture and equipment Miscellaneous Programs Office supplies	Total Materials and Services	Capital outlay	Total Expenditures	Net Change in Fund Balance	Fund Balance - July 1, 2024	
	Newspaper	0\$	0		0			0	0	0	0	338	
i.	Grants	0\$	0		0	1,160 2,520 15,795	180 21,296	40,951	13,077	54,028	(54,028)	107,974	
Č	Grants	\$1,535	1,535		0		1,964	1,964		1,964	(429)	3,873	
	the Library	\$24,300	24,300		0	4,161	24,161	28,322	0	28,322	(4,022)	13,611	
í	Pat Hazelhurst	\$11,000	11,000		0	2,901	268 6,213 268	9,650	0	9,650	1,350	809'6	
	CARES Act	\$0	0		0			0	0	0	0	1,781	
	R2R 2024	\$0	0		0		5,281	5,281	0	5,281	(5,281)	5,281	
	R2R 2025	\$5,287	5,287		0		1,470	1,470	0	1,470	3,817	0	
ı	leen	0\$	0	2,455	2,455	1,182	136	1,318	0	3,773	(3,773)	4,000	
4	SDIS	\$2,500	2,500		0			0	0	0	2,500	0	
	Safety Grant	0\$	0		0	924		924	1,576	2,500	(2,500)	0	
	Total	\$39,335 5,287	44,622	2,455	2,455	1,160 2,520 22,857 2,106	180 404 60,385 268	89,880	14,653	106,988	(62,366)	146,466	

Compiled Financial Statements May 31, 2025

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

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

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

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

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

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of May 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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Onstott, Broehl & Cyphers, P.C June 12, 2025

Hood River County Library District Balance Sheet - Cash Basis May 31, 2025

ASSETS

			Capital	
	0		Equipment	
	General	Grants	Reserve	
Current Assets:	Fund	Fund	Fund	Total
Cash in bank - Umpqua Bank Cash with Hood River County Petty cash Prepaid expenses	\$183,196 703,853 416 3,793	\$153,292	\$193,875	\$183,196 1,051,020 416 3,793
Total Current Assets	891,258	153,292	193,875	1,238,425
TOTAL ASSETS	\$891,258	<u>\$153,292</u>	\$193,875	\$1,238,425
LIABILITIES & FUND BALANCES Liabilities Current Liabilities				
Payroll liabilities	\$1,946			\$1,946
Total Current Liabilities	1,946	0	0	1,946
Total Liabilities	1,946	0	0	1,946_
Fund Balances:				
Unassigned	889,312	153,292	193,875	1,236,479_
TOTAL LIABILITIES & FUND BALANCES	\$891,258	<u>\$153,292</u>	\$193,875	\$1,238,425

HOOD RIVER COUNTY LIBRARY Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis For the Eleven Months Ended May 31, 2025

				Capital Equipment Reserve	
Reve	enues:	General Fund	Grants Fund	Fund	Total
Dor Pro Pro Fine	nations and grants perty tax revenues - current year perty tax revenues - prior year es and fees	\$0 1,235,052 14,537 4,645	\$139,835		\$139,835 1,235,052 14,537 4,645
Inte Gra	rgovernmental revenue rest revenue nts and donations cellaneous	4,505 35,883 0 2,221	5,287	\$6,024	9,792 41,907 0 2,221
То	tal Revenues	1,296,843	145,122	6,024	1,447,989
Pers Wa	nditures: sonal services: ages and salaries	598,065	2,455		600,520
Em	nployee benefits	225,971	-		225,971
Т	otal Personal Services	824,036	2,455	0	826,491
	erials and services:				
	nk charges okmobile	481			481
	Iding rental	3,177 16,206			3,177
	lding maintenance	34,724	1,160		16,206 35,884
HV		16,608	.,		16,608
	vator ephone	4,853			4,853
	ernet	6,940 3,014	0.500		6,940
	lection development	77,079	2,520 22,857		5,534
	chnology	17,542	2,106		99,936 19,648
	counting and auditing	31,895	2,100		31,895
	urier	4,343			4,343
	stodial services	27,330			27,330
	chnical services ary consortium	4,747			4,747
	piers	18,239 6,692			18,239
	ctions expense	0,032			6.692 0
	niture and equipment	4,425	180		4,605
	urance	24,165			24,165
	orgiana Smith Memorial Garden	16,775			16,775
	al services fessional services	7,393			7,393
	es and subscriptions	9,288 4,782			9,288
	cellaneous	4,618	404		4,782
	tage and freight	1,692	404		5,022 1,692
Prin		1,933			1,933
	grams ertising	15	66,558		66,573
	plies - office	2,155 19,550	268		2,155
Tra	vel	3,996	200		19,818 3,996
Trai		2,311			2,311
	rd development stricity	785			785
	bage	18,645 1,743			18,645
	ıral gas	6,772			1,743
Wat	er & sewer - building	5,274			6,772 5,274
	tal Materials and Services	410,187	96,053	0	506,240
	ital outlay	0	39,788	23,682	63,470
	tal Expenditures	1,234,223_	138,296	23,682	1,396,201
	venues Over (Under) Expenditures	62,620	6,826	(17,658)	51,788
	Financing Sources (Uses) rating transfers in			100	
	rating transfers out	(100,000)		100,000	100,000 (100,000)
	al Other Financing Sources (Uses)	(100,000)	0	100,000	0
Re ¹	venues and Other Financing Sources Uses) Over (Under) Expenditures	(37,380)	6,826	82,342	51,788
Fund B	alance - July 1, 2024	926,692	146,466	111,533	1,184,691
Fund B	alance - May 31, 2025	\$889,312	\$153,292	\$193,875	\$1,236,479

General Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Eleven Months Ended May 31, 2025

	Current PeriodActual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$31,600	\$1,235,052	\$1,244,834
Tax revenues - prior year	916	14,537	10,000
Interest revenue	3,680	35,883	25,000
Fines and fees	425	4,645	3,500
Intergovernmental revenue	112	4,505	0
Grants and donations	0	0	0
Miscellaneous	63	2,221	0
Total Revenues	36,796	1,296,843	1,283,334
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,319	11,937	9,741
Library clerk II	10,701	112,959	150,946
Library assistant I	11,248	92,901	79,885
Library assistant II	0	33,368	116,765
Librarian I	19,225	187,729	157,818
Librarian II	6,155	67,382	73,861
Library director	8,370	91,789	100,443
Payroll taxes and benefits:			100,440
Retirement	8,801	53,272	54,450
Social security	4,305	49,840	52,744
Workers' compensation	21	626	1,500
Health insurance	8,160	114,001	164,190
Unemployment insurance	844	8,232	6,205
Paid family and medical leave	0	0	6,895
Total Personal Services	70 140	994.999	
rotal i disorial del vides	79,149	824,036	975,443
Materials and services:			
Bank charges	16	481	300
Bookmobile	676	3,177	5,000
Building rental	1,351	16,206	20,000
Building maintenance	2,818	34,724	25,000
HVAC	0	16,608	15,000
Elevator	211	4,853	
Telephone	734	6,940	3,500
Internet	239	3,014	8,000
Collection development	8,047	77,079	5,000
Technology	1,740		80,000
Accounting and auditing	5,145	17,542	15,000
Courier	5,145	31,895	33,000
	556	4,343	3,200

General Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Eleven Months Ended May 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	5,850	27,330	29,000
Technical services	0	4,747	4,000
Library consortium	0	18,239	17,500
Copiers	623	6,692	7,000
Elections expense	0	0	3,000
Furniture and equipment	0	4,425	4,000
Insurance	0	24,165	25,000
Georgiana Smith Memorial Garden	1,034	16,775	20,000
Legal services	21	7,393	4,000
Professional services	0	9,288	0
Membership dues	0	4,782	4,000
Miscellaneous	279	4,618	3,000
Postage and freight	318	1,692	1,500
Printing	208	1,933	1,500
Programs	0	15	10,000
Advertising	281	2,155	2,000
Office supplies	1,935	19,550	17,000
Travel	1,202	3,996	5,000
Training	0	2,311	3,000
Board development	0	785	1,500
Parking reimbursement	0	0	500
Electricity	1,582	18,645	20,000
Garbage	156	1,743	2,300
Natural gas	545	6,772	10,000
Water & sewer - building	405	5,274	5,800
Total Materials and Services	35,954	410,187	413,600
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	115,103	1,234,223	1,489,043
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(100,000)	(100,000)
Total Other Financing Sources (Uses)	0	(100,000)	(100,000)
Change in Fund Balance	(\$78,307)	(\$37,380)	(\$305,709)

Grants Fund

Statement of Revenues and Expenditures - Cash Basis For the One Month and Eleven Months Ended May 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			Daaget
Donations and grants	\$100,500	\$139,835	\$345,000
Intergovernmental revenue	0	5,287	0
Total Revenues	100,500	145,122	345,000
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	0	0	4,400
Library clerk II	0	2.455	0
Library assistant II	0	0	5,000
Payroll taxes and benefits:		v	3,000
Social security	0	0	750
Workers' compensation	0	0	250
Unemployment insurance	0	0	100
Other personal services			500
Total Personal Services	0	2,455	11,000
Materials and services:			
Building maintenance	0	1,160	0
Internet	0	2,520	0
Collection development	0	22,857	80,000
Technology	0	2,106	40,000
Programs	6,174	66,558	80,000
Furniture and equipment	0	180	70,000
Office supplies	0	268	0
Other materials and services	0	404	96,000
Total Materials and Services	6,174	96,053	366,000
Capital outlay	25,135	39,788	100,000
Total Expenditures	31,309	138,296	477,000
Change in Fund Balance	\$69,191	\$6,826	(\$132,000)

Capital Equipment Reserve Fund

Statement of Revenues and Expenditures - Cash Basis

For the One Month and Eleven Months Ended May 31, 2025

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$779	\$6,024	\$3,000
Other Financing Sources			
Transfer from General Fund	0	100,000	100,000
Total Revenues and			
Other Sources	779	106,024	103,000
Expenditures:			
Materials and services	0	0	0
Capital outlay	2,956	23,682	75,000
Total Expenditures	2,956	23,682	75,000
Change in Fund Balance	(\$2,177)	\$82,342	\$28,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis Grants Funds For the Eleven Months Ended May 31, 2025

Total	\$139,835 5,287	145,122	2,455	2,455	1,160	2,520 22,857	2,106	36,558 268	96,053	39,788	138,296	6,826	146,466	\$153.202
Safety Grant	0\$	0		0			924		924	1,578	2,500	(2,500)	0	(\$2,500)
SDIS	\$2,500	2,500		0					0	0	0	2,500	0	\$2.500
Teen	\$0	0	2,455	2,455			1,182	136	1,318	0	3,773	(3,773)	4,000	\$227
R2R 2025	\$5,287	5,287		0				1,470	1,470	0	1,470	3,817	0	\$3,817
R2R 2024	0\$	0		0				5,281	5,281	0	5,281	(5,281)	5,281	\$0
CARES Act	0\$	0		0					0	0	0	0	1,781	\$1,781
Pat Hazelhurst	\$11,000	11,000		0		2,901		268 6,213 268	9,650	0	9,650	1,350	809'6	\$10,958
Friends of the Library	\$24,300	24,300		0		4,161		26,252	30,413	0	30,413	(6,113)	13,611	\$7,498
Other Grants	\$4,535	4,535		0				2,214	2,214		2,214	2,321	3,873	\$6,194
Foundation Grants	000,784	97,500		0	1,160	15,795	180	25,128	44,783	38,212	82,995	14,505	107,974	\$122,479
Newspaper Digitization	9	0		0					0	0	0	0	338	\$338
Revenues: Dhoatinns and grants	Intergovernmental revenue	Total Revenues	Expenditures: Personal services: Wages and salaries Employee benefits	Total Personal Services	Materials and services: Building maintenance Internet	Collection development Technology	Furniture and equipment	iniscellaheous Programs Office supplies	Total Materials and Services	Capital outlay	Total Expenditures	Net Change in Fund Balance	Fund Balance - July 1, 2024	Fund Balance - May 31, 2025

GENERAL FUND

Resources

OR-LB-20

Hood River County Library District

		Historical Data	al Data			Budget	Budget for Next Year 2025-26	2025-26
		Actual		Adopted Budget			Approxed By	
	First Preceding Year 2022-23	First Preceding Year 2023-24	YTD actuals 3/31/25		RESOURCES DESCRIPTION	Proposed By Budget Officer	Sudget Committee	Adopted By Governing Body
_	907,602	931,305	926,692	910,000	Available cash on hand	810,000	810,000	
7	27,128	10,630	11,945	10,000	Previously levied taxes estimated to be received	10,000	10,000	
က	25,483	38,506	28,315	25,000	Interest	30,000	30,000	
4	3,573	4,221	3,810	3,500	Fees	4,000	4,000	
5		100	1		Donations			
9	186	640	4,393		Intergovernmental revenue			
7	1	1	77		Miscellaneous revenue			
∞								
တ	963,972	985,402	975,232	948,500	Total resources, except taxes to be levied	854,000	854,000	
9				1,244,834	Taxes estimated to be received	1,278,547	1,278,547	
=	1,143,258	1,213,323	1,191,308		Taxes collected in year levied			
12	2,107,230	2.198.725		2,193,334	TOTAL RESOURCES	2,132,547	2,132,547	

GENERAL FUND Detailed Requirements

LB-31

		Historical Data	al Data					
		Actual		topological potacot A	REQUIREMENTS FOR:	Budget	Budget for Next Year 2025-26	0.75-26
	First Preceding Year 2022-23	First Preceding Year 2023-24	YTD 3/31/2025	Audyled Budger This Year 2024-25	Hood River County Library District	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
					LIBRARY OPERATIONS			
_					PERSONAL SERVICES			
2					Salaries			
3	7,632	11,667	8,986	9,741	741 Library Clerk I	12,464	12,464	
4	152,446	142,570	91,985	150,946	946 Library Clerk II	155,334	155,334	
2	69,367	78,926	73,915	79,885	885 Library Assistant I	83,437	83,437	
9	68,532	100,536	33,368	116,765	765 Library Assistant II	ı	1	
2	102,364	144,781	150,233	157,818	157,818 Librarian I	244,155	244,155	
8	65,844	68,421	55,072	73,861	861 Librarian II	77,147	77,147	
6	91,758	96,628	75,048	100,443	443 Library Director	104,894	104,894	
10	557,943	643,529	488,607	689,459	459 Total Salaries	677,431	677,431	
11								
12					Benefits			
13	45,558	51,516	44,472	54,450	450 Retirement	52,962	52,962	
14	42,273	48,314	41,581	52,744	744 FICA	51,847	51,847	
15	2,198	260	586	1,500	1,500 Workers' compensation insurance	1,500	1,500	
16	76,003	90,498	88,670	164,190	190 Health insurance	152,490	152,490	
17	4,145	7,241	6,613	6,205	205 Unemployment insurance	8,449	8,449	
18	5,290	ı	1		Other employee benefits			
19			1	6,895	895 Paid family and medical leave	1	-	
20	175,467	198,129	181,922	285,984	984 Total benefits	267,248	267,248	
21								
22	733,410	841,658	670,529	975,443	443 TOTAL PERSONAL SERVICES	944,679	944,679	
22				12.775	Total Full Time Equivalent (FTE)*	12.105	12.105	
23								
24					LIBRARY OPERATIONS			

26	160	438	410	300	Bank charges	200	200
27	2,476	1,207	2,428	5,000	5,000 Bookmobile	5,000	5,000
28	14,763	15,608	13,505	20,000	20,000 Building rental	20,000	20,000
29	23,319	24,946	29,234	25,000	25,000 Building maintenance	30,000	30,000
30	25,762	7,382	13,899	15,000 HVAC	HVAC	20,000	20,000
31	2,295	2,912	1,841	3,500	3,500 Elevator	3,500	3,500
32	6,795	7,039	5,583	8,000	8,000 Telephone	8,000	8,000
33	6,304	6,955	3,690	5,000	5,000 Internet	8,000	8,000
34	86,256	83,794	59,699	80,000	80,000 Collection development	80,000	80,000
35	20,550	15,238	14,611	15,000	15,000 Technology	20,000	20,000
36	23,552	37,790	26,750	33,000	33,000 Accounting and auditing	35,000	35,000
37	407	3,644	3,522	3,200	3,200 Courier	4,200	4,200
88	32,595	25,488	21,480	29,000	29,000 Custodial services	37,000	37,000
39	3,479	3,627	4,148	4,000	4,000 Technical services	4,500	4,500
94	15,236	16,309	18,239	17,500	17,500 Library consortium	21,000	21,000
14	3,540	6,532	5,328	7,000	7,000 Copiers	8,000	8,000
42	1	2,637	1	3,000	3,000 Elections	•	1
43	9,644	3,333	4,425	4,000	4,000 Furniture and equipment	5,000	5,000
44	17,332	20,671	24,165	25,000	25,000 Property and liability insurance	29,000	29,000
45	19,421	19,434	15,391	20,000	20,000 Georgiana Smith Memorial Gardens	20,000	20,000
46	1,964	22,812	6,952	4,000	4,000 Legal Services	2,000	5,000
47	18,862	5,310	6,538		Professional services	2,000	5,000
48	2,428	4,616	4,487	4,000	4,000 Membership dues	5,000	5,000
49	3,689	3,265	3,816	3,000	3,000 Miscellaneous	4,000	4,000
20	1,191	1,261	1,104	1,500	1,500 Postage/freight	2,000	2,000
51	1,185	869	1,472	1,500	1,500 Printing	2,000	2,000
25	20,548	17,982	15	10,000	10,000 Programs	13,000	13,000
53	2,826	399	1,771	2,000	2,000 Advertising	2,500	2,500
24	14,015	18,789	16,144	17,000	17,000 Office supplies	20,000	20,000
22	4,434	3,741	2,730	5,000 Travel	Travel	2,000	5,000
99	3,409	2,544	2,311	3,000	3,000 Training	3,000	3,000
25	752	1,369	785	1,500	1,500 Board development	1,500	1,500
28	ı	1	1	500	500 Parking reimbursement	200	200
29	16,918	18,821	15,495	20,000	20,000 Electricity	22,000	22,000
09	1,679	1,891	1,430	2,300	2,300 Garbage	2,300	2,300
61	9,735	6,626	5,415	10,000	10,000 Natural gas	10,000	10,000
62	4,994	5,096	4,464	5,800	5,800 Water and sewer (building)	000'9	6,000
70	1,1 44.				A12 COC TOTAL MATTERIAL OF CITE AND ACCOUNT		

65								
99	20,000	10,000	100,000	100,000	100,000 TRANSFER TO CAPITAL RESERVE	20,000	50,000	
29								
89	•	•	-	100,000	100,000 CONTINGENCY	100,000	100,000	
69								
20	1,175,925	1,272,033	1,113,806	1,589,043	,589,043 Total expenditures	1,562,179	1,562,179	
71								
72	1	1		12,000	12,000 Vacation Reserve	12,000	12,000	
73	931,305	926,692			Ending Balance (Prior Years)			
74				592,291	,291 UNAPPROPRIATED ENDING FUND BALANCE	558,368	558,368	
15	2,107,230	2,198,725		2,193,334	2,193,334 TOTAL REQUIREMENTS	2,132,547	2,132,547	

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

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

LB-11

Hood River County Library District

		nistolicai Data	II Data			1000	C () () () () ()	00 300
		Actual				pager	Budget for Next Year 2025-26	07-070
	First Preceding Year 2022-23	First Preceding Year 2023-24	YTD 3/31/2025	Adopted Budget This Year 2024-25	REQUIREMENTS DESCRIPTION	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
_					RESOURCES			
7	132,185	122,156	111,533	112,000	112,000 Cash on hand	190,000	190,000	
က	2,861	6,041	4,945	3,000	3,000 Interest	000'9	000'9	
4	20,000	10,000	100,000	100,000	100,000 Transfer from General Fund	20,000	20,000	
5								
9	155,046	138,197	216,478	215,000	215,000 TOTAL RESOURCES	246,000	246,000	
7								
ω					REQUIREMENTS			
0	32,890	26,664	17,116	75,000	75,000 Capital outlay	75,000	75,000	
10	122,156	111,533			Ending balance (prior years)			
7				140,000	140,000 RESERVED FOR FUTURE EXPENDITURE	171,000	171,000	
12	155,046	138,197		215,000	215,000 TOTAL REQUIREMENTS	246,000	246,000	

SPECIAL FUND Resources and Requirements GRANTS FUND

LB-10

Hood River County Library District

		Historical Data	l Data			מלקים	0.1420t for Novt Voor 2005 26	26 26
		Actual		Adopted Budget	REOLIBEMENTS DESCRIPTION	בממפת	וופאר ו פמו צ	02-020
	First Preceding Year 2022-23	First Preceding Year 2023-24	YTD 3/31/2025	This Year 2024-25		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
-					RESOURCES			
2	110,757	134,034	146,466	132,000	32,000 Cash on hand	135,000	135,000	
3	67,410	21,645	9,322	125,000	25,000 Grants (specific purposes)	100,000	100,000	
4	14,525	29,742	24,000	50,000	50,000 Friends of the Library donations	50,000	50,000	
2	88,500	78,000		150,000	50,000 Library Foundation donations	150,000	150,000	
9	11,000	11,000	1	20,000	20,000 Pat Hazelhurst Fund donations	20,000	20,000	
7								
8	292,192	274,421	179,788	477,000	7,000 TOTAL RESOURCES	455,000	455,000	
တ								
9					REQUIREMENTS			
7					Personal services			
12					Salaries			
13								
4	1	1	1	4,400	4,400 Clerk I	4,000	4,000	
			2,455		Clerk II	4,400	4,400	
15	1,125	1	1	5,000	5,000 Library Assistant II	1	1	
16					Benefits			
17					Retirement			
18	1	ı	1	750	750 FICA	750	750	
19				250	250 Workman's compensation	250	250	
20	ı	1	1		Health insurance			
21	-	-	•	100	100 Unemployment insurance	100	100	
22								
23	-	-	•	500	500 Other personal services	200	200	
24	1,125	•	2,455	11,000	11,000 Total personal services	10,000	10,000	
25								
26					Materials and services			
27	42,419	38,802	19,945	50,000	50,000 Collection development	75,000	75,000	
28	1,783	1	2,106	25,000	25,000 Technology	50,000	50,000	
59	74,880	60,480	55,355	50,000	50,000 Programs	100,000	100,000	
30	28 252	6.956	180	000'69	69,000 Furniture and equipment	000'09	000'09	

31	5,709	2,693	4,084	75,000	75,000 Other materials and services	000'09	000'09	
32								
33	153,043	108,931	81,670	269,000	269,000 Total materials and services	345,000	345,000	
34								
35	3,990	19,024	14,653	100,000	100,000 Capital outlay	100,000	100,000	
36								
37	134,034	146,466			Ending balance (prior years)			
38				Ī	- UNAPPROPRIATED ENDING FUND BALANCE	•	•	
39	292,192	274,421		380,000	380,000 TOTAL REQUIREMENTS	455,000	455,000	

Resolution No. 2024-25.05

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 2025-26 in the total of \$2,833,547, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2025, 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 2025-26 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

	Dategorizing the tax	
	General government limitation	Excluded from limitation
Permanent Rate	\$0.3900 / \$1,000	\$0.00
Adopted by the Board of Direct June, 2025.	ctors of Hood River County Lik	orary District this 17th day of
		ATTEST:
Brian Hackett, President		Rachael Fox, Library Director

Resolution No. 2024-25.05 2025-26 budget adoption

General	Fund
---------	------

Library Services	\$1,412,179
Transfers Out	\$ 50,000
Contingency	\$ 112,000
Total General Fund	\$1,574,179

Capital Reserve Fund

Facilities	\$75,000
Total Capital Reserve Fund	\$75,000

Grants Fund

Administration	\$455,000
Total Grants Fund	\$455,000

Total Appropriations \$2,104,179

Unappropriated Ending Fund Balance \$729,368

Total Adopted Budget \$2,833,547

Resolution No. 2024-25.06

Hood River County Library District

Hood River, Oregon

Resolution authorizing a general fund transfer of appropriations from Personal Services to Materials and Services

WHEREAS it is necessary to make budget adjustments in the 2024-25 budget to make sure that Library District expenditures do not go over in any categories and:

WHEREAS budget adjustments are necessary due to unanticipated expenditures and:

THEREFORE, BE IT RESOLVED, that the Hood River County Library District Library Board does hereby authorize the following transfers for the 2024-2025 Budget year

That transfers of appropriations in the amount of \$40,000 are hereby authorized as follows:

AMOUNT TRANSFER FROM:

Brian Hackett Dresident	Pachael Foy Secretary
	ATTEST:
Adopted by the Board of Directors of Hood River Cou June 30, 2025.	nty Library District this 17th day of
TRANSFER TO: General Fund/Materials and Services \$40,000	
General Fund/Personal Services \$40,000	

Resolution No. 2024-25.07 Resolution authorizing vendors for online and automatic payment of bills in 2025-26

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the Hood River County Library District time and money; and

WHEREAS, Hood River County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2025-26.

- Amazon (Prime shipping benefits)
- AT&T (telecommunications)
- Canva (marketing software)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Constant Contact (eNewsletter)
- Delta Dental (dental insurance)
- Dropbox (Cloud storage)
- Facebook (Advertising)
- GoogleSuite (Email)
- Hood River Electric Co-op (telecommunications)
- Hostwinds (Web and email hosting)
- HRA VEBA (employee in-lieu health benefits)
- Mobile Text Alerts (texting for library programs)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- Providence (medical and vision)
- SLACK (Messaging software)
- Solutions Yes (Copier lease)
- Stamps.com (postage)
- T. Mobile (Parkdale WiFi patron units)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- Umpqua Bank (bank fees, payroll deposits, and employee reimbursements)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Verde (FSA deductions)
- Waiverfile (Online forms)
- Waste Connections/Hood River Garbage (garbage/recycling)
- Zoom (Video conferencing software)

Adopted by the Board of Directors of ATTEST:	of Hood River County Library District this 17th day of June 2025.
Brian Hackett, President	Rachael Fox, Library Director

Salary Schedule, 2025-26

Steps:	1	2	3	4	5	6	7
Clerk I		\$15.06	\$15.36	\$15.67	\$15.98	\$16.30	\$16.63
		\$31,325	\$31,949	\$32,594	\$33,238	\$33,904	\$34,590
Clerk II	\$16.99	\$17.33	\$17.68	\$18.03	\$18.39	\$18.76	\$19.14
	\$35,339	\$36,046	\$36,774	\$37,502	\$38,251	\$39,021	\$39,811
Library Assistant I	\$20.41	\$20.82	\$21.24	\$21.66	\$22.09	\$22.53	\$22.98
	\$42,453	\$43,306	\$44,179	\$45,053	\$45,947	\$46,862	\$47,798
Library Assistant II	\$23.45	\$23.92	\$24.40	\$24.89	\$25.39	\$25.90	\$26.42
	\$48,776	\$49,754	\$50,752	\$51,771	\$52,811	\$53,872	\$54,954
Librarian I	\$28.14	\$28.70	\$29.27	\$29.86	\$30.46	\$31.07	\$31.69
	\$58,531	\$59,696	\$60,882	\$62,109	\$63,357	\$64,626	\$65,915
Librarian II	\$34.26	\$34.95	\$35.65	\$36.36	\$37.09	\$37.83	\$38.59
	\$71,261	\$72,696	\$74,152	\$75,629	\$77,147	\$78,686	\$80,267
Library Director	\$45.68	\$46.59	\$47.52	\$48.47	\$49.44	\$50.43	\$51.44
	\$95,014	\$96,907	\$98,842	\$100,818	\$102,835	\$104,894	\$106,995

Range approved by the Board of Directors, Steps established by Library Director, May 13, 2025

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



We have prepared a proposal for you

2025 StealthArmor TreeLine

Proposal # 050557 Version 1

Prepared for:

Hood River County Library District

Rachael Fox rachael@hoodriverlibrary.org

IX.vi. Radcomp contract 56



Premium

Selected	Description	Qty
Х	Vendor:	
	Radcomp Technologies	
х	StealthArmor TreeLine	1
	StealthArmor TreeLine	
	Workstation & Servers / Connectivity -Workstation monitoring, management, automation, and patching -Server monitoring, management, automation & patching -Network infrastructure monitoring -Network infrastructure configuration backup	
	The Cloud -Microsoft 365 management -Entra AD user management -Policy configuration and enforcement	
	Backups/Disaster Recovery -Immutable 3-2-1 encrypted offsite backups for servers -Email, SharePoint, OneDrive, Teams backup (3rd party) -Automated virtual recovery testing for services	
	Cybersecurity -Next-generation anti-virus -Extended defense & response (EDR) -Enterprise password management -Vulnerability Management	
	Our Team -Unlimited remote and onsite support -Quarterly VCIO meetings	
Х	MSP Discount	1
	MSP Discount - Sponsorship	

Selected Option Monthly Recurring Subtotal:

\$1,100.00



Onboarding

Description		Price	Qty	Ext. Price
Onboarding Fee	<i>8</i> 69	\$2,000.00	1	\$2,000.00
On-site evaluation discount for on-boarding	<i>3</i> 69	(\$2,000.00)	1	(\$2,000.00)

Subtotal: \$0.00



2025 StealthArmor TreeLine



Prepared by:

RADCOMP Technologies

Ryan Kreps

866-490-2426 x201

Fax 360-844-1511

ryan.kreps@gorad.com

Prepared for:

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

Quote Information:

Quote #: 050557

Version: 1

Delivery Date: 06/04/2025 Expiration Date: 06/16/2025

Selected Plan Summary

Description	Amount
Premium	\$1,100.00

Monthly Recurring Total: \$1,100.00





Acceptance

Hood River County Library District RADCOMP Technologies

			En She
Signed		Signed	
Name	Rachael Fox	Name	Ryan Kreps
Title	Library Director	Title	CEO
Date	June 04, 2025	Date	June 04, 2025

Full Terms & Conditions can be found in the Master Services Agreement attached to this proposal. Please reference that document or contact Radcomp with questions.



This Statement of Work ("SOW") is governed under the Terms of Service (the "Agreement") between **Radcomp Technologies**("us", "our", "we" or "Radcomp"), and you, the entity who accepts this document by either clicking the "ACCEPT ORDER" (or similar syntax) button in the quote to which this SOW is attached or, alternatively, signing where indicated in the signature block below, electronically or otherwise ("you", "your" or "Client").

Scope of Services

The services described below (collectively, "Services") will be provided to you under this SOW. Services that are not specifically described in this SOW will be out of scope and will be billed to you at the applicable hourly rate (described below)

Onboarding Services

Onboarding services are intended to prepare and transition the managed information technology environment (the "Environment") for the ongoing monthly services described below) Onboarding services are comprised of:

- Initial audit to determine Environment readiness and functional capability
- Audit of current vendor service / warranty agreements for Environment hardware and software
- Identify issues to be remediated after the onboarding phase

If deficiencies are discovered during the onboarding services, such as outdated equipment or unlicensed software, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of the Services and provide you with options to correct the deficiencies.

Ongoing / Recurring Services

The start date for each of the following services will be dependent upon completion of one or more Onboarding Services above and may not be provided until the dependent tasks are completed or scheduled with the Client.

Managed Services

StealthArmor TreeLine

Data Backup

Radcomp will proactively provide the following backup and disaster recovery (BDR) services:



- Managed backup of servers and workstations listed below
 - 24/7 monitoring of backup system, including offsite backup, offsite replication and an optional onsite backup appliance ("Backup Appliance")
 - o Troubleshooting and remediation of failed backup disks
 - o Preventive maintenance and management of imaging software
 - o Firmware and software updates of backup appliance
 - o Problem analysis by the network operations team
 - o Monitoring of backup successes and failures
- Backed-Up Servers / Workstations
 - o Data on the following servers and/or workstations will be backed up as described above:
 - System 1
 - System 2
 - System 3
 - o Note: Data on equipment that is not specifically listed above will **not** be backed up.
- Storage Limitation:
 - Client will be allocated 500 GB of storage space per backed up server and 100 GB of storage space per backed up workstation for backup and recovery purposes. Any space required or requested by Client will be provided to Client in blocks of 100 GBs, at the cost of \$15 per block.
- Backup Frequency:
 - Optional on-site backups will occur at least once daily; offsite backups will occur no less than once daily.
- Backup Data Security:
 - All backed up data is encrypted in transit and at rest in 256-bit AES encryption. Offsite data is stored in SSAE16 certified, highly redundant data centers and replicated to a geographically separate secondary facility. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.
- Backup Retention:
 - Radcomp only guarantees retention of the most recent recovery point sent to the backup appliance in a local recovery situation. For cloud based retention, Radcomp only guarantees retrieval of archived data sent to the off-site data center in the most recently completed backup.

License Grant

All Backup Appliances are embedded with proprietary software ("BDR Software"). Radcomp hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SOW, to use the BDR Software in conjunction with the BDR-related services provided by Radcomp. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by



Radcomp.

Data Recovery Services

Client must contact Radcomp in the event that data recovery services are needed. Upon Client's payment of the applicable fees (described below). Radcomp will make Client's Data available to.

Radcomp only guarantees retrieval of the most recent recovery point sent to the Backup Appliance in a local recovery situation. In a cloud-based recovery situation, Radcomp only guarantees retrieval of archived data sent to the off-site data center based on the selected retention period.

Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at:

- 1. 502 State Street, Hood River, OR 97031
- 2. 300 SE Wa-Na-PA Street, Cascade Locks, OR 97014
- 3. 7300 Clear Creek Road, Parkdale, OR 97041

Managed Equipment / Hardware / Software

The Services will be applied to the following equipment / hardware ("Covered Hardware"):

- TBD
- TBD
- TBD

The Services will apply to the following software ("Supported Software") provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software's manufacturer. All software not specifically listed below, may, at Radcomp sole discretion, be supported in a best effort capacity, or deemed outside the scope of this agreement.

Adobe Acrobat X Adobe AIR iTunes Chrome Mozilla SeaMonkev Opera Chromium Java 8 Windows 8 Pro. Enterprise Enterprise

Adobe Acrobat XI Adobe Flash QuickTime Google Earth Mozilla Thunderbird Skype VLC Media Player Windows 8.1 Pro,

Windows Server 2016

Adobe Reader MUI Adobe Flash Plugin Safari Firefox Notepad++ Java 6 (32 & 64 bit) WinRAR Windows 10 Pro, Enterprise Windows Server 2019 Adobe Reader Adobe Shockwave Foxit PDF Reader Firefox ESR Opera Java 7 WinZip Windows Server 2012

Windows Server 2012 R2



Term; Termination

The Services will commence, and billing will begin, on the date on which the Services are implemented and operational, which will be **June 18, 2025** ("Commencement Date").

The Services will continue for a term of one (1) year from the Commencement Date. After the expiration of the initial term, this SOW will automatically renew for contiguous one (1) year terms unless either party notifies the other of its intention to not renew this SOW no less than thirty (30) days before the end of the then-current term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All servers with Microsoft windows operating systems must be running Windows 2012 server or later, and have all of the latest service packs and critical updates installed.
- All desktop pc's and notebooks/laptops with Microsoft Windows operating systems must be running Windows 8 Pro or later and have all of the latest Microsoft service packs and critical updates installed. Computers operating on Windows 95/98/NT/2000/XP/Vista/7 or any home edition of Windows are not covered.
- All server and desktop software must be genuine, licensed and vendor-supported.
- Server file system and email system (if applicable) must be protected by licensed and up-to-date virus protection software.
- The environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored by Radcomp RMM tool.
- A vendor-supported hardware firewall or NAT device capable of SNMP reporting must be part of the network and sit between the internal network and the public internet.
- All wireless data traffic in the environment must be securely encrypted.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup
 media. We do not guarantee the integrity of the backups or the data stored on the backup
 media. Server restoration will be to the point of the last successful backup. If the server or its
 applications require additional configuration beyond the data provided by the latest backup, we will
 bill this work as out of scope at our standard time and materials rates.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring Client's environment up to these minimum standards are not included in this SOW.
- Client must provide us with exclusive administrative privileges on all Covered Hardware.



- Client must not affix or install any accessory, addition, upgrade, equipment or device on to any device
 on the network (other than electronic data) and must not deploy any equipment or devices to the
 environment unless expressly approved in writing by us.
- All devices in the environment are subject to Radcomp Management and billing under this agreement

Exclusions

Services that are not expressly described in this SOW will be out of scope and will be provided to Client at our hourly rate listed below. Without limiting the foregoing, the following services are expressly excluded under this SOW, and if required to be performed, will be billed hourly:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.
- Project work to expand, enhance or otherwise make significant changes to the environment

Authorized Contact(s)

In addition to the signatories to this SOW, the following person(s) shall be an Authorized Contact for Client:

1. Rachael Fox, 541-387-7062, rachael@hoodriverlibrary.org

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; repair and remediation services for items detected by monitoring (if applicable) will be provided only during business hours unless otherwise specifically stated in this SOW. All after-hours emergency work that requires after-hours response must be reported to Radcomp by phone.

We will respond to problems, errors or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by Radcomp in our reasonable discretion. All remediation services will initially be attempted remotely; Radcomp will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity Managed Service Plan*



Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within eight (8) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within two (2) business days after notification.

* All time frames are calculated as of the time that Radcomp is notified of the applicable issue / problem by Client through Radcomp's designated support portal, help desk, or by telephone at 866-490-2426 during business hours, or, by telephone at 866-490-2426 outside of business hours. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Help desk support provided outside of our normal support hours will be billed to Client at double the hourly rate if labor is not included in this SOW.

Fees

The fees for the Services will be invoiced to Client as follows:

Transition Services: \$2,000.00

Monthly recurring charge for the Services: \$2,600.00 **

System Image Recovery Fees: \$500 per image/system restored

File level recovery fees: \$165/hour
Out of Scope hourly rate: \$165/hour

Out of Scope after hours hourly rate: \$33<u>0/hour</u>
Out of Scope holiday hourly rate: \$495/hour

**Fees for the Services, as well as our labor rates, will automatically increase 5% annually. In addition to this automatic annual increase, we also reserve the right to increase the fees for the Services as needed; provided, however, we will not do so more than once per calendar year. If an annual aggregate increase in



fees for the Services totals more than five percent (5%) of the aggregate fees charged to you for the same Services in the prior calendar year, then you will be provided with a thirty (30) day opportunity to terminate this SOW by providing us with written notice of termination. Your continued acceptance or use of the services after this thirty (30) day period will indicate your acceptance of the increased fees.

Return of HaaS Equipment

Within ten (10) days after the effective date of termination or expiration of this SOW, Client will remove, package and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by Radcomp that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Diagnostic / Auditing Services

Our diagnostic or auditing services may require us to install a small amount of code ("Diagnostic Code") on one or more of the devices attached to the Environment. The Diagnostic Code is deleted in its entirety after the testing process concludes. Although our diagnostic tools may have access to—and report on the existence of—personal information and/or personal data in the Environment, we do not review or copy such information at any time during the testing process. None of your files will be erased, modified, opened, reviewed or copied at any time during the testing process. The Diagnostic Code will not install or create any disabling device, or any backdoor or hidden entryway into the Environment, and the results of the diagnostic testing will be kept confidential by Radcomp. We do not warrant or represent that the testing process will result in any particular outcome, or that any particular issue, hardware or software configuration will be correctly detected or identified.

Monitoring Services; Alert Services

Unless otherwise indicated in this SOW, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by Radcomp, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SOW, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation



services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SOW. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In order to improve security awareness, you agree that Radcomp or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Declination of Backup / Recovery Service

You have declined our data backup and recovery service; accordingly, you understand and agree that we may be incapable of recovering any data that is lost, corrupted, or damaged for any reason. If requested by you, we may attempt to recover lost, corrupted, or damaged data that was not backed up; however, we do not warrant or guarantee that our efforts will be successful. Regardless of the outcome, such diagnostic and/or recovery services will be billed to you at our then-current hourly rates.

O365 / Email / G Suite

You are solely responsible for the security, confidentiality and integrity of all email, and the content of all email, received, transmitted or stored through the Office 365 and G Suite email services ("Email"). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by Radcomp or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or



programs. In addition, you must not use the Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

Radcomp reserves the right, but not the obligation, to suspend Client's access to the Email and/or all transactions occurring under Client's Email account if Radcomp believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

VoiP / Phone System

911 Dialing / Emergency Dialing - Limitations

The VoiP Service ("VoiP Service") does not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoiP Service is not automatic; Client must take affirmative steps to register the address where the VoiP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoiP Service of the non-availability of traditional 911 or E911.

When a VoiP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoiP calling device without Radcomp's written consent. Client shall hold Radcomp harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoiP System must provide their address and phone number in order to get help. Client hereby authorizes Radcomp to disclose Client's name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoiP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoiP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates ("Patches") as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the



Environment, unstable or cause the managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither Radcomp nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. All targeted devices must remain powered on and awake for the entire duration of the backup process. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. Radcomp cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that Radcomp shall be held harmless if such data corruption or loss occurs. Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.

Procurement

Equipment and software procured by Radcomp on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, Radcomp does not make any warranties or representations regarding the quality, integrity or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. Radcomp is not a warranty service or repair center. Radcomp will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which Radcomp will be held harmless.

IT Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and Radcomp's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, Radcomp is not endorsing any particular manufacturer or service provider.



VCTO or VCIO Services

The advice and suggestions provided by us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes <u>only</u>. Radcomp will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship or position with Client. Under no circumstances shall Client list or place the Radcomp on Client's corporate records or accounts.

Sample Policies, Procedures

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

<u>Software Development – Use of Open Source Code</u>

The software developed under this SOW will include open source code; however, unless otherwise expressly noted in this SOW, the inclusion of the open source code will not impose any additional fees, costs, or usage restrictions on Client. Client is instructed, however, to refrain from separating or isolating the open source code from the software, since the use of certain open source code, in isolation or in conjunction with third party materials or code, may trigger additional licensing or usage restrictions for which we will not be responsible.

Penetration Testing; Vulnerability Assessment

You understand and agrees that security devices, alarms or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.



HaaS

You will use all Radcomp-hosted or Radcomp-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure violates the terms of this SOW or the Agreement.

Domain Name Services

If you register, renew or transfer a domain name through Radcomp, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions or failures of the Registrar.

Unsupported Configuration Elements Or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at Radcomp, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like term in the service description (an "Unsupported Service"). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

IP Addresses

Any IP addresses provided to Client by Radcomp during the term of this SOW are managed by Radcomp and Radcomp will retain these IP addresses after termination of this SOW, meaning that they may not be transferred or utilized by Client after termination of this SOW.

Hosted Services

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be



"spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to Radcomp or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. Radcomp shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify Radcomp immediately to request the login information be reset or unauthorized access otherwise be prevented. Radcomp will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

Acceptance

Hood River County Library District

RADCOMP Technologies

Par the

Signed		Signed	_0
Name	Rachael Fox	Name	Ryan Kreps
Title	Library Director	Title	CEO
Date	June 04, 2025	Date	June 04, 2025

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 502 State Street 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. <u>Director's Time.</u> 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. <u>Outside Business</u>. 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. <u>Civic Involvement</u>. 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, 2025, and continuing through the 30th day of June, 2026, 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. <u>Termination without Cause</u>. 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. <u>Termination For Cause</u>. 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. <u>Severance for Termination with Cause.</u> 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. <u>Salary.</u> The base salary for the Director shall be \$104,894 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. <u>Automobile.</u> 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. <u>General Reimbursements</u>. 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. <u>Professional Development and Organizations</u>. 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. <u>Membership Dues for Professional Organizations</u>: 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. <u>Membership dues for Civic Organizations:</u> 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 17th day of June, 2025.

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		_



LEASE AGREEMENT 2025-2026

This lease is made and entered into by and between Hood River County Library District. (LESSEE) hereinafter called "HRCLD", and Hood River County School District (LESSOR) hereinafter called the "DISTRICT."

1. Description of Premises

a) The DISTRICT hereby leases to HRCLD and HRCLD leases from the DISTRICT a portion of certain real property commonly known as the Cascade Elementary School, located at 300 Wa Na Pa Street, Cascade Locks, Oregon referred to herein as ("Property). Specifically, the DISTRICT agrees to allow use Rooms 11 and 13 of the Property and common areas of the Property needed for bathroom facilities, ingress, and egress for use by HRCLD to locate its Cascade Locks branch library.

b) HRCLD agrees:

- to adhere to all School Board Policies and Rules:
- that all use shall be scheduled with the Facilities Use Coordinator for the use of the CL Rooms #11 & 13 including access to restrooms;
- that the premise shall be used and occupied in a safe and proper manner; that no nuisance, trade or custom that is unlawful or hazardous shall be permitted therein; and,
- that no waste shall be committed upon, nor any damage be done to said premises.

2. Term

The term of the lease shall be for a period of 12 months beginning July 1, 2025 and ending June 30, 2026. Either party may cancel this lease at any time with 120 days written notice to the other party. Notwithstanding the foregoing, DISTRICT may terminate this Agreement immediately and without notice if it is found that HRCLD has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

3. Rent

HRCLD shall pay to the DISTRICT rent of \$0.81061 per square foot for a total of \$1,391.01 per month based upon 1,716 square feet. Said rent includes payment for utilities (water, sewer, electricity, trash service, internet, basic custodial services and cleaning supplies). Any rent due shall be payable on the 1st day of each month with the first payment due on or before the first day of the lease agreement. Rent will be mailed to

Hood River County School District, Attn: Business Services, 1011 Eugene, Hood River, OR 97031. Rent for partial months shall be pro-rated.

4. Insurance and Indemnity

- a) Subject to any and all limitations, exclusions, and notice requirements of the Oregon Tort claims Act (ORS 30.260 through 30.300) and the constitution of the State of Oregon, each party shall be responsible for their own acts and those of its officers, employees, or agents. The parties agree that they will hold harmless, waive, release, indemnify, defend, and discharge each other from all liability and claims arising from each party's own acts and omissions. The parties agree to this defense and indemnification to the fullest extent allowed by law, which includes liability and claims arising from negligent acts or omissions. Each party agrees to have adequate general liability coverage to cover any tort claim that could arise from this agreement including coverage for sexual molestation and abuse, and injuries to the head, brain, neck and spine.
- b) Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.
- c) Covid 19 Liability. HRCLD understands the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. HRCLD acknowledges that it understands the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. HRCLD shall indemnify, defend, and hold harmless the School District from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of HRCLD's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19.
- d) Sexual Conduct and Abuse Provision. HRCLD acknowledges the School District's obligations related to abuse and sexual conduct. If there are reports or allegations of sexual conduct or abuse involving one of HRCLD's employees, HRCLD agrees to immediately remove that employee from providing services to the School District. HRCLD will follow the School District's requests for removal of such employees following a report or allegation. HRCLD will cooperate in any investigation being conducted by School District, law enforcement, DHS, ODE and/or TSPC. HRCLD has received information regarding abuse and sexual conduct and the School District will provide current information to HRCLD on an annual basis. HRCLD will provide information necessary for district to perform background checks on any employee who may have direct, unsupervised contact with students, in accordance with state law and district policy. All of HRCLD's employees who may have direct, unsupervised contact with students, will complete the School District's sexual conduct and child abuse training program prior to having direct, unsupervised contact with students.

5. Assignment

HRCLD shall not assign this lease, or any interest therein, or any portion thereof; nor shall HRCLD sublet any portion of the demised premises, nor permit any other person to occupy or use said premise or any part

thereof, without first obtaining the written consent of the DISTRICT. There shall be no personal storage use on the leased premises.

6. Alcohol, Drugs, and Weapons

The HRCLD shall familiarize itself with all District policies regarding Alcohol, Drugs, and Weapons. HRCLD shall comply with all the conditions of said policies. HRCLD understands that the DISTRICT does not allow any alcoholic beverages, tobacco products, drugs, or weapons on DISTRICT property, and agrees to uphold these and other conditions contained in its policies and procedures.

7. Inspection of Premises

The DISTRICT and its representatives shall have the right to search or inspect the premises, fixtures, and equipment at any time.

8. Alterations and Additions

Except as set forth in the attached Appendix A, HRCLD shall make no alterations or additions to the leased premises without prior written consent of the DISTRICT, which all reasonable requests will be considered, and any permanent improvements to the leased premises made by HRCLD shall remain the property of the DISTRICT at the termination of this lease, except as otherwise provided below.

9. Taxes

Under the provisions of ORS 307.112, certain real property tax savings resulting from the exemption of the property leased herein shall be to the benefit of the DISTRICT. In future tax years, in the event for reasons not foreseen, if the DISTRICT loses the tax exemption status for the space defined in this lease, then, for purposes of this lease, an adjustment to the rent shall be negotiated which will accommodate the increased tax burden to the DISTRICT.

10. Possession and Surrender of Premises

HRCLD agrees to return to the DISTRICT said premises at the expiration of this lease, in good order and condition, usual wear and tear and damage by the elements excepted, and also to remain liable for rent until all the premises, with keys to the same being returned to the DISTRICT in like good order, and no demand or notice of such delivery shall be necessary. At the termination of this lease, all trade fixtures and equipment, unless a permanent improvement, provided or installed by the HRCLD, moveable partitions, furniture and equipment of HRCLD shall remain HRCLD property and may be removed from the leased premises.

Any property remaining on said premises belonging to the HRCLD remaining 60 days after the termination of the lease shall be considered property of the DISTRICT. At that time DISTRICT shall immediately remove all property in accordance with its policies and procedures.

11. Repairs and Maintenance

3 of 5

DISTRICT'S obligations:

- a) Repairs and maintenance of the roof and gutters, exterior walls, load bearing walls, structural members, and foundation.
- b) Repair and maintenance of interior walls, ceilings, doors, windows, and related hardware.
- c) Painting of exterior walls.
- d) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by HRCLD and the DISTRICT.
- e) Repair and maintenance of water, sewage, gas, electrical, and plumbing services.
- f) Repair and maintenance of the heating and air conditioning system.
- g) The DISTRICT shall be responsible for all other items listed in Appendix A, Item A.

HRCLD'S obligations.

- a) Any repairs necessitated by the negligence of HRCLD, its agents, employees, and invitees.
- b) All other repairs to the premises that the DISTRICT is not required to make under Section A above.
- c) All painting of interior walls, with approval of District Maintenance Director.
- d) The HRCLD shall be responsible for all costs for the approved repair or addition, including permitting and inspection.
- e) The HRCLD shall be responsible for all other items listed in Appendix A, Item B.

b) 12. Governing Law

This lease shall be construed and enforced in accordance with the laws of the State of Oregon.

13. Amendments

No waivers, alterations or modifications of this lease or any agreements in connection therewith shall be valid unless dully executed in writing by both the DISTRICT and HRCLD.

14. Time is of the Essence

Time is of the essence of this lease

15. Force Majeure

Neither the School District nor HRCLD shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the Parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

IN WITNESS WHEREOF, the undersigned DISTRICT and HRCLD have executed this lease in duplicate as of the date it is mutually executed.

HOOD RIVER COUNTY SCHOOL DISTRICT:	HOOD RIVER COUNTY LIBRARY DISTRICT:
Date	Date

LEASE AGREEMENT 2025-2026

APPENDIX A

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library District for the 2025-26 School Year, beginning July 1, 2025 through June 30, 2026. The DISTRICT and the HRCLD have mutually determined public hours of use for the Library. It is mutually agreed that the public will not access the Library or associated services on the Cascade Locks School campus outside the following hours of operation during the school calendar:

- Tuesday: 2:30 pm to 9 pm
- Wednesday: 10 am to 9 pm
- Thursday: 2:30 pm to 9 pm
- Friday 10 am to 9 pm
- Saturday: 8 am to 9 pm
- Sunday: 8 am to 9 pm

In addition, summer library programming may occur Tuesday through Sunday 8 am to 9 pm outside of the school calendar.

A. The DISTRICT'S obligations:

- a. Provide Internet access/web filtering service and Wi-fi
- b. Modify filtering for HRCLD equipment and networks as necessary for HRCLD to serve the general public
- c. Rooms will be keyed separately; senior HRCSD staff will retain access for emergency purposes.
- d. Provide six sets of key to access the building and library door.

B. HRCLD Obligations:

- a. Interior painting
- b. Carpet
- c. Telephone service
- d. Install library shelving in accordance with regulatory standards
- e. Provide screen and projector
- f. Signage for HRCLD, including hours of operation
- g. Computers and printers
- h. Create an emergency plan with protocols for obtaining emergency services and share with HRCSD
- i. Ensure the library is staffed appropriately at all operational times

Initials:	Initials:
Date:	Date:

Job Description

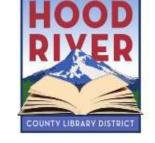
Position Title: Adult Services Librarian

Classification: Librarian I

Hours Per Week: Full time - 32 hours per week

FLSA Status: Non-exempt

Salary Range: \$27.48 to \$30.94



General statement of duties

The Adult Services Librarian is responsible for developing, implementing, and evaluating comprehensive library services and programs for adults 18 years and older across all branches and community locations. This position plays a crucial role in engaging adults by developing diverse community programs and partnerships, and maintaining diverse collections in collaboration with other staff. The librarian champions the library's mission by providing welcoming, inclusive services that promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between the library and local organizations and adult-focused community groups.

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

Patron service and programming

- Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for patrons. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.
- Provide proactive and innovative services consistent with the needs of adult patrons.
- Develop and present diverse programs across all library branches, bookmobile, and external community locations. This includes educational, literacy, and community interest programs. Such as author readings, special events, and the annual Summer Reading Program. 502 State Street

Hood River - OR 97031

541 386 2535

- Develops and delivers technology, electronic resources, and library services training classes.
- Conduct outreach to patrons utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
- Network and collaborate with community organizations.
- · Collaborate with the staff to serve patrons of all ages.

Collection development and information services

- Participates in the selection, replacement, and weeding of adult materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
- Maintain diverse collections that represent all perspectives and assist adults in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
- Provide information, readers' advisory, and reference services in-person, by phone, and online.
- Maintain current knowledge of adult literature, authors, and trends in adult library services.
- Give library tours to classes, including book talks and related activities.

Library space and promotion

- Maintain an inviting adult area with recommended book lists, displays, and selfguided activities.
- Collaborate with the marketing team to publicize programs through various channels.
- Assist in designing and maintaining the library website's adult services section and managing social media accounts.
- Operate Sprinter Van bookmobile, including driving to community locations and performing safety checks.

Administrative and professional duties

- Serve as Person-In-Charge of the building when required.
- Works with staff and volunteers involved with acquisitions, evaluation of donations, repairing, rotating, and denewing of library materials and weeding of the collection.
- · Collect, maintain, and report statistical data as needed.
- Seek out and assist in writing grants to enhance library services.
- Serve as rotating chair of the Program Team Committee.
- · Manages budget for adult programs and collection development.
- 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 to 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 and Bookmobile.
- 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.

Minimum qualifications

- Bachelor's degree in a library or education related field.
- Two or more years of professional experience working with adults (ages 18 and up) in a library setting or similar working environment.
- Any equivalent combination of six (6) years of education, experience, and training satisfying the above.

Desired experience, education, and skills

- · 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
- Experience working with organizations serving underserved populations
- · Experience building community partnerships
- · Experience working in school or public libraries
- Knowledge of current trends in library services for adults (ages 18 and up)
- Knowledge of adult literature and culture and best practices for serving adults

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Valid driver's license and the ability to meet the Library District's driving standards; willingness to drive a Mercedes Sprinter Van.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

Knowledge, skills and abilities

- Demonstrate strong skills in planning, implementing, and evaluating adult-focused library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project. assessments to ensure continuous improvement of adult services and programs.
- Thorough understanding and advanced knowledge of library services to adults.
- 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.
- Ability to plan, present, and promote engaging programming for adults.

- Familiarity with library resources, programs, and services, focusing on adult services.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2), and collection development policies.
- 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.

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.

Essential physical abilities and working conditions

- The Librarian I is a full-time position, up to 32 hours per week. Weekends and some evening hours and are required.
- Stands or walks 50% 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.

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: June 17, 2025