

Library Board of Directors
Regular Meeting Agenda
Tuesday, July 21, 2026, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Yesi Rojas, 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/88987942233>, Meeting ID: 889 8794 2233

	Agenda Items	Action	Responsible
I.	Call to Order		Karen Bureker
II.	Roll call		Rachael Fox
III.	Approval of the agenda	Motion	Karen Bureker
IV.	Approval of the consent agenda	Motion	Karen Bureker
V.	Actual or potential conflicts of interest		Karen Bureker
VI.	Citizen comment (3 minutes each)		Karen Bureker
VII.	City of Hood River presentation on the proposed Safety and Housing bond measure for the November 2026 ballot		Will Norris
VIII.	Reports		
	i. May and June 2026 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director's report		Rachael Fox
IX.	Old Business		
X.	New Business		
	i. Board Officer Elections	Motion	Karen Bureker
	ii. Resolution establishing a regular meeting day, time, and location for 2026-27	Motion	President
	iii. Resolution appointing agents of record	Motion	President

	iv. Hood River County Library District Code of Ethics for Members of the Board of Directors	Motion	President
	v. Discussion of Friends of the Library and Library Foundation liaisons	Motion	President
	vi. Proposal: HR Answers – Library Director Evaluation Process	Motion	President
XI.	Announcements		
	i. Comments from board members		All
	ii. Requests/Comments from Library Director		Rachael Fox
XII.	Agenda items for next meeting		President
XIII.	Adjournment regular meeting		President

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		Karen Bureker
II.	Roll call		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions)	Motion	Karen Bureker
IV.	Approval of the consent agenda i. Minutes from the June 16 regular board meeting Attachment: - IV.i. Minutes from the June 16, 2026 regular board meeting ii. Minutes from the June 16 special meeting Attachment: - IV.ii. Minutes from the June 16, 2026 special meeting iii. Invoice Servpro Attachment: - IV.iii. Invoice Servpro - This invoice covers the water restoration related to the water intrusion that occurred on Thursday, June 4, 2026 in the Hood River Children's Library, performed by ServPro. This process was overseen by our insurance company, Special Districts Insurance Services (SDIS), and we will pay ServPro directly and be reimbursed. SDIS has approved the invoices and mailed a check for reimbursement. The invoice exceeds my spending authority, so I am requesting Library Board approval in the amount of \$10,557.97.	Motion	Karen Bureker

iv. Invoice John Inglis

Attachment:

- IV.iv. Invoice John Inglis
 - This invoice covers the water damage restoration of the walls and base trim related to the water intrusion that occurred on Thursday, June 4, 2026, performed by our maintenance person John Inglis. This process was overseen by our insurance company, Special Districts Insurance Services (SDIS), and we will pay John Inglis directly and be reimbursed. SDIS has approved the invoices and mailed a check for reimbursement. The invoice exceeds my spending authority, so I am requesting Library Board approval the invoice in the amount of \$5,720.

v. Invoice Libraries of Eastern Oregon

Attachment:

- IV.v. Libraries of Eastern Oregon annual invoice
 - The Hood River County Library District became a member of LEO in 2011. The membership allows us to negotiate group contracts with the goal of mitigating the costs of providing library programs, services, and content.

This agreement is made by and between the Hood River County Library District and the Libraries of Eastern Oregon (LEO) [Consortium], a consortium of public and tribal libraries in the fifteen Central and Eastern Oregon counties of Baker, Crook, Gilliam, Grant, Harney, Hood River, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler.

The invoice covers membership dues, Library2Go (Digital books, audiobooks and magazines), and admin fees. I ask the Library Board to approve the invoice in the amount of \$7,164.

vi. Engagement letter

Attachment:

- IV.vi. Engagement letter Onstott, Broehl, Cyphers 2026-27

Onstott, Broehl, and Cyphers provide our accounting

	services for the District. We signed a three year contract with them, which runs July 1, 2026 to June 30, 2029. Each year, they present the District with an engagement letter, in which the cost of services may be adjusted. The cost this year is the same as presented in their contract approved at the June 16, 2026 Library Board meeting. It will be \$2,025 per month for fiscal year 2026-27.		
V.	Actual or potential conflicts of interest		Karen Bureker
VI.	Citizen comment (3 minutes each)		Karen Bureker
VII.	City of Hood River presentation on the proposed Safety and House bond measures for the November 2026 ballot Will Norris, Urban Renewal Administrator for the City of Hood River, will present to the Library Board.		Will Norris, City of Hood River
VIII.	Reports		
	i. May and June 2026 Financial Statements Attachment: ○ VIII.i. May Financial Statements The District has received \$1,325,968 in total tax revenue (current and prior years) for the General Fund this year. Combined with additional revenue from fees, intergovernmental sources, and interest, total General Fund revenue is \$1,372,785. The District is tracking well for this time of year. The June financial statements were not available at the time of library board packet distribution.		Rachael Fox
	ii. Friends update • There is nothing to report as The Friends of the Library do not meet in July.		Rachael Fox
	iii. Foundation update • The Library Foundation is having their annual brick campaign. The Library Foundation sells bricks to be laid along the path of the Georgiana Smith Memorial Gardens, the lovely green space adjacent to the Hood River Library. Bricks are sold once a year at the cost of \$100 each and inscribed with the wording of patron's choice. Patrons can visit the Library Foundation website for more information, or pick up a brick order form at the Hood River Library.		Rachael Fox

	There is nothing additional to report as the Library Foundation does not meet in July.		
	iv. Director's report PROGRAMS AND EVENTS Summer Reading Program Step into a summer of exciting programs, art adventures, and fantastic performers, at Hood River Library's All Ages Summer Reading Program! We have a complete list programs in our brochure which can be picked up at any location or by visiting our website. <i>Patrons can participate at the following locations:</i> Hood River Library, Cascade Locks Library, Parkdale Library, Bookmobile Route, Mercado Del Valle (Odell) <i>Thank you to our sponsors and community partners:</i> Friends of the Library, Library Foundation, Mike's Ice Cream, Portland Trailblazers, Lake Taco, Buddy's Arcade, WAAAM, Discover Bicycles, Hood River Railroad, Hood River Soaring, Big Winds, Mount Hood Meadows Disability Pride Month 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. This month-long celebration Disability Pride Month celebrates people with disabilities, their identities, their culture, and their contributions to society. It also seeks to change the way people think about and define disability, to end the stigma of disability, and to promote the belief that disability is a natural part of human diversity in which people living with disabilities can celebrate and take pride. It is a chance for people with disabilities to come together and celebrate being themselves, no matter their differences. It is also a chance to raise awareness of the challenges they still face every day to be treated equally. Discover the diverse range of materials available in our		Rachael Fox

collection. Visit the library, search our online catalog, download ebooks and audiobooks or stream movies.

ALL AGES PROGRAMS

- **Mid-Summer Foam Party**, Wednesday, July 15
Cascade Locks Library, 12:00pm, Parkdale Library, 3:00pm, Hood River Library Lawn 5:30pm. Foam machine, water balloons, ice pops.

ADULT PROGRAMS

- **Lacing Communities Together Workshop**, Saturday, July 11th, 2:00-5:00pm, Meeting Room.
Curious about the Lacing Communities Together project but not sure where to start? Join our beginner-friendly workshop and learn how to create a simple lace triangle that will become part of a collaborative art installation celebrating the Columbia River Gorge. Learn more about the project at:
<https://www.columbiagorgemuseum.org/lace-project>
- **Tales & Trails**, Friday, July 17th, 9:00am, Columbia Gorge Discovery Center & Museum.
This summer, Hood River County Library heads outdoors to places in the Gorge! Download a free Discover & Go pass and join our guides as they share stories about the place. Then, take some time to explore these beautiful areas on your own.
- **Sights & Sounds**, Thursday, July 30th, 6:00-7:00pm, Hood River Library Meeting Room. See photography in a whole new way. Join Kerry Cobb for The Sights & Sounds of Art as stunning images are paired with music to create a unique experience for the eyes, ears, and imagination.
- **Free Yoga: Parkdale**, Saturday, July 25th, 10:30-11:30am, Parkdale Library. Make time for yourself this busy summer. Join us for a free, all-levels yoga class at Parkdale Library and enjoy an hour of movement, relaxation, and community.
- **Hood River Book Club** Wednesday, July 8th, 12:30pm, Meeting Room and Zoom, This month's book club selection is *The Briar Club* by Kate Quinn.
- **Cascade Locks Book Club** Thursday, July 23, 5:15pm, *The Bullet That Missed* by Richard Osman.

	• 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). • Lacing Communities Together, May - August, 2026, Hood River, Parkdale, & Cascade Locks Libraries. Be part of a Gorge-wide art project—no experience needed! “Lacing Communities Together” invites beginners and seasoned crafters to create a simple lace triangle inspired by the landscapes and communities of the Columbia River Gorge. Your piece will join others in a large installation that reflects the beauty and diversity of our region. Join an in-person session, or starting June 1, stop by the Hood River Library to pick up a take-and-make kit. Then, return your finished lace square to be included in the final artwork. Learn more and get started: columbiagorgemuseum.org/lace-project, In partnership with Columbia Gorge Museum and Wasco County Library District.		
	TWEEN AND TEEN PROGRAMS • Teen Game Room Wednesdays, 3-5pm, Hood River Library Meeting Room. Teens have a space to hang out and play games with friends. We are hosting a teen game time every Wednesday this summer from 10-12 in our Meeting Room. Snacks provided, all table top games, board games, and RPGs welcome! • Craft Studio, Thursdays, 2-4pm, beginning June 25th, Hood River Library Meeting Room. Our Meeting Room will become and open arts and crafts studio for teens! We'll provide all of the materials needed for a different project each week, with options to work on multi-week projects or do your own thing! We'll work on a variety of projects, like glass bead suncatchers, ceramic wind chimes, resin jewelry, clay flower frogs, and more! Teen Craft Studio will continue every Thursday this summer from 2-4 PM!		

	• OBOB Summer Book Club for Middle & High Schoolers, Thursdays, 4-5pm, Hood River Library Meeting Room. Want to compete in Oregon Battle of the Books but feel too busy to focus on so many new books once school starts? Join our library summer book club and start reading OBOB books now, then meet weekly to discuss with friends and start prepping for next year's tournament! You'll get a huge head start and can also earn extra raffle tickets for teen summer reading prizes by reading OBOB books and participating in the OBOB club! Open to all Middle Schoolers and High Schoolers. • Magic: the Gathering Every Friday at 4pm in the Library Theater Program provided by Hood River Hobbies. • Dungeons and Dragons 2nd and 4th Wednesdays, 5-7pm, Hood River Library Meeting Room/Theater Beginner Dungeons and Dragons group for tweens and teens, led by experienced Dungeon Masters.		
	CHILDREN'S PROGRAMS • Angel Ocasio, Wednesday, July 1, Cascade Locks Library, 12:00pm , Parkdale Library, 3:00pm, Hood River Middle School Auditorium 5:30pm Interactive one man variety show. • Dragon Theater Puppets, Wednesday, July 8, 5:30pm, Hood River Middle School Auditorium. Interactive hilarious puppet show. • Matt Baker Stunt Show, Wednesday, July 22, 5:30pm, Hood River Middle School Auditorium. Stand up comedy and amazing stunts. • Reptile Man, Wednesday, July 29 Cascade Locks Library, 12:00pm, Parkdale Library, 3:00pm, Hood River Middle School Auditorium, 5:30pm. Interactive show w/ live animals. • 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!		

	• OBOB Book Club, 3rd-5th Grade, Wednesdays, 3:30-4:30pm, Kids Theater. Want to compete in Oregon Battle of the Books but feel too busy to focus on so many new books once school starts? Join our library summer book club and start reading OBOB books now, then meet weekly to discuss with friends and start prepping for next year's tournament!		
	BOOKMOBILE OUTREACH • Mercado del valle, Summer Reading Program, Prizes, Booths, Food, & Entertainment, Thursdays, All dates: 5:00-7:00 pm, Atkinson Rd. Downtown Odell. • June 18th • July 2nd & 16th • August 6th & 20th • September 3rd 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 Hood River Aquatic Center • 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 Westside Elementary School • 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 Odell (Empty lot next to the Fire Station)		
IX.	Old Business		Karen Bureker
X.	New Business		
	i. Board Officer Elections	Motion	Karen Bureker

Annually, the Board elects a President and Vice President, as delineated in the Board Governance Policy. Nominations can be taken from the floor. Successful candidates require a majority of the vote in favor. If there are any changes, the newly elected President will need to state that the new President, Vice President, Library Director Rachael Fox, and Assistant Director Mo Burford are authorized to sign checks for the District, and that the board member(s) previously in that role be removed from signing authority. Fox will then alert the district bank to update the bank signature card. At the June 16, 2026 meeting, the Library Board discussed rotating the President and Vice President positions each year, as recommended at the recent Special Districts Association of Oregon conference. The Library Board also discussed a process for maintaining a check signer while the check signers are changed over at the bank when the positions change, which can take 4–8 weeks. The Board discussed moving the Vice President into the President position each year, rotating in this way to ensure a check signer is in place at all times. The Board will discuss this further at the meeting.		
ii. Resolution establishing a regular meeting day, time, and location for 2026-27 Attachment IX.ii. Resolution No. 2026-27.01 – Resolution establishing a regular meeting day, time, and location for 2026-27 The Board's regular meeting time, date, and location needs to be established annually. At the June regular meeting, Board members agreed that the third Tuesday from 7:00-9:00pm was a good time for regular monthly meetings.	Motion	President
iii. Resolution appointing agents of record Attachment IX.iii. Resolution 2026-27.02, appointing agents of record The District must appoint its insurance agents of record. We have two agents: Columbia River Insurance assists the District with general liability and property insurance, which we currently obtain through Special Districts Insurance Services. Epic	Motion	President

Insurance Brokers and Consultants, LLC of Bend, Oregon assists us with employee benefits, such as health insurance, which we currently obtain through Special Districts Insurance Services, Regence (medical and vision), and Delta Insurance (dental). Both agents have been helpful. The attached resolution affirms these companies as our agents of record for the coming year.		
iv. Hood River County Library District Code of Ethics for Members of the Board of Director Attachment: IX.iv. Hood River County Library District Code of Ethics for Members of the Board of Directors In June 2023 the Library Board approved a Code of Ethics for Members of the Library Board of Directors. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year. As this is the first Library Board meeting of the fiscal year, there will be copies for each board member to sign.	Motion	President
v. Discussion of Friends of the Library and Library Foundation liaisons Each year, the District Board designates liaisons to attend the monthly meetings for the Friends of the Library and the Library Foundation. Past Board members have found attending the meetings is appreciated by our support groups, which are a valuable asset to the library through their financial and volunteer support. I also attend all the meetings and report to the Board. - Friends of the Library – meet second Monday of each month from 11:00-12:00pm. They do not meet in July, August, or December. - Library Foundation – meet third Tuesday of each month from 4:00-5:30pm. They do not meet in July, August, or December.	Motion	President
vi. Proposal: HR Answers – Library Director Evaluation process Attachment:	Motion	President

	IX.vi. Proposal: HR Answers – Library Director Evaluation process The Library Board met with a consultant from HR Answers during a planning session at a special meeting on Tuesday, June 16, to update the Library Director evaluation process. Having an outside entity administer the executive director evaluation is the current recommended practice by the Special Districts Association of Oregon (SDAO) for boards managing executive directors. HR Answers is the consulting firm the District already accesses through its SDAO membership, which qualifies it for a discounted rate. The Board discussed hiring the outside firm to administer an updated evaluation process going forward and requested a proposal for services. The Board will review the proposal the meeting.		
XII.	Announcements		
	i. Comments from board members		Board members
	ii. Requests/Comments from Library Director		Rachael Fox
XIII.	Agenda items for next meeting - Employee Handbook update - Library shelving bids		President
XII.	Adjournment regular meeting		President

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
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- ORS 192.660 (1) (i) Personnel

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	Agenda Items	Action	Responsible
I.	Call to Order Library Board President Sara Marsden called the meeting to order at 7:00pm.		Sara Marsden
II.	Roll call Fox conducted a roll call. Sara Marsden, Karen Bureker, Megan Janik, Jean Sheppard, and Yesi Rojas were present. Library Director Rachael Fox and Assistant Director Mo Burford were also present. Uplift Local documenter Natasha White was also present.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Janik moved to the agenda. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard and Rojas.	Motion	Sara Marsden
IV.	Approval of the consent agenda Janik moved to approve the consent agenda with the Library Budget Committee meeting minutes from May 12, 2026 and the Library Board regular meeting minutes from May 19, 2026. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard, and Rojas.	Motion	Sara Marsden
V.	Actual or potential conflicts of interest None stated		Sara Marsden
VI.	Citizen comment (3 minutes each) No comment		Sara Marsden
VII.	Reports		
	i. April and May 2026 Financial Statements		Rachael Fox

	There was nothing to add to the written report.		
	ii. Friends update Fox explained that the Friends of the Library donated funds to purchase Playaway devices, which come with a single audiobook installed on each device. Fox stated these devices are popular with our patrons and we currently have copies for kids but want to expand into teen and adult titles. Other libraries also carry these devices for all ages. Fox explained that audiobook CDs are on their way out, as many people no longer have CD players, especially in newer cars. Our current Playaway devices require headphones, and we're waiting to purchase more until the newer units with Bluetooth capability are released. Marsden asked whether patrons check these out from our own collection. Fox confirmed yes. Marsden asked if the book on a device can be changed, and Fox explained that each device holds only one book and cannot be swapped. Fox noted that audiobooks are expensive, and the cost of a Playaway is comparable. Burford added that only one company currently produces audiobooks on CD, and they will be moving away from that format. Marsden asked if Playaways are intended for parents who don't want their kids to have a device. Fox said yes, but they also serve as an alternative format, since Libby (our online ebook and audiobook service) often has long wait times for popular titles. Playaways allow patrons to check out a copy immediately, or, if the title is in high demand, to experience a much shorter wait period than they would for the digital version. Rojas asked if we purchase them in groups. Fox explained that we purchase them individually, but we have a standing order that automatically ships new bestsellers for kids. Rojas asked about cost. Fox said each device runs around \$100. Burford noted that traditional audiobooks on CD can range from \$30 to \$120 depending on the length of the title. Marsden asked if Playaways are listed on Libby. Fox said no, they're listed in the Sage catalog. The library will add displays and provide patron education about them. Marsden asked if we'd be getting new titles each year. Fox stated yes and explained that we hold onto devices but would pull them from circulation if no one is checking them out, similar to how we manage our other collections. Marsden asked about copyright, and whether there's a limit on how many times an item can be checked out. Fox said it works		Rachael Fox

	the same as any other physical title we've purchased and the library owns the title and can circulate the items as many times as we want. Rojas asked if we can trade devices with other libraries. Fox noted that other Sage libraries also carry them. Marsden asked whether the devices are bulky, expensive, or prone to breaking. Fox said they hold up well and don't break. Burford added that they run on batteries but don't drain them quickly. The library supplies headphones, which we include. The devices are compact and durable tough squares. Fox closed by noting that not every patron wants to download items, and Playaways allow patrons to continue having access to physical formats.		
	iii. Foundation update There was nothing to add to the written report.		Rachael Fox
	iv. Director's report Fox read through the Director's report listed in the board meeting packet.		Rachael Fox
VIII.	Old Business		Sara Marsden
IX.	New Business		
	i. 2026-27 Budget hearing and budget approval Marsden opened the budget hearing at 7:16pm. There were no members of the public present. The hearing closed at 7:17pm as there was no public comment. Janik made a motion to approve the proposed 2026-27 budget and Resolution 2025-26.05, adopting the budget and imposing taxes. Rojas seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
	ii. Approval of recurring payments for 2026-27 Marsden asked if there were any changes. Fox reported there were no additions, but vendors we no longer use, such as Providence for health insurance, were removed from the list. Sheppard made a motion to approve Resolution 2025-26.06, approving recurring and online payments for 2026-27. Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
	iii. Salary Schedule 2026-27 Janik made a motion to approve the salary schedule 2026-27, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and	Motion	Sara Marsden

	Sheppard.		
	iv. Library Director contract renewal Library Director Contract An error resulted in the Library Director contract being omitted from the meeting packet. [The contract was added to the packet and reposted directly following the meeting.] Fox pulled the contract up on the screen, and the Board reviewed it together. Fox worked with legal counsel Ruben Cleaveland to update the contract to create an interim contract while the Library Board moves the contract renewal date from July to January 1 and updates the Library Director evaluation process. The Board reviewed the following updates: “The District Board shall meet with the Director annually on or before December 1 of each year 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.” “This is a renewal of a previous Agreement which has been renewed each year since 2011. The current term of the most recently signed Agreement is from July 1, 2025, to June 30, 2026. The parties desire to change the contract term to coincide with the calendar year, with each renewal term starting on January 1 of each year. Accordingly, the term of this Agreement is from the 1st day of July, 2026, and continuing through the 31st day of December, 2026, unless sooner terminated as provided herein. Prior to January 1, 2027, it is anticipated that the parties will enter into a new agreement after the annual evaluation and assessment is conducted in accordance with Section B above. The new agreement is anticipated to be effective on January 1, 2027, with subsequent one-year renewals to be effective as of January 1 of each year thereafter.” The salary updated to \$108,347 per year — Step 6 on the 2026–27 salary scale, Fox's current step — reflecting the 3.3% cost of living adjustment all District employees will receive this fiscal year. Janik made a motion to approve the Library Director contract, Bureker seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden

v. Accounting bid review and approval Fox stated she recommended continuing with the current firm, as the price is lower and the firm provides the same services with the added benefit that the current firm also handles 1099s for vendors. Marsden asked if Fox was happy with the firm; Fox stated she is and has no major issues. Sheppard made a motion to accept the bid from Onstott, Broehl, and Cyphers and approve the contract with the firm; Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.	Motion	Sara Marsden
vi. ADA door operators public restroom Marsden asked if there would be a button to open the door and hold it open. Fox stated patrons will be able to open the door using the button, either by touch or touchless activation. Fox noted the doors are heavy. Marsden asked if they would require maintenance. Fox stated they will require the same maintenance as the front doors and the lower-level doors, which have the same function, and that the District already has a company that services these doors. Rojas made a motion to approve the quote of \$8,560 from The Door Works Co and \$608.35 from Gorge Electric. Janik seconded. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.	Motion	Sara Marsden
vii. Discussion of 2026-27 President and Vice-President positions Rojas stated the rotation was recommended at the recent Special Districts Association Oregon conference, recommending that the roles of president and vice-president change every year. Bureker said this is what the Fire District board does as well. Fox stated it can take 4–8 weeks to get the check signers changed over when the positions change. Fox recommended to the board it would be best to make sure there is at least one check signer during this transition period, since there is also a new requirement from the bank that could take longer, and noted that other boards have the vice president move into the president position. The board discussed that the Vice President should probably become the president to help avoid a situation where no one could sign checks, but no decision needed to be made today. Marsden asked Bureker if it would work for her to be president		Sara Marsden

	next year, since she is currently vice president. Bureker stated her only concern is if she's on call during a meeting, she would have to leave immediately, and the new vice-president would need to take over. Fox stated the President signs checks one to two times per month, reviews online purchases, and approves the agenda. The board will discuss this further at the July 2026 meeting.		
	viii. Discussion of regular meeting time The Board decided the time of the meeting does not need to be changed.		Sara Marsden
XII.	Announcements		
	i. Comments from board members Marsden asked about the library serving as a cooling shelter for patrons when the library is closed. Fox stated the library would need to pay employees to be present in order to do so. Fox noted that MCCAC has taken responsibility for ensuring there are shelters and supplies available during heat waves. Additionally, the library keeps bottled water on hand for patrons, who can ask for it at the desk. The library also posts information letting patrons know the locations of cooling shelters.		Board members
	ii. Requests/Comments from Library Director Fox stated she would be on vacation for the rest of the week, and Assistant Director Mo Burford will be in charge of the District in her absence.		Rachael Fox
XIII.	Agenda items for next meeting • City of Hood River presentation on the proposed Safety and Housing bond measure for the November 2026 ballot • Board officer elections • Appointing agents of record • Resolution establishing regular meeting time • Discussion Board Library Friends and Foundation liaisons • Employee Handbook update		Sara Marsden
XII.	Adjournment regular meeting The meeting was adjourned at 7:44pm.		Sara Marsden

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

Special Meeting Minutes

Tuesday, June 16, 2026, 6pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Marsden, President

Library Board:

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Megan Janik, Yesi Rojas, 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/84928717202>, Meeting ID: 849 2871 7202

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

Library Board President Sara Marsden called the meeting to order at 7:00pm. Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Sheppard and Rojas.

II. **Conflicts or potential conflicts of interest** Sara Marsden

None stated

III. **Open forum for the general public** Sara Marsden

None present

IV. **Planning session – Library Director Evaluation** Jennifer Schoorl, HR Answers

Schoorl, of HR Answers, met with the Board to discuss reviewing and updating the Library Director evaluation process. Schoorl recommended reviewing job descriptions every one to two years and suggested using Survey Monkey to collect evaluation data, describing effective methods for collating results. Schoorl suggested weighting feedback differently depending on the source (e.g., staff versus Foundation), emphasizing the importance of input from staff Fox directly oversees as well as other staff.

Fox clarified that the community member evaluation involved in evaluating the Director are the Presidents from the Friends and Foundation with whom she works directly. Fox asked what the final presentation to the Board would look like. Schoorl explained she would compile survey data and ratings into both a PowerPoint presentation and a written summary report with takeaways and recommendations.

Marsden asked how the new process would differ from the current one. Schoorl said she would consolidate and reorganize questions, eliminate duplication, and provide a draft of

recommended changes.

Sheppard stated she wanted to ensure staff anonymity, noting that feedback from staff who do not directly report to the Director may be less weighted than feedback from staff who report to Fox. Schoorl responded that the survey would clarify whether a respondent directly reports to Fox, and that anonymity would be preserved through use of a neutral third-party administrator. Sheppard noted past difficulties with participation.

Fox asked whether direct quotes from staff feedback would be visible because it is important anonymity be maintained. Schoorl explained that individual feedback would be grouped and summarized with similar responses so that no one's identity could be inferred, while still capturing the substance of the feedback.

Marsden summarized that Schoorl would address redundant questions and propose changes or additions. Schoorl agreed, adding that the goal was to identify questions useful for tracking trends year over year.

Bureker asked whether year-over-year trends could be tracked. Schoorl confirmed this was possible, and that she could incorporate the prior year's survey to establish a baseline.

Marsden asked whether Schoorl would distribute the survey or whether the Board would continue to do so. Schoorl said she would collaborate with Fox on staff communication, but the survey would ultimately be sent through HR Answers.

Sheppard asked about timing. Fox stated the process needs to be completed before December 31. Schoorl noted a typical turnaround of about two months.

Fox indicated the process would likely begin in October, since it must be complete by December 31. Staff have already been informed the evaluation will occur later than usual this year, as the process is being moved out of the library's busiest season. Fox noted that having all information by the third week of November would allow sufficient time. Then contract approval for the Director position would occur at the December Library Board member.

Sheppard noted that September would be better. Schoorl, Fox and the Board agreed that the process would begin in the middle or end of September.

Schoorl would prepare a proposal for Fox to present at the next library board meeting.

Schoorl left the meeting at this point.

Bureker asked whether other library districts use outside organizations for this purpose. Fox confirmed that SDAO recommended this approach, and that HR Answers is the preferred vendor for this type of HR work and we receive a discount as members of Special Districts Association of Oregon (SDAO).

Marsden asked about cost. Fox said she would obtain pricing information for the next meeting.

Marsden asked whether the Board should also review the job description at that time. Fox agreed this could be done at the same meeting, noting it had been about two years since the last review.

Marsden agreed to proceed, pending cost information.

Sheppard estimated the cost could be as much as \$5,000, given the scope of work involved.

Marsden asked whether Schoorl's involvement could be limited to review and administration, without requiring her to present findings to the Board.

Sheppard responded that the greatest value lies in having a neutral third party involved, which she believes will improve response rates.

Marsden inquired if we needed to conduct this entire process.

Fox added that having an outside party that specializes in Human Resources analyze the data and make recommendations would be beneficial to supporting the staff member in the role of the director and organization.

Fox suggested asking whether the first year might cost more but be less expensive in subsequent years perhaps without requiring a formal presentation.

Rojas stated that perhaps they could request a breakdown of the pricing for the entire process. Fox stated she would request the breakdown from Schrool.

Marsden asked whether one staff member is the only person Fox directly oversees. Fox clarified she directly oversees nine people.

Bureker suggested that, given the scale of the change to the evaluation process, the expense may be worth it in the first year if it would be helpful to Fox, noting that outside assistance may likely not be necessary in future years.

Janik agreed, adding that participation rates could be revisited in the future if turnout does not improve.

Fox noted that Schoorl offered to message staff to encourage survey participation. Fox also stated that she believes feedback from community members (Friends and Foundation) is important for this role, and recommended retaining that survey as well.

Marsden suggested Schoorl could tailor certain questions depending on the respondent's relationship to the library, noting that board members, for example, may not be equipped to answer questions intended for staff.

The Board generally agreed that the current survey contains too many questions.

Sheppard suggested aiming to have information gathered back by September.

V. Adjournment

Sara Marsden

The meeting was adjourned at 6:38pm.

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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ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.



The Landers Group

PO Box 119

Grand Junction, CO 81502

8667401929

AR@sprestores.com

INVOICE

BILL TO

Hood River Library

HOOD-26-0010-WTR;Self

Pay

502 State St

Hood River, OR 97031

USA

SHIP TO

Hood River Library

HOOD-26-0010-

WTR;Self Pay

Rachael Fox

502 State St

Hood River, OR 97031

USA

INVOICE # 1745815

DATE 06/17/2026

DUE DATE 06/17/2026

TERMS Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
Water Restoration	1	10,557.97	10,557.97
SUBTOTAL			10,557.97
TAX			0.00
TOTAL			10,557.97
BALANCE DUE			\$10,557.97

INVOICE

John Inglis

OR CCB #178930

INSURED/ BONDED

Date: 7/13/2026

Inv. #: 45

PAYABLE TO: **John Inglis**
1402 14th Street
HOOD RIVER, OR 97031
541-386-7871

Project: HR County Library, 502 E State St, Hood River, OR
Client: Rachael Fox

Item	Work Description / Materials	Subtotal Cost
	6/17 - 7/12/2023	
1		
2	Water damage restoration: clean/prep base areas, fill drying holes,	
3	treat mold areas, install MDF base trim, install cove base, caulk,	\$5,720.00
4	paint base wall color	
5		
6		
7	Materials: MDF, foam, caulk, paint, cove molding, adhesive	
8	fasteners, bleach	
9		
10		
11		
12		
13		
14		
15		
Payment due within 30 days of invoice date. Late payment fee: 1.5% per month on balance.		
Total Due		\$5,720.00
Thank You!		

Green [G:](#)Workfile/Myjobs/Inv-job.ods

Libraries of Eastern Oregon
 1614 5th St
 La Grande, OR 97850 US
 leolibraries@gmail.com

Invoice



BILL TO

Rachael Fox
 502 State St.
 Hood River, OR 97031

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
Advantage 2114	06/02/2026	\$7,164.00	07/02/2026	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Membership Dues	2026-27	1	1,080.00	1,080.00
	Lib2Go	2026-27 Database Programming	1	4,345.00	4,345.00
	Advantage Support Fee	2026-27	1	435.00	435.00
	Magazines	2026-27	1	1,304.00	1,304.00

BALANCE DUE

\$7,164.00

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

July 5th, 2026

Hood River County Library District
502 State Street
Hood River, OR 97031

We are pleased to confirm our acceptance and understanding of the services we are to provide for Hood River County Library District for the year ended June 30, 2027.

You have requested that we prepare the financial statements Hood River County Library District, which comprise the annual and monthly statement of assets, liabilities, and fund balances – cash basis, and the related statement of revenues, expenditures, and changes in fund balance – cash basis, statement of revenues and expenditures – cash basis, for the year ended June 30, 2027, and perform a compilation engagement with respect to those financial statements.

In addition to the compilation services described, we will also provide payroll services and bookkeeping services that will cover the year ended June 30, 2027. These services are separate and distinct from the compilation engagement and will be performed in accordance with the applicable professional standards for those services.

Our Responsibilities

The objective of the engagement is to—

- 1) prepare financial statements in accordance with the cash basis of accounting based on information provided by you, and
- 2) apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with cash basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the cash basis of accounting and assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of the financial statements in conformity with the cash basis of accounting.
 - a) A description of the cash basis of accounting, including a summary of significant accounting policies, and how the basis of accounting differs from accounting principles generally accepted in the United States of America, the effects of which need not be quantified.
 - b) Informative disclosures similar to those required by accounting principles generally accepted in the United States of America.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection fraud.
- 5) To ensure that the District complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with –
 - a) Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that we may request from you for the purpose of the compilation engagement.
 - c) Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for the designating an individual with suitable skills, knowledge, and experience to oversee our payroll services, bookkeeping services, and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance

on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our report will disclose that 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.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Other Relevant Information

Ken Onstott is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees will be \$2,025 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Invoices for work performed will be submitted at the end of the month and are due within 30 days.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe that letter accurately summarizes the significant terms of our engagement. If you have any question, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Onstott, Broehl & Cyphers, PC

Acknowledged:
Hood River County Library District

Signature

Title

Date

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
May 31, 2026**

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
May 31, 2026**

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Onstott, Broehl & Cyphers, P.C.
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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, 2026, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
June 25, 2026

Hood River County Library District
Balance Sheet - Cash Basis
May 31, 2026

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia Bank	\$295,907			\$295,907
Cash with Hood River County	631,222	\$233,521	\$214,493	1,079,236
Petty cash	224			224
Total Current Assets	<u>927,353</u>	<u>233,521</u>	<u>214,493</u>	<u>1,375,367</u>
TOTAL ASSETS	<u><u>\$927,353</u></u>	<u><u>\$233,521</u></u>	<u><u>\$214,493</u></u>	<u><u>\$1,375,367</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,813			\$1,813
Total Current Liabilities	<u>1,813</u>	<u>0</u>	<u>0</u>	<u>1,813</u>
Total Liabilities	<u>1,813</u>	<u>0</u>	<u>0</u>	<u>1,813</u>
Fund Balances:				
Unassigned	925,540	233,521	214,493	1,373,554
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$927,353</u></u>	<u><u>\$233,521</u></u>	<u><u>\$214,493</u></u>	<u><u>\$1,375,367</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eleven Months Ended May 31, 2026

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$186,020		\$186,020
Property tax revenues - current year	1,305,009			1,305,009
Property tax revenues - prior year	20,959			20,959
Fines and fees	6,258			6,258
Intergovernmental revenue	747	5,347		6,094
Interest revenue	39,812		\$6,369	46,181
Grants and donations	0			0
Miscellaneous	0			0
Total Revenues	1,372,785	191,367	6,369	1,570,521
Expenditures:				
Personal services:				
Wages and salaries	580,830			580,830
Employee benefits	211,215			211,215
Other	2,500			2,500
Total Personal Services	794,545	0	0	794,545
Materials and services:				
Bank charges	1,019			1,019
Bookmobile	3,801			3,801
Building rental	18,692			18,692
Building maintenance	32,563	1,674		34,237
HVAC	20,858			20,858
Elevator	5,795			5,795
Telephone	6,838			6,838
Internet	6,363			6,363
Collection development	76,057	18,818		94,875
Technology	24,533			24,533
Accounting and auditing	26,895			26,895
Courier	4,258			4,258
Custodial services	34,775			34,775
Technical services	4,295			4,295
Library consortium	20,317			20,317
Copiers	9,783			9,783
Elections expense	3,258			3,258
Furniture and equipment	3,580	603		4,183
Insurance	26,578			26,578
Georgiana Smith Memorial Garden	20,181			20,181
Legal services	2,709			2,709
Professional services	6,527			6,527
Dues and subscriptions	5,133			5,133
Miscellaneous	2,675	32		2,707
Postage and freight	1,262			1,262
Printing	1,415			1,415
Programs	219	86,267		86,486
Advertising	571			571
Supplies - office	14,345			14,345
Travel	3,612			3,612
Training	4,605			4,605
Board development	1,302			1,302
Electricity	19,918			19,918
Garbage	1,842			1,842
Natural gas	8,263			8,263
Water & sewer - building	5,091			5,091
Total Materials and Services	429,928	107,394	0	537,322
Capital outlay	0	0	25,707	25,707
Total Expenditures	1,224,473	107,394	25,707	1,357,574
Revenues Over (Under) Expenditures	148,312	83,973	(19,338)	212,947
Other Financing Sources (Uses)				
Operating transfers in			50,000	50,000
Operating transfers out	(50,000)			(50,000)
Total Other Financing Sources (Uses)	(50,000)	0	50,000	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	98,312	83,973	30,662	212,947
Fund Balance - July 1, 2025	827,228	149,548	183,831	1,160,607
Fund Balance - May 31, 2026	\$925,540	\$233,521	\$214,493	\$1,373,554

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2026

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$31,192	\$1,305,009	\$1,278,547
Tax revenues - prior year	905	20,959	10,000
Interest revenue	2,190	39,812	30,000
Fines and fees	616	6,258	4,000
Intergovernmental revenue	0	747	0
Grants and donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	34,903	1,372,785	1,322,547
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	527	9,412	12,464
Library clerk II	12,805	138,450	155,334
Library assistant I	3,866	43,961	83,437
Librarian I	22,475	223,034	244,155
Librarian II	6,429	70,191	77,147
Library director	8,741	95,782	104,894
Payroll taxes and benefits:			
Retirement	4,286	45,721	52,962
Social security	4,110	42,366	51,847
Workers' compensation	19	(729)	1,500
Health insurance	6,752	117,498	152,490
Unemployment insurance	483	6,359	8,449
Paid family and medical leave	0	0	0
Other	0	2,500	0
Total Personal Services	70,493	794,545	944,679
Materials and services:			
Bank charges	198	1,019	500
Bookmobile	75	3,801	5,000
Building rental	1,391	18,692	20,000
Building maintenance	4,175	32,563	30,000
HVAC	0	20,858	20,000
Elevator	226	5,795	3,500
Telephone	342	6,838	8,000
Internet	239	6,363	8,000
Collection development	5,652	76,057	80,000
Technology	2,000	24,533	20,000
Accounting and auditing	0	26,895	35,000
Courier	853	4,258	4,200

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2026

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,925	34,775	37,000
Technical services	0	4,295	4,500
Library consortium	0	20,317	21,000
Copiers	904	9,783	8,000
Elections expense	0	3,258	0
Furniture and equipment	266	3,580	5,000
Insurance	0	26,578	29,000
Georgiana Smith Memorial Garden	3,034	20,181	20,000
Legal services	84	2,709	5,000
Professional services	1,500	6,527	5,000
Membership dues	0	5,133	5,000
Miscellaneous	3	2,675	4,000
Postage and freight	21	1,262	2,000
Printing	16	1,415	2,000
Programs	0	219	13,000
Advertising	151	571	2,500
Office supplies	1,955	14,345	20,000
Travel	2,468	3,612	5,000
Training	0	4,605	3,000
Board development	0	1,302	1,500
Parking reimbursement	0	0	500
Electricity	1,719	19,918	22,000
Garbage	159	1,842	2,300
Natural gas	1,000	8,263	10,000
Water & sewer - building	465	5,091	6,000
Total Materials and Services	31,821	429,928	467,500
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	102,314	1,224,473	1,512,179
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	(50,000)	(50,000)
Total Other Financing Sources (Uses)	0	(50,000)	(50,000)
Change in Fund Balance	(\$67,411)	\$98,312	(\$239,632)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2026

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Donations and grants	\$102,500	\$186,020	\$320,000
Intergovernmental revenue	0	5,347	0
Total Revenues	<u>102,500</u>	<u>191,367</u>	<u>320,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	0	0	4,000
Library clerk II	0	0	4,400
Library assistant II	0	0	0
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	<u>0</u>	<u>0</u>	<u>10,000</u>
Materials and services:			
Building maintenance	0	1,674	0
Internet	0	0	0
Collection development	980	18,818	75,000
Technology	0	0	50,000
Programs	6,163	86,267	100,000
Furniture and equipment	0	603	60,000
Miscellaneous	0	32	0
Office supplies	0	0	0
Other materials and services	0	0	60,000
Total Materials and Services	<u>7,143</u>	<u>107,394</u>	<u>345,000</u>
Capital outlay	0	0	100,000
Total Expenditures	<u>7,143</u>	<u>107,394</u>	<u>455,000</u>
Change in Fund Balance	<u><u>\$95,357</u></u>	<u><u>\$83,973</u></u>	<u><u>(\$135,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 31, 2026

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$828	\$6,369	\$6,000
Other Financing Sources			
Transfer from General Fund	0	50,000	50,000
Total Revenues and Other Sources	<u>828</u>	<u>56,369</u>	<u>56,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	25,707	75,000
Total Expenditures	<u>0</u>	<u>25,707</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$828</u></u>	<u><u>\$30,662</u></u>	<u><u>(\$19,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eleven Months Ended May 31, 2026

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2024	R2R 2025	Carnegie	Teen Intern	Total
Revenues:											
Donations and grants	\$C	\$132,500	\$4,220	\$22,600	\$13,000	\$0	\$0	\$5,347	\$10,000	\$3,700	\$186,020
Intergovernmental revenue											5,347
Total Revenues	0	132,500	4,220	22,600	13,000	0	0	5,347	10,000	3,700	191,367
Expenditures:											
Personal services:											
Wages and salaries											0
Employee benefits											0
Total Personal Services	0	0	0	0	0	0	0	0	0	0	0
Materials and services:											
Building maintenance		1,674									1,674
Collection development		15,924	1,432	1,462							18,818
Furniture and equipment		553		50							603
Miscellaneous					32						32
Programs		45,363	6,726	19,715	10,646		213	3,604			86,267
Total Materials and Services	0	63,514	8,158	21,227	10,678	0	213	3,604	0	0	107,394
Capital outlay	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	63,514	8,158	21,227	10,678	0	213	3,604	0	0	107,394
Net Change in Fund Balance	0	68,986	(3,938)	1,373	2,322	0	(213)	1,743	10,000	3,700	83,973
Fund Balance - July 1, 2025	338	122,175	6,194	4,285	10,958	1,781	213	3,604	0	0	149,548
Fund Balance - May 31, 2026	\$338	\$191,161	\$2,256	\$5,658	\$13,280	\$1,781	\$0	\$5,347	\$10,000	\$3,700	\$233,521

See Independent Accountants' Compilation Report

Resolution No. 2026-27.01

**Resolution establishing a regular meeting
day, time, and location for 2026-27**

RESOLVED, that the Board of Directors of the Hood River County Library District shall meet monthly on the third Tuesday of the month from 7:00 to 9:00p in the Jeanne Marie Gaulke Community Meeting Room of the Hood River Library during the 2026-27 fiscal year.

Adopted by the Board of Directors of Hood River County Library District this 21st day of July, 2026.

ATTEST:

President

Rachael Fox, Secretary

Resolution No. 2026-27.02

**Resolution adopting Insurance and
Employee Benefits Agents of Record**

WHEREAS, special districts need to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors appoints Columbia River Insurance of Hood River, Oregon, as the District's Insurance Agent of Record; and

RESOLVED, that the Board appoints Epic Insurance Brokers of Bend, Oregon, as the District's Employee Benefits Agent of Record.

Adopted by the Board of Directors of Hood River County Library District this 21st day of July, 2026.

ATTEST:

President

Rachael Fox, Secretary

Addendum A

Hood River County Library District Code of Ethics for Members of the Board of Directors

Members of the Board of Directors of the Hood River County Library District (HRCLD) are accountable for HRCLD resources and ensure the provision of quality library services. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.

Members of the Board of Directors of HRCLD commit to:

- adhere to American Library Association (ALA) professional ethical codes, rules and guidelines, as required by Oregon law;
- adhere to ALA Library Bill of Rights as required by Oregon law and public library standards;
- be familiar with the history and formation of HRCLD and in compliance with HRCLD policies;
- respect the opinions of other Board members, even in cases of disagreement or opposing views;
- acknowledge and support the formal position of the Board in public forums;
- support the efforts of librarians in resisting censorship of library materials by groups or individuals;
- represent all patrons and potential patrons of HRCLD fairly and equally;
- protect library users' rights to privacy and confidentiality; and
- immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

Members of the Board of Directors of HRCLD pledge not to:

- present personal philosophies or interests as those of HRCLD, including on social media;
- interfere with the Library Director's management duties or supervision of staff and volunteers;
- be swayed by partisan interests, public pressure, or fear of criticism in fulfilling Board duties;
- engage in discrimination of any kind; or
- use Board member status to gain unwarranted privileges or advantages for themselves or others.

Members of the Board of Directors graciously commit the time and energy to ensure HRCLD provides the best library services possible. If a Board member believes another Board member acted unethically, they may call it to vote. If a majority of the Board determines a breach of ethics occurred, the Board may select a Board member to craft a resolution of censure. A resolution of censure is an official statement of disapproval from the Board of Directors.

Board Member:

Print Name: _____ Signature: _____ Date: _____

Witness:

Print Name: _____ Signature: _____ Date: _____

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Professional Ethics: <https://www.ala.org/tools/ethics>

Oregon Public Library Standards: <https://www.olaweb.org/pld-standards>

Minimum Conditions for Public Libraries (ORS 357.405)

Official Recognition of Public Libraries (Oregon State Library Administrative Rule 543-010-0036)

Adopted by the Board of Directors: June 20, 2023

Last amended: June 20, 2023

Last reviewed: June 20, 2023

PROPOSAL
for
Hood River County Library District (HRCLD)

**Project: 2026 Library Director
Performance Evaluation**

Submitted by HR Answers, Inc.

Jennifer Schoorl

Sr. Consultant

7659 SW Beveland St, Suite 130

Tigard, OR 97223

Phone: 503-885-9815, ext. 213

Fax: 503-885-8614

jschoorl@hranswers.com

2026 Library Director Performance Review

SECTION 1 – EXPERIENCE WITH EXECUTIVE REVIEWS, INCLUDING SURVEYS

HR Answers, Inc. (HRA) is a regional consulting firm headquartered in Tigard, Oregon. It was founded in 1985 and we continue to provide HR consulting services for 41 years. Our consulting staff includes seasoned and certified human resource professionals who have more than 150 years of combined experience and a wealth of practical, tested solutions to offer our clients. Our consultants are Professionals in Human Resources (PHR) or Senior Professionals in Human Resources (SPHR) certified by the Human Resources Certification Institute, Alexandria, VA. Two of the staff members also possess CPC designations (Certified Professional Consultants) which are conveyed by the International Guild of Professional Consultants.

We believe that our proposal will demonstrate our unique qualifications and the background and experience we would bring to any work for Hood River County Library District (HRCLD), including:

- We are a firm known and respected for both the quality of our work and the professional competence of our staff, thereby increasing the likelihood of favorable reception by employees to our interactions and recommendations.
- We are noted for the quality of our deliverables, see appendix for sample survey questions and attached report summary.
- We have substantial experience in assisting organizations with a wide variety of human resources projects, including executive and leader performance reviews. We use both traditional and customized approaches to fit the specific needs of the individual organization.
- We place major emphasis on communicating and working closely with client project managers to achieve understanding, consensus, and ownership of the project results. This is especially critical when communications need to be open and transparent because they are about compensation.

All our project work is done with these principles in mind unless we are advised by a client that one or more of these are not appropriate for that organization.

HR Answers is an Equal Opportunity Employer registered as a Woman-owned Business Enterprise (WBE) in the state of Oregon and is committed to bringing about diversity in the workplace.

A consulting firm is only as good as the people and expertise it brings to the specific project. The nature and timeliness of this project requires senior level personnel who have the expertise and experience to do the job right the first time.

Our team has extensive experience in performance management, change management and evaluating needs for an organization. Many of our clients have utilized our experience to develop

performance processes that build upon qualitative and quantitative analysis reflecting care and alignment to the key factors that are important to the organization.

SECTION 2 – CONCEPTUAL APPROACH & PROCESS

Scope of Work

It is our understanding that HRCLD is currently accepting proposals from experienced professional firms to design, develop and implement a review process for their current Library Director. The incumbent will be receiving a performance evaluation in 2025; therefore, collective feedback is important to the organization. We understand that the performance, community involvement and strategic trajectory of the organization is inextricably linked to the Library Director.

We suggest taking a two-pronged approach. One is conducting a market/salary analysis to ensure the total compensation is fair, equitable, and honors the Library Director's commitment, dedication, and passion to serve within a public organization. Second is establishing an approach to assessing the overall performance whereby obtaining feedback, evaluating gap in current state and expectations, along with designing a model to sustain the process into the future.

Given a preliminary discussion, we propose the following two-pronged approach that would be subject to partnership with HRCLD:

Market Survey Analysis (A)- OPTIONAL

HR Answers has 40+ years of partnering with clients regarding compensation and pay equity. Our market niche has enabled us to customize reports to showcase client needs and aid in compensation philosophy analysis.

1. Review current job description and compensation philosophy
2. Engage with client to determine gaps and areas to solicit feedback
3. Utilize standard HRA approach to run analysis and produce a market survey report
4. Assess current compensation package and make recommendations (See Appendix for sample individual Library Director report)

Time estimated: 60 minutes

Cost: \$225.00 (SDAO discount)

Library Director Evaluation (B)

We will use a process that HRA has developed and utilized with other clients. The approach is a partnership between the Board, Library Director and HR Answers. There are numerous benefits to evaluating the key leader of an organization. A well-constructed and conducted evaluation ensures that:

- The Board is meeting its duty to effectively lead the organization.
 - Organizational goals are being met.
 - Continued development of the Library Director to conduct their role more effectively is taking place.
 - The Library Director values their role and is benefiting from it and is more likely to stay as a result.
 - A written record exists of the Board's impression of the Library Director's performance, in case this record is needed for future verification (e.g., salary increases, probationary activities, discharge, etc.).
- 1) Development and clarification of expectations.
 - a) We would start with an open discussion between client and consultant of documented expectations, accomplishments, and evaluation of the Library Director job description and organization's strategic plan.
 - b) Determine appropriate questions to condense or reword from prior year's survey to consider.
 - 2) Obtaining the information.
 - a) Identify and confirm sources for input such as Board Members, Internal employees, and Community Members (Presidents of the Friends of the Library and Library Foundation).
 - b) Library Director provides self-evaluation on same information provided to two (or 3) different groups. Internal input will be bench-marked against other feedback to identify gaps and/or reflect standards of agreement.
 - 3) The overall evaluation will include both quantitative and qualitative criteria. HR Answers believes that a thorough and comprehensive evaluation will include measures that align with outcomes. We would recommend using the prior survey to identify key areas of focus from the job description and strategic plan to evaluate. This may include synthesizing or consolidating the prior survey questions to determine feasibility of feedback and to encourage participation. Qualitative measures will include a measurement tool that reflects job dimensions: creativity, decisiveness, and leadership to name a few.
 - 4) We will recommend a 2-month timeframe to initiate the project, confirm the survey questions/statement for feedback, along with communication plans, and a timeline to

follow for key deliverables. Additionally, HR Answers would complete the market salary analysis (if requested) which will address and suggest guidelines for appropriate salary: succession, replacement, salary/benefits offered in similar positions, determining solutions to help HRCLD recognize and value equity, fairness, and reasonable with respect to all elements of compensation.

- 5) HR Answers supports the evaluation process which includes a summary report of the findings, presentation, and recommendations.

We propose prescheduled Zoom meetings for the duration of the project and/or in-person to effectively and efficiently openly discuss and walk-through objectives and goals.

Deliverables

1. Executive summary report of survey results, identifying gaps, areas of success, and a go forward strategy for future implementation.
2. A market survey individual report for the Library Director providing current compensation and future recommendations, if requested.

SECTION 3 – COST PROPOSAL

The cost of our services is based on an estimate of the time required to carry out all the steps necessary for the required work and billed at our **discounted consulting rates (SDAO rate)**.

Below you will find a fee estimation for the scope of work requested. If any work were added or removed, it would impact our fee estimate. The following is an estimate based upon initial work and can be customized to meet the needs of the business.

Senior Consultant rate is
\$235.00/hr (SDAO discount)

Objective	Estimated time (hours)	Estimated costs	Notes
Meeting(s) with Board/Library Director (or emails)	2	\$470.00	Zoom or email exchanges

Edit and obtain approval for final surveys from Board/Library Director	1	235.00	Conducted via email
Survey: final approved template loaded into surveymonkey and sent out to constituents; administration of survey/answer questions and communications	2	\$470.00	
Survey input and analysis	10	\$2,350.00	Assumes more than one survey (ie. Board, Internal Staff, along with Self-Evaluation)
Salary Market survey for Library Director	1	\$235.00	(OPTIONAL)
Final executive report and analysis	6	\$1,410.00	
Final Presentation to Board	2	\$470.00	
Travel time/hours, if needed- would be in addition	TBD		If Needed
Total Hours:	24	\$5,640.00	

If this amount is greater than anticipated, we would be happy to talk with you about strategies to reduce this expense. Once final determinations are agreed upon for approach, a revised SOW can be completed.

In addition to our consulting fees, we are reimbursed for expenses to include consultant travel time. HR Answers charge mileage to its clients from the Tigard, Oregon office.

Our billings are done monthly and include detail on the work completed during the billing period as well as itemization of any expenses incurred. Our payment terms are Net 15 days.

SUMMARY

HRA is well-qualified to support your organization with delivering a performance evaluation for the Library Director. Our extensive consulting experience gives us valuable insight that sets us apart. We've developed a Library Director Evaluation tool used by both internal teams and external clients, which we can adapt for HRCLD's needs.

Our expertise includes performance management, classification reviews, and survey analysis—work that requires clear communication with all stakeholders. We bring both the technical skills, and the communication experience needed to manage these projects effectively.

Hood River County Library District

As a small firm, we're able to stay responsive and ensure projects stay on schedule. While we understand that unexpected issues may arise, we are flexible and experienced in keeping work on track.

We would welcome the opportunity to conduct this work for HRCLD and we invite you to contact us with any questions or desire for additional information.

A handwritten signature in black ink, appearing to read 'Jennifer Schoorl', with a stylized, cursive script.

Jennifer Schoorl
Sr Consultant

Proposal for 2026 Library Director Performance Evaluation

Hood River County Library District

APPENDIX:

EXAMPLE ONLY

Example Executive Library Director Salary Survey template w/out Benefit Comparison:

Salary Survey
Dollars per Year

POSITION: Executive Director						
	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
Source: Economic Research Institute 10/2020 [^]	median					
Title: Executive Director	\$174,168	n/r	17	\$76,800	\$174,168	\$298,149
Scope: Non-Profit Mental Health; Lane/Douglas County Oregon; fewer than 100 EE						
Job Summary: "Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization."						
Source: Wage Access 6/2020						
Title: Executive Director	\$175,374	16	25	\$83,893	\$169,573	\$320,575
Scope: National data no adjustment needed to Lane/Douglas County, OR; All non-profit						
Job Summary: "Directs non-profit agency or organization. Works with board of directors and committees to establish policies and programs. Develops and administers standards and procedures related to personnel, budgeting and physical facilities. Interprets agency purpose and program to community. Inspects operations and facilities to ensure agency meets standards and procedures criteria. * Responsibility - Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. * Autonomy - Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. * Supervision - Directs activities of managers and/or supervisors."						
Source: Not for Profit Times 5/2018						
Title: Chief Executive Officer	\$128,738	30	30	\$70,000	\$93,000	\$149,000
Scope: Health or Mental Health Services, National data no adjustment needed to Lane/Douglas County, OR						
Job Summary: Senior most staff position in the organization. Responsible for formulating policies while providing strategic direction for an organization within guidelines set up by a board of directors. Plan, direct, or manage income development, advocacy, programs and services, finance, human resources, volunteerism, communications, marketing, information technology, and administration activities at the highest level of management with the help of subordinate executives and staff managers.						
AVERAGES	\$ 155,658	46	72	\$76,898	\$145,580	\$255,908
DATA ADJUSTED TO: December 2020	\$161,816	46	72	\$79,543	\$150,588	\$264,711

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

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