

Hood River County Library District
Board of Directors
Regular Meeting Agenda

Tuesday, August 18, 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

I. Call to Order — Sara Marsden

II. Roll Call — Rachael Fox

III. Approval of the Agenda (*Motion*) — Sara Marsden

IV. Approval of the Consent Agenda (*Motion*) — Sara Marsden

V. Actual or Potential Conflicts of Interest — Sara Marsden

VI. Citizen Comment (3 minutes each) — Sara Marsden

VII. Reports

- i. June and July 2026 Financial Statements — Rachael Fox
- ii. Friends Update — Rachael Fox
- iii. Foundation Update — Rachael Fox
- iv. Director's Report — Rachael Fox

VIII. Old Business

- i. Board Officer Elections (*Motion*) — Sara Marsden

IX. New Business

- i. Hood River and Parkdale Libraries Shelving Quotes (*Motion*) — President
- ii. Library Director Evaluation Questions Review — President
- iii. Feast of Words 2027 and Carnegie Donation Discussion — President

X. Announcements

- i. Comments from Board Members — All
- ii. Requests/Comments from Library Director — Rachael Fox

XI. Agenda Items for Next Meeting — President

- Employee Handbook Update
- Policy

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

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.

Hood River County Library District
Board of Directors
Regular Meeting Agenda
Supplementary Information

Tuesday, August 18, 2026, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

Board President: Sara Marsden, Board Vice-President: Karen Bureker, Board members: Yesi Rojas, Megan Janik 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

I. Call to Order — Sara Marsden

II. Roll Call — Rachael Fox

III. Approval of the Agenda (Motion) — Sara Marsden

IV. Approval of the Consent Agenda (Motion) — Sara Marsden

i. Minutes from the July 21, 2026 regular board meeting

Attachment:

- IV.i. Minutes from the July 21, 2026 regular board meeting

V. Actual or Potential Conflicts of Interest — Sara Marsden

VI. Citizen Comment (3 minutes each) — Sara Marsden

VII. Reports

• **i. June and July 2026 Financial Statements — Rachael Fox**

Attachment:

- VII.i.a. June Financial Statements
- VII.i.b. July Financial Statements
 - The District received \$1,330,215 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 reached \$1,381,707. The Grants Fund received \$202,066, and the Capital Equipment Fund received a \$50,000 transfer from the General Fund plus \$7,265 in interest. We ended the fiscal year on a positive note, with General Fund expenditures coming in slightly below revenue, positioning us well as we move into the new fiscal year's budget.

- **ii. Friends Update — Rachael Fox**
 - There is nothing to report as The Friends of the Library do not meet in August.
- **iii. Foundation Update — Rachael Fox**
 - There is nothing to report as The Library Foundation do not meet in August.
- **iv. Director's Report — Rachael Fox**
 - **ADMINISTRATION**
 - **New Website**
 - We are on track to launch our website and meeting room reservation calendar at the end of September. We have been meeting with a consultant from the Library Market team almost weekly for the past three months, and we've almost completed the design for each page, content approval, and prototype. They will soon be starting to transfer all the relevant data and design new content. We are pleased with the results thus far and appreciate their deep knowledge of libraries, which has helped guide us in creating a clear and easy-to-use site.
 - **FACILITIES**
 - **Pergola**
 - Thanks to the Library Foundation, we now have a covered area in our library gardens. A cover has been installed over a large section of the pergola on the west side of the gardens, providing shade and waterproofing. We'll remove the cover during the winter months when snow is expected.
 - **ADA door operators**
 - Thanks to the Library Foundation, we now have ADA door operators installed on the public restrooms in Hood River. We are grateful for their support in helping us fulfill our strategic goal of making our library service fully accessible to all by reducing barriers and increasing ease of access for everyone.
 - **PROGRAMS AND EVENTS**
 - **Artists Appreciation 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.

American Artist Appreciation Month is celebrated every August to honor the creativity and cultural impact of United States artists. The month highlights painters, sculptors, musicians, and performers who shape the nation's identity.

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

- **Summer Reading Program**

The Library wrapped up another successful All Ages Summer Reading Program, offering a summer of exciting programs, art adventures, and fantastic performers.

A complete list of programs was made available in the brochure, which patrons could pick up at any location or find on the library's website.

Patrons participated at the following locations: Hood River Library, Cascade Locks Library, Parkdale Library, Bookmobile Route, and Mercado Del Valle (Odell).

Thank you to our sponsors and community partners, who made the program possible: [Friends of the Library](#), [Library Foundation](#), [Mike's Ice Cream](#), Portland Trail Blazers, [Lake Taco](#), [Buddy's Arcade](#), [WAAAM](#), [Discover Bicycles](#), [Hood River Railroad](#), [Hood River Soaring](#), [Big Winds](#), and [Mount Hood Meadows](#).

- **ALL AGES PROGRAMS**

- **Finale Foam Party**, Wednesday, August 12, Hood River Library Lawn 5:30pm. Foam machine, water balloons, root beer floats.

- **ADULT PROGRAMS**

- **Tales & Trails**, Saturday, August 1st, 1:30pm, Maryhill Museum. Last Tales & Trails of the Summer! Join for a free guided tour at Maryhill Museum. Then, take some time to explore the sculpture garden, and breathtaking Gorge views. Download a pass at this link: <https://librariesofeasternoregon.quipugroup.net/>
- **Sketch & Release**, Wednesday, August 5th, 6:00pm, Hood River Library Reading Room. Stories have the power to connect us. Join us for an evening of documentary film, live performance, and community dialogue celebrating the voices and experiences of Black artists in rural Oregon.

- **Poetry Reading w/ Stuart Watson**, Thursday, August 13th, 6:00-7:00pm, Reading Room. Spend an evening with poet Stuart Watson as he shares poems about friendship, family, aging, and the unexpected moments that shape our lives. Come enjoy humorous, thoughtful reflections and the joy of poetry.
- **Writing Group**, Wednesdays, 3-4pm, Hood River Library Meeting Room, Have questions? Contact Patty Kaplan: pattykaplan1@gmail.com or (310) 710-3822.
- **Hood River Library Book Club**, Wednesday, August 12th, 12:30pm, Meeting Room. This month's book club selection is *Solito* by Javier Zamora.
- **Cascade Locks Library Book Club**, Thursday, August 27th, 5:15-7:00pm. This month's book club selection is *The Correspondent* by Virginia Evans.

• **TEEN AND TWEEN PROGRAMS**

- **End of Summer Reading Party**, Saturday, August 15th, 7pm-10pm. All participants of our Teen Summer Reading program are invited to celebrate the end of summer with an outdoor party. We'll make s'mores around a campfire, play outdoor games, and watch a movie. We'll also be drawing names for the summer reading raffle prize winners!
- **Teen Summer Art Contest**, Registration required, entries due by 6 PM on Thursday, August 20th. For Teens entering 9th-12th grade. Submit an original piece of visual art with the theme "PNW Water" for a chance to win! For more information, visit our [teen page](#)!
- **Teen Game Room** Wednesdays, 3-5 pm, Hood River Library Meeting Room. Want a space to hang out and play games with friends? We'll be 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, Hood River Library Meeting Room. Our Meeting Room will become an 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.
- **Dungeons & Dragons**
2nd & 4th Wednesday, 5-7pm, Hood River Library Meeting Room. Join our beginner-friendly D&D group for teens, led by experienced Dungeon Masters! Snacks and all materials included.
- **Magic: the Gathering**, Every Friday, 4-6pm, Hood River Library Theater. Program provided by [Hood River Hobbies](#).
- **CHILDREN PROGRAMS**
 - **Bridge City Children's Theater**, Wednesday, August 5th, 5:30pm, Hood River Middle School Auditorium. Enjoy a live performance of "Detective Diggs" by Bridge City Children's Theater, a fun-filled mystery adventure perfect for young detectives!
 - **Finale Foam Party**, Wednesday, August 12, 5:30pm, Hood River Library Garden. Wrap up the season at our Finale Party with more foam-filled fun, tasty ice cream floats, music, and a celebration the whole community can enjoy!
 - **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!
 - **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 AND OUTREACH**
 - **Mercado del valle**, Summer Reading Program, Prizes, Booths,

Food, & Entertainment, Thursdays, All dates: 5:00-7:00 pm,
Atkinson Rd. Downtown Odell.

- August 6th (Canceled due to air quality) & 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)

VIII. Old Business

- **i. Board Officer Elections (Motion) — Sara Marsden**

Each year, the Board elects a President and Vice President, as outlined in the Board Governance Policy. Nominations may be made from the floor, and a candidate must receive a majority vote to be elected.

When these positions change, the newly elected President must confirm 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 outgoing officer(s) are removed from signing authority. Fox will then notify the district's bank to update the signature card accordingly.

At the June 16, 2026 meeting, the Library Board discussed rotating the President and Vice President positions annually, following a recommendation from the recent Special Districts Association of Oregon conference. The Board also discussed how to maintain an active check signer during the 4–8 week period it typically takes the bank to process signer changes. One proposed approach was to have the Vice President move into the President role each year, creating a rotation that ensures a check signer is in place at all times.

At the July 21, 2026 meeting, the Board discussed the possibility of retaining the current Board President for an additional year. Since the current President was not in

attendance, the Board decided to table further discussion until the August 18, 2026 meeting.

IX. New Business

- **Hood River and Parkdale Libraries Shelving Quotes (Motion)** — President

Attachment:

- IX.i.a. Library Furniture International, Hood River
- IX.i.b. Library Furniture International, Parkdale
- IX.i.c. Pacific Business Systems, Hood River and Parkdale
- IX.i.d. Spacesaver Specialist, Hood River
- IX.i.e. Spacesaver Specialist, Parkdale

Thanks to the Library Foundation's Feast of Words 2026 and a generous donation to the Library Foundation for Parkdale Library, we will be getting new shelving for both locations. Fox solicited bids from five companies and received quotes from three.

Children's Library: Eight new mobile shelving units will be installed for our picture books, replacing the current picture book shelving. The new units will allow for easier, forward-facing browsing and will be organized by genre. This project was funded by Feast of Words 2026.

Parkdale Library: Four mobile units will replace the fixed row of shelving that currently divides the middle of the library. The units can be easily moved by one staff member to accommodate programs.

This will be paid for by a \$30,000 donation to the Library Foundation for Parkdale Library from Marion Good of Ohio. The gift honors her late brother, William (Bill) Long, a longtime Parkdale patron who received care and support from the library, the local church, and families in the broader community.

Quotes

- Library Furniture International
 - Hood River shelving, \$24,992.77
 - Parkdale shelving, \$11,563.76
 - Total: \$36,556.53
- Pacific Business Systems
 - Hood River shelving, \$23,600
 - Parkdale shelving \$14,600
 - Total: \$38,200
- Spacesaver Specialist
 - Hood River shelving, \$33,263
 - Parkdale shelving, \$14,350
 - Total: \$47,613

Fox recommends accepting the quote from Library Furniture International. As a professional firm, they offered the lowest quote for both units, and they have a strong track record for high-quality shelving, particularly their book browsing units, which include sign holders at the top and are separated into smaller sections for easy movement.

- **ii. Library Director Evaluation Questions Review — President**

Attachment:

- IX.ii. Library Director evaluation questions

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 of the Special Districts Association of Oregon (SDAO) for boards that manage executive directors. HR Answers is the consulting firm the District already accesses through its SDAO membership for human resource support, and that membership qualifies the District for a discounted rate.

The Board approved a proposal to hire the outside firm to administer an updated evaluation process going forward. The first step in the process will be reviewing the updated survey questions for the evaluation. The proposed evaluation questions are included in the packet for discussion and approval.

- **iii. Feast of Words 2027 and Carnegie Donation Discussion — President**

The Hood River County Library District should continue to evolve to meet the needs of a modern public library. As libraries nationwide shift from strict repositories of materials into vibrant community hubs for exploration, education, technology, and discovery, our facilities must continue to adapt accordingly. This vision guides two funding proposals: upgrading patron technology and adding mobile furniture to support programming and expand seating, and increasing circulation through strategic curated displays.

1. Feast of Words 2027 (Library Foundation) — \$25,000 — designated for technology and furniture upgrades.
2. Carnegie Libraries 250 Initiative donation (Carnegie Corporation of New York) — \$10,000 — commemorating the 250th anniversary of the Declaration of Independence. Andrew Carnegie funded 1,681 U.S. libraries between 1886–1917; roughly 1,280 still operate and are eligible for this gift (about 750 remain in original buildings). Funds may be used at the library's discretion and will be designated for furniture and displays.

Proposal 1: Technology Upgrade – Hood River Library

Modern, reliable technology is central to our efforts, from new computers and circulating laptops, to mobile furniture that lets staff move technology to accommodate programs. Public access desktop computers are the most commonly upgraded

technology component nationally: almost seven out of ten public libraries added, replaced, or upgraded them in the past two years, per the Public Library Association's technology survey, showing this is an area libraries are actively prioritizing to keep pace with patron needs.

Using Feast of Words 2027 funding (\$25,000):

- New computers and monitors for patron use. Cascade Locks and Parkdale libraries both received new computers this year — Cascade Locks via a Radcomp donation, Parkdale via the Library Foundation.
- Mobile tables to host equipment, movable into the stacks to support after-hours programming. Our current tables are not mobile and cannot be moved into the stacks without first moving all the computers off them — new mobile tables would resolve this limitation and give staff more flexibility to reconfigure the technology footprint as needs change.
- New laptops for patron checkout, expanding circulating technology

Proposal 2: Space Enhancement & Circulation Initiative (Carnegie 250 Gift)

According to Library Journal, increasing seating in libraries directly addresses growing demand for free, accessible "third places", spaces where people can work, study, and socialize without the pressure to spend money. As libraries transition from book repositories into community living rooms, smart space management and innovative furniture layouts are essential to expanding seating capacity while supporting discovery-driven browsing.

A. Seating & Flexible Space

Library space-planning expert David Vinjamuri states that seating should ideally be flexible, allowing patrons to define a safe distance. Four- and six-person tables may see limited use outside of children's and teen areas, so libraries should consider flexible arrangements or two-person tables that can be combined as needed.

- Increase seating capacity and overall spaciousness
- Increase two-person tables for solo or paired patron work — a trend in newly built libraries that also better accommodates patrons using laptops or personal devices while still allowing pairs to work together

B. Curated Displays to Increase Circulation

Drawing on library space-planning expert David Vinjamuri's retail-informed approach, the district proposes new curated displays for the upper-level fiction/nonfiction areas in the adult sections.

- Add new display furniture that functions as merchandising, not passive shelving. Staff restock and rotate content regularly and circulation treated as a byproduct of visibility, not just collection size, rotating displays surfaces underused parts of the collection
- Add book display stands and display features throughout the collection

Library Journal reports that reduced shelf density paired with bookstore-style displays increases circulation; Anythink Libraries branches saw jumps of 51–79% after adopting this model.

Fox requests board discussion and input on both proposals at the upcoming meeting.

X. Announcements

- i. Comments from Board Members — All
- ii. Requests/Comments from Library Director — Rachael Fox

XI. Agenda Items for Next Meeting — President

- Policy
- Employee Handbook Update

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

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.

**Hood River County Library District
Board of Directors**

Regular Meeting Minutes

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

Meeting Access

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:

Phone: 1-253-215-8782

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

Meeting ID: 889 8794 2233

Agenda Items

I. **Call to Order** — Karen Bureker

Library Board Vice President Karen Bureker called the meeting to order at 7:00pm.

II. **Roll Call** — Rachael Fox

Fox conducted a roll call. 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 Karen Heidamin was also present.

III. **Approval of the Agenda** (*Motion*) — Karen Bureker

Fox stated we do not need motions on section X.iv. And X.v.

Janik moved to approve the agenda with the corrections. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Sheppard and Rojas.

IV. **Approval of the Consent Agenda** (*Motion*) — Karen Bureker

Sheppard moved to approve the consent agenda with the Library Special meeting minutes from June 16, 2026, the Library Board regular meeting minutes from June 16, 2026, the invoice from Servpro on the amount of \$10,557.97, invoice from John Inglis in the amount of \$5,720, invoice from Libraries of Eastern Oregon in amount of \$7,164 and engagement letter from Onstott, Broehl, and Cyphers for fiscal year 2026-27. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Sheppard, and Rojas.

V. **Actual or Potential Conflicts of Interest** — Karen Bureker
None Stated

VI. **Citizen Comment (3 minutes each)** — Karen Bureker
None present except Uplift Local documenter Karen Heidamin.

VII. **City of Hood River presentation on the proposed Safety and Housing bond measure for the November 2026 ballot** — Will Norris

Presentation Overview

Norris gave a brief overview of what a bond is.

Police Facility

The city is looking to update its police facility. Staff reviewed the history of the current building, including issues with it (illustrated with photos). The bond would fund repairs and expansion of the facility, including bringing it up to code.

Housing Affordability

Norris then addressed the housing affordability issue the bond would target, including:

- Declining housing permits alongside rising prices that have outpaced income growth
- Why affordability matters — e.g., workers being pushed to live elsewhere, declining school enrollment
- A timeline of the county's actions to date on this issue

Bond Funding

Norris outlined what the bond would fund and how, with estimated costs of roughly \$8.7 million for the police station and \$8.7 million for the housing bond.

Discussion

- Bureker asked about the boundaries of who would be eligible to vote on the bond. Norris showed a map of Hood River in response.
- Bureker followed up by asking about other city concerns; Norris noted that polling showed adding more items to the bond polled poorly.
- Rojas asked for specifics on the police station plan.
- Bureker asked about consolidating the various organizations involved; Norris responded that there was some concern about keeping city and county taxpayer funds separate.

VIII. Reports

i. May and June 2026 Financial Statements — Rachael Fox

Fox read the report from the board packet.

ii. Friends Update — Rachael Fox

Fox read the report from the board packet.

iii. Foundation Update — Rachael Fox

Fox read the report from the board packet.

iv. Director's Report — Rachael Fox

Fox read the report from the board packet.

IX. Old Business

X. New Business

i. Board Officer Elections (*Discussion*) — Karen Bureker

Members discussed whether current Board President Marsden could continue in that role, since she has not yet completed a full one-year term. The group agreed to rotate the President and Vice President positions going forward, ensuring there is always at least one authorized check signer in place. The Board decided to postpone the vote until next month's meeting, as Marsden was not present tonight.

ii. Resolution establishing a regular meeting day, time, and location for 2026-27 (*Motion*) — President

Janik made a motion to pass Resolution 2026-27.01 establishing a regular meeting day, time, and location for 2026-27. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Sheppard, and Rojas.

iii. Resolution appointing agents of record (*Motion*) — President

Sheppard made a motion to pass Resolution 2026-27.02 appointing agents of record for 2026-27. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Sheppard, and Rojas.

iv. Hood River County Library District Code of Ethics for Members of the Board of Directors — President

Members at the meeting signed the Code of Ethics with Fox as witness.

v. Discussion of Friends of the Library and Library Foundation liaisons — President

The board discussed liaison positions. Bureker will continue as liaison for the Friends of the Library and Sheppard will continue as liaison for the Library Foundation.

vi. Proposal: HR Answers – Library Director Evaluation Process (Motion) — President

The Board felt that most questions were answered at the last meeting. Bureker suggested going through the entire process and then potentially paring down the services in the future. Fox said future evaluations would be less costly than this first one, since the survey is currently being reviewed and revised, a process that won't need to be repeated in future years, as the updated survey can continue to be used going forward. Sheppard asked about travel time, and Fox responded that this would most likely not be needed, as HR consultant would attend the meeting via Zoom.

Sheppard made a motion to approve the proposal. Janik seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Sheppard, and Rojas.

XI. Announcements

○ **Comments from board members — All**

- i. Sheppard mentioned having a new grandchild who was just born. Rojas said she is now a member of the Radio Tierra board and noted interest in a morning announcement of library activities. Fox recommended Rojas connect with Jasmin Martinez, our outreach coordinator. Bureker asked whether the liaisons with the city are still active, as they have not met since earlier last year. Fox said she did not know whether the liaisons were still active. Bureker will reach out to the city liaison, Amanda Goeke.

○ **Requests/Comments from Library Director — Rachael Fox**

- i. No comments from the director.

XII. Agenda Items for Next Meeting — President

- Employee Handbook update
- Library shelving bids
- Board Officer Elections

XIII. Adjournment Regular Meeting — President

- The meeting was adjourned at 7:46pm.

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.

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
June 30, 2026**

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements June 30, 2026

TABLE OF CONTENTS

Independent Accountants' Compilation Report	1
Balance Sheet – Cash Basis	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis.	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund.	4-5
Grants Fund.	6
Capital Equipment Reserve Fund	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	8

Onstott, Broehl & Cyphers, P.C.
Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
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 June 30, 2026, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and twelve 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
July 14, 2026

Hood River County Library District
Balance Sheet - Cash Basis
June 30, 2026

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia Bank	\$191,205			\$191,205
Cash with Hood River County	646,385	\$236,649	\$205,542	1,088,576
Petty cash	224			224
Total Current Assets	<u>837,814</u>	<u>236,649</u>	<u>205,542</u>	<u>1,280,005</u>
TOTAL ASSETS	<u><u>\$837,814</u></u>	<u><u>\$236,649</u></u>	<u><u>\$205,542</u></u>	<u><u>\$1,280,005</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,680			\$2,680
Total Current Liabilities	<u>2,680</u>	<u>0</u>	<u>0</u>	<u>2,680</u>
Total Liabilities	<u>2,680</u>	<u>0</u>	<u>0</u>	<u>2,680</u>
Fund Balances:				
Unassigned	835,134	236,649	205,542	1,277,325
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$837,814</u></u>	<u><u>\$236,649</u></u>	<u><u>\$205,542</u></u>	<u><u>\$1,280,005</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Twelve Months Ended June 30, 2026

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$196,719		\$196,719
Property tax revenues - current year	1,309,126			1,309,126
Property tax revenues - prior year	21,089			21,089
Fines and fees	6,733			6,733
Intergovernmental revenue	747	5,347		6,094
Interest revenue	44,012		\$7,265	51,277
Grants and donations	0			0
Miscellaneous	0			0
Total Revenues	1,381,707	202,066	7,265	1,591,038
Expenditures:				
Personal services:				
Wages and salaries	633,610	1,082		634,692
Employee benefits	231,126			231,126
Other	2,500			2,500
Total Personal Services	867,236	1,082	0	868,318
Materials and services:				
Bank charges	1,107			1,107
Bookmobile	3,876			3,876
Building rental	20,125			20,125
Building maintenance	35,419	1,674		37,093
HVAC	22,936			22,936
Elevator	6,021			6,021
Telephone	7,488			7,488
Internet	6,602			6,602
Collection development	80,429	20,150		100,579
Technology	27,604	699		28,303
Accounting and auditing	26,895			26,895
Courier	4,523			4,523
Custodial services	37,700			37,700
Technical services	4,295			4,295
Library consortium	20,317			20,317
Copiers	10,738			10,738
Elections expense	3,258			3,258
Furniture and equipment	3,781	1,111		4,892
Insurance	26,578			26,578
Georgiana Smith Memorial Garden	22,313			22,313
Legal services	2,709			2,709
Professional services	6,527			6,527
Dues and subscriptions	5,133			5,133
Miscellaneous	2,912	32		2,944
Postage and freight	1,262			1,262
Printing	1,415			1,415
Programs	219	89,541		89,760
Advertising	723			723
Supplies - office	15,832			15,832
Travel	3,612			3,612
Training	4,605			4,605
Board development	1,302			1,302
Electricity	21,821			21,821
Garbage	2,036			2,036
Natural gas	8,897			8,897
Water & sewer - building	5,555			5,555
Total Materials and Services	456,565	113,207	0	569,772
Capital outlay	0	676	35,554	36,230
Total Expenditures	1,323,801	114,965	35,554	1,474,320
Revenues Over (Under) Expenditures	57,906	87,101	(28,289)	116,718
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	7,906	87,101	21,711	116,718
Fund Balance - July 1, 2025	827,228	149,548	183,831	1,160,607
Fund Balance - June 30, 2026	\$835,134	\$236,649	\$205,542	\$1,277,325

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Twelve Months Ended
June 30, 2026

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$4,116	\$1,309,126	\$1,278,547
Tax revenues - prior year	130	21,089	10,000
Interest revenue	4,200	44,012	30,000
Fines and fees	476	6,733	4,000
Intergovernmental revenue	0	747	0
Grants and donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	8,922	1,381,707	1,322,547
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	1,118	10,531	12,464
Library clerk II	12,316	150,707	155,334
Library assistant I	3,888	47,849	83,437
Librarian I	20,287	243,380	244,155
Librarian II	6,429	76,620	77,147
Library director	8,741	104,523	104,894
Payroll taxes and benefits:			
Retirement	4,220	49,941	52,962
Social security	4,036	46,402	51,847
Workers' compensation	9	(720)	1,500
Health insurance	11,171	128,669	152,490
Unemployment insurance	475	6,834	8,449
Paid family and medical leave	0	0	0
Other	0	2,500	0
Total Personal Services	72,690	867,236	944,679
Materials and services:			
Bank charges	88	1,107	500
Bookmobile	75	3,876	5,000
Building rental	1,433	20,125	20,000
Building maintenance	2,856	35,419	30,000
HVAC	2,078	22,936	20,000
Elevator	226	6,021	3,500
Telephone	650	7,488	8,000
Internet	239	6,602	8,000
Collection development	4,372	80,429	80,000
Technology	3,071	27,604	20,000
Accounting and auditing	0	26,895	35,000
Courier	268	4,523	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 Twelve Months Ended
June 30, 2026

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,925	37,700	37,000
Technical services	0	4,295	4,500
Library consortium	0	20,317	21,000
Copiers	955	10,738	8,000
Elections expense	0	3,258	0
Furniture and equipment	201	3,781	5,000
Insurance	0	26,578	29,000
Georgiana Smith Memorial Garden	2,131	22,313	20,000
Legal services	0	2,709	5,000
Professional services	0	6,527	5,000
Membership dues	0	5,133	5,000
Miscellaneous	237	2,912	4,000
Postage and freight	0	1,262	2,000
Printing	0	1,415	2,000
Programs	0	219	13,000
Advertising	151	723	2,500
Office supplies	1,487	15,832	20,000
Travel	0	3,612	5,000
Training	0	4,605	3,000
Board development	0	1,302	1,500
Parking reimbursement	0	0	500
Electricity	1,903	21,821	22,000
Garbage	195	2,036	2,300
Natural gas	634	8,897	10,000
Water & sewer - building	465	5,555	6,000
 Total Materials and Services	 26,638	 456,565	 467,500
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 99,328	 1,323,801	 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	 (\$90,406)	 \$7,906	 (\$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 Twelve Months Ended
June 30, 2026

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$10,700	\$196,719	\$320,000
Intergovernmental revenue	0	5,347	0
Total Revenues	<u>10,700</u>	<u>202,066</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
Librarian I	1,082	1,082	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>1,082</u>	<u>1,082</u>	<u>10,000</u>
Materials and services:			
Building maintenance	0	1,674	0
Internet	0	0	0
Collection development	1,332	20,150	75,000
Technology	699	699	50,000
Programs	3,274	89,541	100,000
Furniture and equipment	508	1,111	60,000
Miscellaneous	0	32	0
Office supplies	0	0	0
Other materials and services	0	0	60,000
Total Materials and Services	<u>5,813</u>	<u>113,207</u>	<u>345,000</u>
Capital outlay	676	676	100,000
Total Expenditures	<u>7,571</u>	<u>114,965</u>	<u>455,000</u>
Change in Fund Balance	<u><u>\$3,129</u></u>	<u><u>\$87,101</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 Twelve Months Ended
June 30, 2026

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$896	\$7,265	\$6,000
Other Financing Sources			
Transfer from General Fund	0	50,000	50,000
Total Revenues and			
Other Sources	<u>896</u>	<u>57,265</u>	<u>56,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	9,847	35,554	75,000
Total Expenditures	<u>9,847</u>	<u>35,554</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$8,951)</u></u>	<u><u>\$21,711</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 Twelve Months Ended June 30, 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	\$0	\$132,500	\$5,719	\$31,800	\$13,000	\$0	\$0	\$5,347	\$10,000	\$3,700	\$196,719
Intergovernmental revenue											5,347
Total Revenues	0	132,500	5,719	31,800	13,000	0	0	5,347	10,000	3,700	202,066
Expenditures:											
Personal services:											
Wages and salaries						1,082					1,082
Employee benefits											0
Total Personal Services	0	0	0	0	0	1,082	0	0	0	0	1,082
Materials and services:											
Building maintenance		1,674									1,674
Collection development		16,400	2,288	1,462		699					20,150
Technology		1,061		50							699
Furniture and equipment		46,663	6,802	21,273	32		213	3,938			1,111
Miscellaneous					10,652						32
Programs											89,541
Total Materials and Services	0	65,798	9,090	22,785	10,684	699	213	3,938	0	0	113,207
Capital outlay	0	676	0	0	0	0	0	0	0	0	676
Total Expenditures	0	66,474	9,090	22,785	10,684	1,781	213	3,938	0	0	114,965
Net Change in Fund Balance	0	66,026	(3,371)	9,015	2,316	(1,781)	(213)	1,409	10,000	3,700	87,101
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 - June 30, 2026	\$338	\$188,201	\$2,823	\$13,300	\$13,274	\$0	\$0	\$5,013	\$10,000	\$3,700	\$236,649

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
July 31, 2026**

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements July 31, 2026

TABLE OF CONTENTS

Independent Accountants' Compilation Report	1
Balance Sheet – Cash Basis	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis.	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund.	4-5
Grants Fund.	6
Capital Equipment Reserve Fund	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	8

Onstott, Broehl & Cyphers, P.C.
Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
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 July 31, 2026, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month 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.
August 10, 2026

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia Bank	\$185,075			\$185,075
Cash with Hood River County	529,575	\$210,351	\$204,287	944,213
Petty cash	224			224
Total Current Assets	<u>714,874</u>	<u>210,351</u>	<u>204,287</u>	<u>1,129,512</u>
TOTAL ASSETS	<u>\$714,874</u>	<u>\$210,351</u>	<u>\$204,287</u>	<u>\$1,129,512</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$962			\$962
Total Current Liabilities	<u>962</u>	<u>0</u>	<u>0</u>	<u>962</u>
Total Liabilities	<u>962</u>	<u>0</u>	<u>0</u>	<u>962</u>
Fund Balances:				
Unassigned	<u>713,912</u>	<u>210,351</u>	<u>204,287</u>	<u>1,128,550</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$714,874</u>	<u>\$210,351</u>	<u>\$204,287</u>	<u>\$1,129,512</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the One Month Ended July 31, 2026

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$0		\$0
Property tax revenues - current year	1,398			1,398
Property tax revenues - prior year	764			764
Fines and fees	724			724
Intergovernmental revenue	0			0
Interest revenue	2,795		\$681	3,476
Grants and donations	0			0
Miscellaneous	0			0
Total Revenues	5,681	0	681	6,362
Expenditures:				
Personal services:				
Wages and salaries	53,309	850		54,159
Employee benefits	17,694	78		17,772
Other	0			0
Total Personal Services	71,003	928	0	71,931
Materials and services:				
Bank charges	98			98
Bookmobile	0			0
Building rental	1,433			1,433
Building maintenance	1,884	465		2,349
HVAC	1,781			1,781
Elevator	226			226
Telephone	1,119			1,119
Internet	235			235
Collection development	13,204	3,562		16,766
Technology	2,151	264		2,415
Accounting and auditing	9,960			9,960
Courier	348			348
Custodial services	2,925			2,925
Technical services	4,012			4,012
Library consortium	0			0
Copiers	898			898
Elections expense	0			0
Furniture and equipment	835	30		865
Insurance	0			0
Georgiana Smith Memorial Garden	5,412			5,412
Legal services	777			777
Professional services	187			187
Dues and subscriptions	445			445
Miscellaneous	107			107
Postage and freight	198			198
Printing	983			983
Programs	0	8,997		8,997
Advertising	99			99
Supplies - office	1,511			1,511
Travel	0			0
Training	0			0
Board development	0			0
Electricity	2,112			2,112
Garbage	159			159
Natural gas	473			473
Water & sewer - building	464			464
Total Materials and Services	54,036	13,318	0	67,354
Capital outlay	1,864	12,052	1,936	15,852
Total Expenditures	126,903	26,298	1,936	155,137
Revenues Over (Under) Expenditures	(121,222)	(26,298)	(1,255)	(148,775)
Other Financing Sources (Uses)				
Operating transfers in			0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over (Under) Expenditures	(121,222)	(26,298)	(1,255)	(148,775)
Fund Balance - July 1, 2026	835,134	236,649	205,542	1,277,325
Fund Balance - July 31, 2026	\$713,912	\$210,351	\$204,287	\$1,128,550

See Independent Accountants' Compilation Report

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

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Revenues:			
Tax revenues - current	\$1,398	\$1,398	\$1,379,000
Tax revenues - prior year	764	764	15,000
Interest revenue	2,795	2,795	35,000
Fines and fees	724	724	5,000
Intergovernmental revenue	0	0	0
Grants and donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	5,681	5,681	1,434,000
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	660	660	13,135
Library clerk II	12,880	12,880	162,864
Library assistant I	3,733	3,733	89,136
Librarian I	20,866	20,866	274,955
Librarian II	6,429	6,429	82,909
Library director	8,741	8,741	110,510
Payroll taxes and benefits:			
Retirement	4,152	4,152	57,578
Social security	3,989	3,989	56,115
Workers' compensation	245	245	1,500
Health insurance	8,876	8,876	157,170
Unemployment insurance	432	432	7,335
Other	0	0	2,500
Total Personal Services	71,003	71,003	1,015,707
Materials and services:			
Bank charges	98	98	1,000
Bookmobile	0	0	5,000
Building rental	1,433	1,433	20,000
Building maintenance	1,884	1,884	35,000
HVAC	1,781	1,781	22,000
Elevator	226	226	5,600
Telephone	1,119	1,119	8,000
Internet	235	235	8,000
Collection development	13,204	13,204	80,000
Technology	2,151	2,151	27,000
Accounting and auditing	9,960	9,960	37,000
Courier	348	348	4,500

See Independent Accountants' Compilation Report

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

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,925	2,925	38,000
Technical services	4,012	4,012	4,600
Library consortium	0	0	24,000
Copiers	898	898	12,000
Elections expense	0	0	3,500
Furniture and equipment	835	835	5,000
Insurance	0	0	31,000
Georgiana Smith Memorial Garden	5,412	5,412	20,000
Legal services	777	777	5,000
Professional services	187	187	10,000
Membership dues	445	445	6,000
Miscellaneous	107	107	4,000
Postage and freight	198	198	2,000
Printing	983	983	2,000
Programs	0	0	15,000
Advertising	99	99	2,500
Office supplies	1,511	1,511	20,000
Travel	0	0	6,000
Training	0	0	5,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	2,112	2,112	23,000
Garbage	159	159	2,300
Natural gas	473	473	10,000
Water & sewer - building	464	464	6,500
Total Materials and Services	54,036	54,036	512,500
Capital Outlay	1,864	1,864	0
Contingency	0	0	100,000
Total Expenditures	126,903	126,903	1,628,207
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(40,000)
Total Other Financing Sources (Uses)	0	0	(40,000)
Change in Fund Balance	(\$121,222)	(\$121,222)	(\$234,207)

See Independent Accountants' Compilation Report

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

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$0	\$320,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>320,000</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	0	0	0
Library clerk II	850	850	5,000
Library assistant II	0	0	0
Librarian I	0	0	0
Payroll taxes and benefits:			
Social security	65	65	750
Workers' compensation	0	0	250
Unemployment insurance	13	13	100
Other personal services	0	0	500
Total Personal Services	<u>928</u>	<u>928</u>	<u>6,600</u>
Materials and services:			
Building maintenance	465	465	0
Internet	0	0	0
Collection development	3,562	3,562	50,000
Technology	264	264	20,000
Programs	8,997	8,997	150,000
Furniture and equipment	30	30	93,400
Miscellaneous	0	0	0
Office supplies	0	0	0
Other materials and services	0	0	75,000
Total Materials and Services	<u>13,318</u>	<u>13,318</u>	<u>388,400</u>
Capital outlay	12,052	12,052	125,000
Total Expenditures	<u>26,298</u>	<u>26,298</u>	<u>520,000</u>
Change in Fund Balance	<u><u>(\$26,298)</u></u>	<u><u>(\$26,298)</u></u>	<u><u>(\$200,000)</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 One Month Ended
July 31, 2026

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$681	\$681	\$6,000
Other Financing Sources			
Transfer from General Fund	0	0	40,000
Total Revenues and Other Sources	<u>681</u>	<u>681</u>	<u>46,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,936	1,936	100,000
Total Expenditures	<u>1,936</u>	<u>1,936</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$1,255)</u></u>	<u><u>(\$1,255)</u></u>	<u><u>(\$54,000)</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 One Month Ended July 31, 2026

	Foundation Grants	Friends of the Library	Pet Hazelhurst	R2R 2025	Carnegie	Teen Intern	Newspaper Digitization	Other Grants	Total
Revenues:									
Donations and grants	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Intergovernmental revenue									
Total Revenues	0	0	0	0	0	0	0	0	0
Expenditures:									
Personal services:									
Wages and salaries					850				850
Employee benefits					78				78
Total Personal Services	0	0	0	0	928	0	0	0	928
Materials and services:									
Building maintenance	465								465
Collection development	3,082							480	3,562
Technology	264								264
Furniture and equipment	30								30
Miscellaneous									0
Programs	1,566	4,155	823	2,453					8,997
Total Materials and Services	5,407	4,155	823	2,453	0	0	0	480	13,318
Capital outlay	12,052	0	0	0	0	0	0	0	12,052
Total Expenditures	17,459	4,155	823	2,453	928	0	0	480	26,298
Net Change in Fund Balance	(17,459)	(4,155)	(823)	(2,453)	(928)	0	0	(480)	(26,298)
Fund Balance - July 1, 2026	188,201	13,300	13,274	5,013	10,000	3,700	338	2,823	236,649
Fund Balance - July 31, 2026	\$170,742	\$9,145	\$12,451	\$2,560	\$9,072	\$3,700	\$338	\$2,343	\$210,351

See Independent Accountants' Compilation Report



Issued By: Dustin Walker Woods
Email: Dustin@Library.Furniture
Phone: 515-291-6244

Quote #: 6865 - option B
Date Issued: 08/10/26

Contract: N/A

Bill-to: HOOD RIVER COUNTY LIBRARY
502 STATE STREET
HOOD RIVER, OR 97031

Ship-to: HOOD RIVER COUNTY LIBRARY
502 STATE STREET
HOOD RIVER, OR 97031

Terms: 50% Deposit; Balance Due
Upon Substantial
Completion*

Contact: RACHAEL FOX
Email: RACHAEL@HOODRIVERLIBRARY.ORG
Phone: 541-387-7062

Contact: RACHAEL FOX
Email: RACHAEL@HOODRIVERLIBRARY.ORG
Phone: 541-387-7062

Line #	Tag	Colors/Finishes	Quantity	Manufacturer	Description	Unit Net	Ext Net
1	S-1	STEEL COLOR: STANDARD, TBD EP LAMINATE: TBD PVD EDGE: MATCHING, TBD	8		 DOUBLE-FACED MOBILE BROWSING BIN SHELIVING 48"H X 36"W X 31-1/2"D BASE: 14"D BROWSING BIN LEVEL 2-3: 12"D BROWSING BIN 6"H SIGNAGE CASTERS LAMINATE END PANELS (3) STARTER UNITS, (5) ADDER UNITS	2,341.67	18,733.33
Product Total:							18,733.33
Freight, Delivery & Installation:							6,259.44
Total; Supplied, Delivered & Installed:							\$24,992.77

Quote is valid until 8-26-26.

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

Signed: _____

Name: _____

Title: _____

Date: _____



Library Furniture International
797 Glenn Ave
Wheeling, IL 60090
P. 847 564 9497
E. info@library.furniture

Issued By: Dustin Walker Woods
Email: Dustin@Library.Furniture
Phone: 515-291-6244

Quote #: 6901 - option B
Date Issued: 08/11/26

Contract: **N/A**

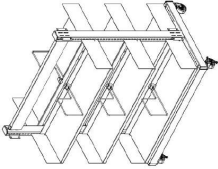
Ship-to: PARKDALE PL
7300 CLEAR CREEK RD
MOUNT HOOD, OR 97041

Terms: 50% Deposit/ Balance Due
Upon Substantial
Completion*

Contact: RACHAEL FOX
Email: RACHAEL@HOODRIVERLIBRARY.ORG
Phone: 541-387-7062

Contact: RACHAEL FOX
Email: RACHAEL@HOODRIVERLIBRARY.ORG
Phone: 541-387-7062

Bill-to: PARKDALE PL
7300 CLEAR CREEK RD
MOUNT HOOD, OR 97041

Line #	Tag	Colors/Finishes	Quantity	Manufacturer	Description	Unit Net	Ext Net
1	S-1	STEEL COLOR: STANDARD TBD EP LAMINATE: TBD PVC EDGE: TBD	4		DOUBLE-FACED MOBILE SHELVING 48"H X 36"W X 11 1/4"D BASE THROUGH ROW 3: 11"D INTEGRAL BACK SHELF WITH WIRE BOOK SUPPORT LAMINATE END PANELS LAMINATE CANOPY TOP CASTERS 4 STARTER UNITS	1,888.88	7,555.51
Product Total:							7,555.51
Freight, Delivery & Installation:							4,008.25
Total Supplied, Delivered & Installed:							\$11,563.76

Quote is valid until 8-26-26.

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

Signed: _____

Name: _____

Title: _____

Date: _____

CONFIDENTIAL SYSTEMS PRICE QUOTATION



www.pacificbusiness.net STORAGE, ACCESS & RETRIEVAL SYSTEMS
502 SE LINCOLN ST PORTLAND, OR 97214-4533 (503)231-7223

DATE: August 14,2026

Page 1 of 1

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

FOR: Rachael Fox
rachael@hoodriverlibrary.org

TEL: (541) 387-7062

FAX:

ITEM	QUANTITY	DESCRIPTION	UNIT	PER	PRICE
A.	One Lot	<u>Library Carts for Multiple Locations: See Drawings.</u> Parkdale Library: Total dimension approximately 13' L x 48" H x 25" W. Includes: (4 Separate Carts) • 36"W x 24"D x 48"H with 3 levels. • Includes Laminate End Panels and Tops.		Lot	\$ 14,600.00
B.	One Lot	Hood River Library: Includes • Unit 1: 111" L x 25" W x 47.5" H (2 Separate Carts 72" and 36") with 3 levels • Unit 2: 111" L x 25" W x 47.5" H (2 Separate Carts 72" and 36") with 3 levels • Unit 3: 81" L x 25" W x 47.5" H (1 Carts 72") with 3 levels • Includes Laminate End Panels Notes: 1. Includes Delivery and Installation. 2. All work during normal business hours at normal rates. 3. Lead time 10 – 12 weeks. 4. Does not include engineering or permits if needed. 5. Color: Standard Palate: TBD Thank you!		Lot	\$ 23,600.00

All designs, drawings and/or documents represented are confidential proprietary assets of Pacific Business Systems, of Oregon Inc. They shall not be reproduced in any manner without written permission from Pacific Business Systems and shall not be disclosed to outside or competitive parties for examination. They shall be used only as a means of work designed or furnished by Pacific Business Systems.

DEPOSIT _____ F.O.B. Delivered TRANSPORTATION OR DELIVERY VIA Bestway

Deliveries are subject to delays from fire, strikes, other causes beyond our control. We reserve the right to correct clerical errors. All orders are subject to freight and taxes unless otherwise stated. Prices valid for 30 days.

Subject to our credit department approval, this quotation is made for immediate acceptance and is subject to change without notice. If based on specially manufactured material (forms, folders, index leaves, printed matter, etc.), it presupposes your acceptance of overruns or underruns not exceeding 10% of quantity ordered.

To order the items listed, merely sign and return one copy signifying your acceptance

ACCEPTED BY _____

JEFF VALENTINE

Hood River Library - Library Carts.docx

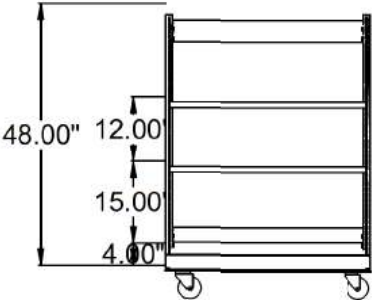
DATE _____

PREPARED BY _____

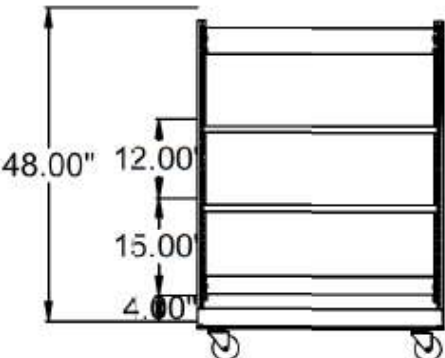
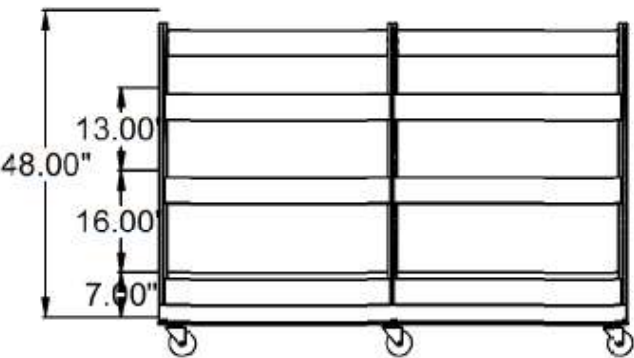
Detail Drawings:

Parksdale Library:

Elevation A



Hood River Library Library:



June 2, 2026

Rachael Fox
Hood River Library
502 State Street
Hood River, OR 97031

Hood River Flexible Shelving Units Proposal

Scope of Work:

Deliver and install Eight flexible shelving units – each unit is 38" wide x 26" deep x 49" tall

- Exposed locking casters
- Acrylic sign holders on top
- HPLF Laminate end panels in Wilsonart Harvest Maple; no tops
- Cantilever shelving is in color Whisper
- All units to have three 12" browse bins on each side

Total Price: \$33,263.00

Feel free to contact me with any questions.

Sincerely,

Kelly Pendergrass

Please note:

- Price includes materials, freight, delivery, and installation per proposed layout.
- Work to be performed during normal business hours of 7:00am – 4:00pm Monday-Friday.
- Pricing is at Standard labor wage rates.
- Standard payment terms are 35% down, 35% on materials shipping, balance on completion.
- Credit card payment is accepted with a 3.5% fee.
- Lead time is approximately 10 weeks
- This price is good for 30 days from the date of this proposal.

Project name:

Hood River Library Carts

Project #:

9287

Salesperson:

PENDERGRASS, KELLY

Drawn By:

LD

Notes:

Date Saved:

5/28/2026

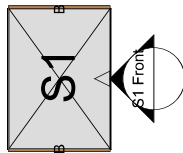
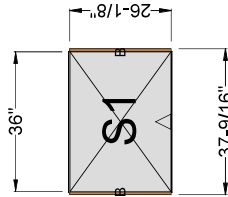
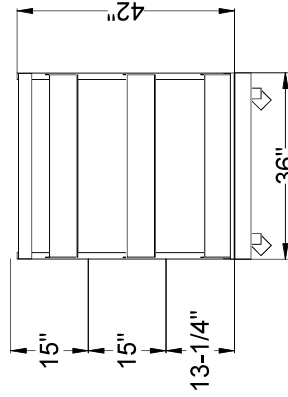
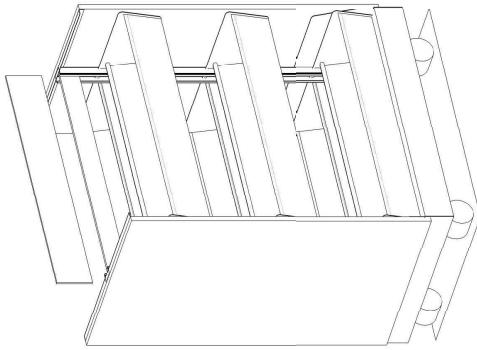
Date Printed:

5/28/2026

Rev:

Page:

1/1



PL



July 14, 2026

Rachael Fox
Hood River Library
502 State Street
Hood River, OR 97031

Parkdale Flexible Shelving Units Proposal

Scope of Work:

Deliver and install Four flexible shelving units – each unit is 38" wide x 26" deep x 49" tall

- Exposed locking casters
- HPLF Laminate tops and end panels in color TBD
- Cantilever shelving is in color Whisper
- All units to have three 12" cantilever shelves on both sides

Total Price: \$14,350.00

Feel free to contact me with any questions.

Sincerely,

Kelly Pendergrass

Please note:

- Price includes materials, freight, delivery, and installation per proposed layout.
- Work to be performed during normal business hours of 7:00am – 4:00pm Monday-Friday.
- Pricing is at Standard labor wage rates.
- Standard payment terms are 35% down, 35% on materials shipping, balance on completion.
- Credit card payment is accepted with a 3.5% fee.
- Lead time is approximately 10 weeks
- This price is good for 30 days from the date of this proposal.

Spacesaver Specialists, Inc.

9730 SW Herman Road • Tualatin, Oregon 97062 • Tel 503.612.2600 • Toll free 800.456.2066 • Fax 503.612.2614

General Contractor, OR: 88704 • WA: SPACESI110JO

www.storageplanning.com



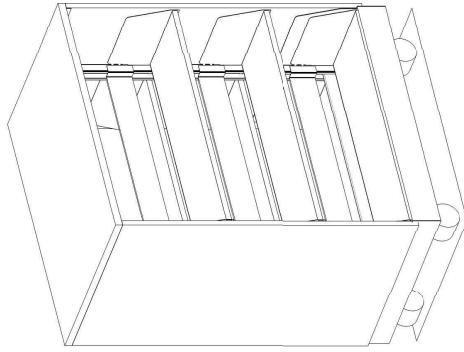
Parkdale Library Carts

Project # 8642

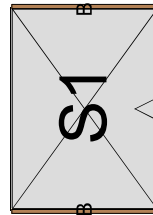
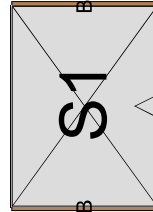
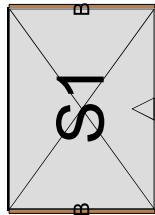
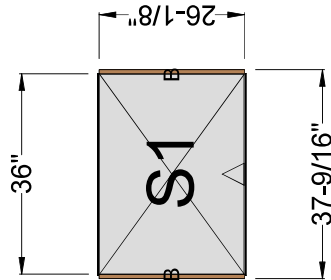
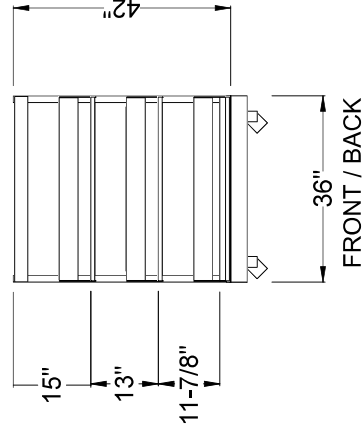
Salesperson:
PENDERGRASS, KELLY
Drawn By:
LD

Notes:

Date Saved:	7/14/2026	Date Printed:	7/14/2026
Rev:	1	Page:	1/1



STATIONARY - CANTILEVER SHELVING
36" W x 26" D x 42" H



Library Director Performance Evaluation

Simplified, job-description-linked survey set

Three coordinated evaluations:

Board Members | Support Organizations | Library Director & Staff

Designed from the existing Board, Community, Staff, and Library Director questionnaires and the Library Director job description revised January 21, 2025.

How the new recommended format is constructed

I noted the original surveys overlapped substantially. This version consolidates repeated items into broader performance areas and asks each audience only about areas they are reasonably positioned to observe. Each proposed question/statement includes a direct link to the corresponding duty, responsibility, or competency as identified in the current job description.

The same 1-5 scale is retained for comparability. “N/O - Not observed” is added so respondents are not forced to rate work they cannot reasonably assess or may be new and have not yet observed.

The Board form emphasizes governance, strategy, finance, executive leadership, and overall accountability. The Community form emphasizes public service, communication, partnerships, accessibility, and community responsiveness. The combined Library Director & Staff form uses the same core organizational questions so the Director’s self-assessment can be compared with staff experience, while retaining management, communication, operations, and professional-practice topics relevant to both. Each evaluation also contains the same Strategic Plan 2023-2028 goal-rating section so progress can be compared across audiences and over time.

Each survey will be uploaded into SurveyMonkey, and each question will have the opportunity to rate with a comments section for folks to provide feedback. For the Board members, the comments will not be filtered. For the Support Organizations, the comments will not be filtered. For employee participation the survey will cite it’s anonymous, and the comments will be reviewed, and trend analysis will be applied where necessary. This means that there may be some feedback that will be retained “as is” and some that might be altered to protect participant feedback. I can insert the following into the employee survey:

Comment Confidentiality Preference

Your ratings will be reported as part of the combined evaluation results. Written comments may also be included in the evaluation summary and complete anonymity may not be guaranteed.

How would you like your written comments handled?

- ○ **Include as written** – My comments may be included in the evaluation summary as submitted.
- ○ **De-identify before sharing** – My comments may be summarized or edited to remove names, identifying details, or wording that could reasonably identify me while preserving the substance of my feedback.
- ○ **Aggregate only** – Please use my comments only to identify themes and trends; do not reproduce or attribute my individual comments in the evaluation report.

Evaluation 1 - Board Members

Purpose: Board assessment of the Director’s performance in areas for which the Board has direct oversight or reliable visibility.

Rating scale: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

1. Leadership, mission, and strategic direction

How effectively does the Library Director provide leadership, advance the District mission, and translate Board-approved goals and the strategic plan into clear operational priorities?

Job description link
General duties; Essential duties: leadership in mission, vision, values, goals and objectives; establish operational targets; develop long-range plans.

Rating: 5 4 3 2 1 N/O

Comments / examples:

2. Board governance and communication

How effectively does the Director administer Board policies, provide timely and useful information, make sound policy recommendations, carry out Board directives, and maintain open, transparent communication with the Board?

Job description link
Supervision received; Essential duties: administer Board policies, policy recommendations, executive support, Board Secretary; KSA: open, transparent, consistent Board communication.

Rating: 5 4 3 2 1 N/O

Comments / examples:

3. Financial stewardship

How effectively does the Director prepare and manage the budget, monitor expenditures, maintain internal controls, oversee audits and grants, and use taxpayer resources responsibly?

Job description link
Essential duties: budget preparation, expenditure monitoring, financial controls, audits, grants/gifts/public funds, supplemental funding; KSA: budget preparation and financial oversight.

Rating: 5 4 3 2 1 N/O

Comments / examples:

4. Personnel and organizational leadership

How effectively does the Director hire, develop, supervise, evaluate, and hold staff accountable while supporting a productive and respectful workplace?

Job description link

Supervision exercised; Essential duties: hire/train, assign, supervise and evaluate staff, grievances and discipline; KSA: HR management, motivate/direct/supervise staff, high morale.

Rating: 5 4 3 2 1 N/O

Comments / examples:

5. Library services and collections

How effectively does the Director ensure collections, programs, outreach, reference services, hours, and staffing respond to community needs and serve a diverse population?

Job description link

Essential duties: plan/develop collections, programs, services and activities from public need/use; collection development; outreach for diverse populations; public service orientation.

Rating: 5 4 3 2 1 N/O

Comments / examples:

6. Operations, facilities, and technology

How effectively does the Director oversee administrative operations, technology, facilities, equipment, safety, and other operational needs of the District?

Job description link

Essential duties: general administration including HR, IT, facilities/equipment, insurance, legal and governmental responsibilities; KSA: operational needs reviewed/addressed.

Rating: 5 4 3 2 1 N/O

Comments / examples:

7. Community and professional partnerships

How effectively does the Director represent and advocate for the District, build community/state partnerships, and support the Friends, Foundation, volunteers, and professional associations?

Job description link

Essential duties: community/state partnerships and advocacy; community involvement; Friends/Foundation; professional association participation.

Rating: 5 4 3 2 1 N/O

Comments / examples:

8. Adaptability, problem-solving, and overall performance

How effectively does the Director identify and resolve issues, adapt to changing conditions, manage competing priorities, and fulfill the overall responsibilities of the position?

Job description link

KSA: problem-solving, analytical and organizational abilities;

Rating: 5 4 3 2 1 N/O

manage multiple tasks; adapt quickly to diverse challenges;
perform/prioritize with limited supervision.

Comments / examples:

Strategic Plan 2023-2028 - Progress on Priorities and Goals

Matrix rating key: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

Using your Board oversight and available evidence, select one rating for each strategic-plan goal. Use N/O when you do not have enough information to rate a goal. Add comments below each priority when useful.

Strategic alignment: *These priorities support the Director's job-description responsibilities for mission/vision/goals, community-responsive services, partnerships, long-range planning, accessibility, programs, communication, and continuous improvement.*

Priority 1 - Make library service fully accessible to all by reducing barriers to access.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Support vibrant locations across the county.	☐	☐	☐	☐	☐	☐
Goal 2: Increase the ease of access to library services.	☐	☐	☐	☐	☐	☐
Goal 3: Using a universal design approach, update library spaces to be more accessible for patrons with a variety of physical abilities and needs.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 2 - Engage our communities at their point of need.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Provide Bookmobile service to underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 2: Develop partnerships to support future service development in underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 3: Ensure services connect with the whole family, developing programming and access to services that serve families together.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 3 - Create community through the Library.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Prioritize opportunities for local Support Organizations to come together, including using library space and through activities and programming.	☐	☐	☐	☐	☐	☐
Goal 2: Prioritize co-creation and partnership when developing new programs and offerings.	☐	☐	☐	☐	☐	☐
Goal 3: Make a difference in community issues by being at the table with community organizations, coalitions, and government agencies.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 4 - Facilitate learning through experiences.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Take opportunities to share local, global, and creative culture with local residents.	☐	☐	☐	☐	☐	☐
Goal 2: Provide opportunities to learn more about the landscape around us.	☐	☐	☐	☐	☐	☐
Goal 3: Continue to expand the Library of Things, including collections at each location.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 5 - Tell the story of the Library, with an emphasis on the future.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Develop fun and innovative ways to broadly communicate the library's value.	☐	☐	☐	☐	☐	☐
Goal 2: Work together to envision the future of the library in our county's communities.	☐	☐	☐	☐	☐	☐
Goal 3: Raise awareness of the library's impact through participation in and presentations to community coalitions and local government.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Strategic Plan Overall

Overall, how effectively is the Library Director advancing the 2023-2028 Strategic Plan? Rating: 5 4 3 2 1 N/O

Which strategic plan goal shows the strongest progress? What evidence supports your rating?

Which strategic plan goal should receive the greatest attention during the next evaluation period?

Overall assessment

Overall rating: 5 4 3 2 1

What is working especially well?

What is the most important area for continued growth or attention?

Evaluation 2 - Support Organizations

Purpose: Community feedback on the Director's externally visible leadership, responsiveness, partnerships, communication, and service impact.

Rating scale: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

1. Public leadership and representation

How effectively does the Library Director represent the Library District in a professional, knowledgeable, welcoming, and trustworthy way?

Job description link

General duties: champion the mission and welcoming, inclusive services; Essential duties: represent District at public forums, communicate policies/programs, develop goodwill; KSA: public relations and communication.

Rating: 5 4 3 2 1 N/O

Comments / examples:

2. Responsiveness to community needs

How effectively do library services, collections, programs, and outreach reflect community interests, needs, use patterns, and the needs of diverse populations?

Job description link

Essential duties: plan/develop services based on public interest and need; outreach for children, teens, adults, Spanish speakers, seniors and others.

Rating: 5 4 3 2 1 N/O

Comments / examples:

3. Accessibility and quality of service

How effectively does the Director support accessible, welcoming library services that promote literacy, learning, and lifelong use of libraries?

Job description link

General duties: welcoming, inclusive services supporting development, literacy and learning; Essential duties: appropriate library services to the community; strong public service orientation.

Rating: 5 4 3 2 1 N/O

Comments / examples:

4. Communication and listening

How effectively does the Director communicate library programs and services, provide clear information, listen to community feedback, and respond appropriately?

Job description link

Essential duties: public forums/meetings to communicate policies and programs; KSA: excellent verbal/written communication and engagement of diverse audiences.

Rating: 5 4 3 2 1 N/O

Comments / examples:

5. Community partnerships and involvement

How effectively does the Director build partnerships with schools, businesses, civic/community organizations, the Friends, Foundation, volunteers, and other partners?

Job description link

Essential duties: strong community/state partnerships; community involvement; volunteer base; Friends/Foundation fundraising and volunteering.

Rating: 5 4 3 2 1 N/O

Comments / examples:

6. Programs, outreach, and innovation

How effectively does the Director support useful, relevant, and creative programs, outreach, technology, and information services for people across the community?

Job description link

Essential duties: programs/services/activities; diverse outreach; stay current with library/information services and technology; develop goals/programs to improve effectiveness.

Rating: 5 4 3 2 1 N/O

Comments / examples:

7. Overall community impact

Overall, how effectively is the Director helping the District provide a robust public library that meets current community needs and prepares for the future?

Job description link

General duties; Essential duties: long-range plans for library services; community partnerships and advocacy; appropriate services to the community.

Rating: 5 4 3 2 1 N/O

Comments / examples:

Strategic Plan 2023-2028 - Progress on Priorities and Goals

Matrix rating key: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

Based on what you have observed or experienced, select one rating for each strategic plan goal. Use N/O when you do not have enough information to rate a goal. Add comments below each priority when useful.

Strategic alignment: *These priorities support the Director's job-description responsibilities for mission/vision/goals, community-responsive services, partnerships, long-range planning, accessibility, programs, communication, and continuous improvement.*

Priority 1 - Make library service fully accessible to all by reducing barriers to access.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Support vibrant locations across the county.	☐	☐	☐	☐	☐	☐
Goal 2: Increase the ease of access to library services.	☐	☐	☐	☐	☐	☐
Goal 3: Using a universal design approach, update library spaces to be more accessible for patrons with a variety of physical abilities and needs.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 2 - Engage our communities at their point of need.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Provide Bookmobile service to underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 2: Develop partnerships to support future service development in underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 3: Ensure services connect with the whole family, developing programming and access to services that serve families together.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 3 - Create community through the Library.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Prioritize opportunities for local Support Organizations to come together, including using library space and through activities and programming.	☐	☐	☐	☐	☐	☐
Goal 2: Prioritize co-creation and partnership when developing new programs and offerings.	☐	☐	☐	☐	☐	☐
Goal 3: Make a difference in community issues by being at the table with community organizations, coalitions, and government agencies.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 4 - Facilitate learning through experiences.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Take opportunities to share local, global, and creative culture with local residents.	☐	☐	☐	☐	☐	☐
Goal 2: Provide opportunities to learn more about the landscape around us.	☐	☐	☐	☐	☐	☐
Goal 3: Continue to expand the Library of Things, including collections at each location.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 5 - Tell the story of the Library, with an emphasis on the future.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Develop fun and innovative ways to broadly communicate the library's value.	☐	☐	☐	☐	☐	☐
Goal 2: Work together to envision the future of the library in our county's communities.	☐	☐	☐	☐	☐	☐
Goal 3: Raise awareness of the library's impact through participation in and presentations to community coalitions and local government.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Strategic Plan Overall

Overall, how effectively is the Library Director advancing the 2023-2028 Strategic Plan? Rating: 5 4 3 2 1
N/O

Which strategic plan goal shows the strongest progress? What evidence supports your rating?

Which strategic plan goal should receive the greatest attention during the next evaluation period?

Overall assessment

Overall rating: 5 4 3 2 1

What is working especially well?

What is the most important area for continued growth or attention?

Evaluation 3 - Library Director & Staff

Purpose: A common core form for the Library Director's self-assessment and staff feedback. Respondents should use "N/O" for responsibilities they cannot directly observe.

Rating scale: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

I will include a question which includes identifying the participant (this will help me run comparison data):

- ☐ I am the Library Director
- ☐ I am a direct report to the Library Director
- ☐ I am a Library staff member, not direct report to the Library Director

1. Leadership and workplace culture

How effectively does the Director model integrity, respect, cooperation, accountability, and commitment while fostering teamwork, initiative, trust, and a positive work environment?

Job description link

General leadership duties; KSA: successful leadership/interpersonal/supervisory skills; collaborate in a team environment; motivate/direct staff and support high morale.

Rating: 5 4 3 2 1 N/O

Comments / examples:

2. Supervision, delegation, and staff development

How effectively does the Director set clear goals, organize and delegate work, provide useful direction and feedback, support professional development, and hold staff appropriately accountable?

Job description link

Supervision exercised; Essential duties: hire/train, assign, supervise and evaluate work; KSA: plan, organize, supervise and evaluate diverse activities.

Rating: 5 4 3 2 1 N/O

Comments / examples:

3. Communication and listening

How effectively does the Director communicate clearly in writing, conversation, and meetings; keep staff appropriately informed; listen; and respond constructively?

Job description link

KSA: excellent verbal/written communication; open, transparent, consistent communication; collaborative relationships.

Rating: 5 4 3 2 1 N/O

Comments / examples:

4. Problem-solving, judgment, and adaptability

How effectively does the Director identify problems, seek appropriate input, make sound decisions, resolve conflict, and adapt to changing or unpredictable situations?

Job description link

KSA: exceptional problem-solving/analytical/organizational abilities; manage multiple tasks; handle disruptive behavior; adapt quickly to challenges.

Rating: 5 4 3 2 1 N/O

Comments / examples:

5. Knowledge and professional practice

How effectively does the Director demonstrate and share the library-management, public-service, supervisory, and professional knowledge needed for the role?

Job description link

KSA: library management/HR, modern library/public management, public service, collection/public/technical/reference services; minimum qualifications and professional experience.

Rating: 5 4 3 2 1 N/O

Comments / examples:

6. Services, collections, and community focus

How effectively does the Director guide collections, programs, services, outreach, staffing, and patron response so they reflect community needs and serve a diverse population?

Job description link

Essential duties: services based on public need/use/staffing/patron requests; collection development; diverse outreach; long-range service planning.

Rating: 5 4 3 2 1 N/O

Comments / examples:

7. Operations, resources, and stewardship

How effectively does the Director manage District resources and operational needs, including budget awareness, technology, facilities, equipment, policies, and efficient use of resources?

Job description link

Essential duties: financial stewardship and general administrative operations including IT/facilities/equipment; KSA: operational review and financial oversight.

Rating: 5 4 3 2 1 N/O

Comments / examples:

8. Current trends, technology, and continuous improvement

How effectively does the Director stay current with library technology, electronic resources, professional trends and standards, and use that knowledge to improve District services and operations?

Job description link

Essential duties: stay current with integrated library system, electronic resources, professional trends/standards; evaluate and improve goals, programs, policies and procedures.

Rating: 5 4 3 2 1 N/O

Comments / examples:

9. Overall effectiveness

Overall, how effectively is the Director fulfilling the responsibilities of the position and contributing to the District's mission, staff effectiveness, and quality of service?

Job description link

General statement of duties and the full set of essential duties and responsibilities.

Rating: 5 4 3 2 1 N/O

Comments / examples:

Strategic Plan 2023-2028 - Progress on Priorities and Goals

Matrix rating key: 5 Consistently exceeds | 4 Often exceeds | 3 Meets | 2 Often below | 1 Consistently below | N/O Not observed

Based on your role and experience, rate the Library Director's effectiveness in advancing each strategic-plan goal. Use N/O when you do not have enough information to rate a goal.

Strategic alignment: *These priorities support the Director's job-description responsibilities for mission/vision/goals, community-responsive services, partnerships, long-range planning, accessibility, programs, communication, and continuous improvement.*

Priority 1 - Make library service fully accessible to all by reducing barriers to access.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Support vibrant locations across the county.	☐	☐	☐	☐	☐	☐
Goal 2: Increase the ease of access to library services.	☐	☐	☐	☐	☐	☐
Goal 3: Using a universal design approach, update library spaces to be more accessible for patrons with a variety of physical abilities and needs.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 2 - Engage our communities at their point of need.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Provide Bookmobile service to underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 2: Develop partnerships to support future service development in underserved areas of the county.	☐	☐	☐	☐	☐	☐
Goal 3: Ensure services connect with the whole family, developing programming and access to services that serve families together.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 3 - Create community through the Library.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Prioritize opportunities for local Support Organizations to come together, including using library space and through activities and programming.	☐	☐	☐	☐	☐	☐
Goal 2: Prioritize co-creation and partnership when developing new programs and offerings.	☐	☐	☐	☐	☐	☐
Goal 3: Make a difference in community issues by being at the table with community organizations, coalitions, and government agencies.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 4 - Facilitate learning through experiences.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Take opportunities to share local, global, and creative culture with local residents.	☐	☐	☐	☐	☐	☐
Goal 2: Provide opportunities to learn more about the landscape around us.	☐	☐	☐	☐	☐	☐
Goal 3: Continue to expand the Library of Things, including collections at each location.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Priority 5 - Tell the story of the Library, with an emphasis on the future.

Strategic-plan goal	5	4	3	2	1	N/O
Goal 1: Develop fun and innovative ways to broadly communicate the library's value.	☐	☐	☐	☐	☐	☐
Goal 2: Work together to envision the future of the library in our county's communities.	☐	☐	☐	☐	☐	☐
Goal 3: Raise awareness of the library's impact through participation in and presentations to community coalitions and local government.	☐	☐	☐	☐	☐	☐

Feedback / evidence / examples:

Strategic Plan Overall

Overall, how effectively is the Library Director advancing the 2023-2028 Strategic Plan? Rating: 5 4 3 2 1
N/O

Which strategic plan goal shows the strongest progress? What evidence supports your rating?

Which strategic plan goal should receive the greatest attention during the next evaluation period?

Overall assessment

Overall rating: 5 4 3 2 1

What is working especially well?

What is the most important area for continued growth or attention?

Crosswalk summary

The three forms intentionally use related performance domains while varying the wording and emphasis by each participant group. This makes feedback easier to compare without asking every group to judge every responsibility.

Job-description domain	Board	Community	Director & Staff
Leadership / mission / strategy	Primary	Visible impact	Primary
Board governance / policy	Primary	-	Limited / N/O
Finance / stewardship	Primary	-	Operational perspective
Personnel / supervision	Oversight	-	Primary
Services / collections / outreach	Oversight	Primary impact	Primary
Facilities / technology / operations	Primary	Visible impact	Primary
Community partnerships / advocacy	Primary	Primary	Observed support
Communication	Board-facing	Public-facing	Staff-facing
Professional trends / continuous improvement	Oversight	Visible impact	Primary
Overall performance	Primary	Community impact	Primary
Strategic Plan 2023-2028 goals	Primary / oversight	Observed progress / impact	Primary / direct experience

Implementation note: Keep the Strategic Plan 2023-2028 goal wording and the 1-5/N/O scale stable from year to year whenever possible. This provides a common set of measures across Board, Community, Library Director, and Staff feedback and supports trend analysis of progress on each strategic goal.

The following matrix shows how we can create a reportable trend line related to the following categories and questions that are similar in each survey. This aids in overall trending and performance gaps and/or actions:

Dashboard category	Board	Community	Staff	Director
Leadership & Organizational Direction	Q1	Q1	Q1/Q5	Q1
Communication & Relationships	Q2	Q1/Q3	Q3	Q2
Strategic Plan Progress	Q3	Strategic Plan matrix	Strategic Plan matrix	Q3
Community-Responsive Services	Q9	Q2/Q5/Q6	Q7	Q9
Personnel & Organizational Leadership	Q6	—	Q2/Q5/Q6	Q6
Community Engagement & Partnerships	Q8	Q4	Q7	Q8
Technology, Innovation & Future Readiness	Q7/Q9	Q6	Q8	Q7/Q9
Overall Effectiveness	Q10	Q7	Q9	Q10