

**Board of Directors  
Regular Meeting Agenda**

Tuesday, April 19, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President



- |                                                                   |              |
|-------------------------------------------------------------------|--------------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>            | VanOrman     |
| <b>II. Actual or potential conflicts of interest</b>              | VanOrman     |
| <b>III. MCCOG proposal to site at Hood River Library</b>          | Bob Francis  |
| <b>IV. Proposal to site temporary art in Gardens</b>              | Gwen Thomas  |
| <b>V. Draft 2016-21 strategic plan discussion</b>                 | Penny Hummel |
| <b>VI. Consent agenda (ACTION)</b>                                | VanOrman     |
| i. Minutes of March 21 and April 2 meetings                       |              |
| ii. Proposal to build cabinets and shelving at Hood River Library |              |
| iii. Proposal to paint Hood River children's area                 |              |
| <b>VII. Open forum for the general public</b>                     | VanOrman     |
| <b>VIII. Reports</b>                                              |              |
| i. Friends update                                                 | VanOrman     |
| ii. Foundation update                                             | Snyder       |
| iii. March financial statements                                   | Nielsen      |
| iv. Director's report                                             | Nielsen      |
| <b>IX. Previous business</b>                                      |              |
| <b>X. New business</b>                                            |              |
| i. MCCOG proposal (ACTION)                                        | Nielsen      |
| ii. Temporary art in Gardens proposal (ACTION)                    | Nielsen      |
| iii. Reviewing Library Director job description                   | VanOrman     |
| <b>XI. Executive session re: Personnel</b>                        | VanOrman     |
| <b>XII. Agenda items for next meeting</b>                         | VanOrman     |
| <b>XIII. Adjournment</b>                                          | VanOrman     |

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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 7.00 to 9.00p 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.

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

Tuesday, April 19, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



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

VanOrman

**II. Actual or potential conflicts of interest**

VanOrman

**III. MCCOG proposal to site at Hood River Library**

Bob Francis

*Attachments:*

- III. Proposal from MCCOG to relocate employment services to library

Bob Francis, Executive Director of the Mid-Columbia Council of Governments (MCCOG), will present a proposal to locate employment services at Hood River Library. MCCOG is a Certified WorkSource Center with the State of Oregon and provides job leads, job search workshops, retraining, career exploration, skill assessment, referrals, hiring events, resume and application assistance, and other services. MCCOG's employment services in Hood River currently are located in the Port of Hood River office building. However, the rent is expensive and the location is not ideal.

If the Board approves this proposal, staff propose to site their services at the former reference desk in the old Reading Room. The reference desk has not been used since the libraries reopened; it was underused at the County-operated library, and District staff determined that it was unnecessary. Currently, the area is used to distribute taxes and tourist materials and as storage. Staff see a lot of positives in this proposal. Many library patrons are jobseekers, and this would provide direct service to them. MCCOG already directs many people to use our public computers. It also may bring in new library patrons. This partnership could be an experiment for possibly inviting more community partners to use the reference desk space, such as DHS or other social service providers.

MCCOG proposes \$1 per month rent. If the Board is uncomfortable with that figure, I calculated an annual cost per square foot including utilities and janitorial at \$3.16/sq. ft. The reference desk space is approximately 130 sq. ft., coming to an annual cost of \$410.80. Assuming that MCCOG is only using the space for two of the six days we have staff present, that would come to a total annual cost of \$135.56. That could be rounded up to \$150. If the Board would like an admin fee, I believe that MCCOG's presence would take about half an hour of the director's time per month, equal to \$25/month or \$300/year. The utility/janitorial cost and admin fee would total \$450/year. The Board will decide on the proposal later in the meeting.

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#### **IV. Proposal to site temporary art in Gardens**

Gwen Thomas

*Attachments:*

- IV. "Marine vet visits 'other wall'," *The Dalles Chronicle*, July 15, 2015

Gwen Thomas of Providence Hospice of the Gorge will present a proposal to site a temporary art piece in the Georgiana Smith Memorial Gardens. It's called the "Before I Die" wall, which is inspired by Candy Chang's project in New Orleans and her related TedTalk:

- [https://www.ted.com/talks/candy\\_chang\\_before\\_i\\_die\\_i\\_want\\_to](https://www.ted.com/talks/candy_chang_before_i_die_i_want_to)

The goals of the installation are twofold: to connect neighbors with one another's wisdom and imagination and to remind people of what matters most in their lives, two dimensions that can get lost in the everyday shuffle. People are invited to make their own statements about what they would like to do before they die. Providence already has installed temporary walls in Mosier and The Dalles, which were well received. See the attached *The Dalles Chronicle* article.

If approved, the installation in Hood River would be slightly different. It would be metal, created by local artist CJ Rench. Rather than a wall, it would be a cylinder, so people could see and write on all sides of it. It would also be a temporary installation, with no permanent base. If approved, staff suggest siting it west of the pergola, as people enter the Gardens from 6<sup>th</sup> Street. Staff also feel that the proposal dovetails well with the District's Grave Matters discussion series, which addresses death and dying issues. The Board will decide on the proposal later in the meeting.

#### **V. Draft 2016-21 strategic plan discussion**

Penny Hummel

*Attachments:*

- V. Draft 2016-21 strategic plan

Consultant Penny Hummel will discuss the draft 2016-21 strategic plan. She invites comments from the Board. I also emailed staff for comments and will have those thoughts available. Hummel kept the plan simple to reflect our current plan. She will work with staff on an implementation plan on May 16. The final version of the plan will be approved at the May Board meeting.

As part of the process, Penny held focus groups with staff, seniors, Spanish speakers, the Friends of the Library, teens, and the Board and Library Foundation. She also interviewed Janet Hamada, Executive Director of The Next Door Inc., David Meriwether, Administrator of Hood River County, Dan Goldman, Superintendent of Hood River County School District, Gale Arnold, Executive Director of Radio Tierra, Deborah Lorang, owner of Lorang's Fine Art in Cascade Locks, Arthur Babitz, former Hood River mayor and owner of Animation Toolworks, and Heather Staten, Library Foundation Board member and Executive Director of the Hood River Valley Residents Committee.

Overall, I feel that this is a strong strategic plan that builds on our previous one and also efforts that we've been dabbling in already. In particular, I like the focus on active, lifelong learning programs such as having creative spaces and how-to classes. The plan also speaks to our recent efforts to reach out to populations we haven't served as well up to now, such as seniors and non-users.

I'd like to discuss the goals regarding Odell further. Given how new it is, I'm not sure that I'd want the bus project to be a top-level goal just yet. I'm also unsure about mentioning a physical location in

Odell, as I don't want to give people a potentially false impression. I'd also like to further discuss the "library of things" concept as well as making sure that, in mentioning open hours, we discuss balancing it with other services.

Also, if you missed the strategic planning retreat, here is a copy of the presentation I made there:

- <http://www.slideshare.net/hrclld/strategic-planretreat>

## **VI. Consent agenda (ACTION)**

VanOrman

### **i. Minutes of March 21 and April 2 meetings**

*Attachments:*

- VI.i.a. Minutes of March 21, 2016, regular meeting.
- VI.i.b. Minutes of April 2, 2016, special meeting at the strategic planning retreat

Since there were three Board members at the strategic planning retreat on April 2, it was considered a meeting. I sent out notice of it as per protocol.

### **ii. Proposal to build cabinets and shelving at Hood River Library**

*Attachments:*

- VI.ii. Contract to build cabinet in Storybook Theatre and shelving in DVD area

The movie theatre setup in the Hood River Library Storybook Theatre has been working well. It's been used already to show movies and host our weekly cooperative video game program. Children's staff would like to protect the equipment used to run it, as well as have storage for baby/toddler storytime materials; little hands already have been fiddling with the equipment. As such, they are requesting that we have a cabinet built around the equipment.

Patrons also are enjoying our new, open New Materials area at the Hood River Library. One negative to removing the furniture unit formerly sited there, however, is that we now lack a good place to post event flyers. Staff have come up with a plan to use an area of the wall to the right of the study room, which is easily visible as soon as people walk in. To do this, we need to relocate our reshelving cart for movies, audiobooks, and large print. They're currently shelved on a large black cart immediately in front of the wall we wish to use. Staff suggest building a small shelf for these items.

For both projects, we plan to use our handyperson Michael Peterson-Love. We use his services often for building needs and are very pleased with his work. Michael is aware that we seek quality work and try to have furniture mesh with the overall aesthetic of the building. The combination of these two items exceeds my spending authority, so I seek approval from the Board. We have funds available in the Capital Equipment Reserve Fund.

### **iii. Proposal to paint Hood River children's area**

*Attachments:*

- Contract to paint Hood River children's area

We also hope to employ Michael Peterson-Love to paint the children's area of Hood River Library. He already painted a small portion of the Storybook Theatre, with excellent results. This was the top-priority improvement for the Library Foundation's Feast of Words fundraising efforts. He will be

using paint selected by children's services staff and approved by me. Michael will be painting all of the walls of the children's area and Storybook Theatre and will be repainting the historic windows and doors with paint and color that keeps with their age. This project will be paid with Feast of Words donations. Children's Services Librarian Jana Hannigan also is working with artist Mark Nilsson on painting a mural, which will be paid with memorial monies donated in honor of the late Meg Euwer. Again, this item exceeds my spending authority, and I seek approval for it.

## **VII. Open forum for the general public**

VanOrman

## **VIII. Reports**

### **i. Friends update**

VanOrman

The 2016 Hood River County Reads kickoff is on Sunday, April 17, 2:00p at Hood River Library. Free books will be available, and the official posters will be revealed. I will give a free copy of the book to each District Board member at the meeting. County Commissioner Maui Meyer will read the proclamation in support of Hood River County Reads, which was approved by the Cascade Locks and Hood River city councils and soon will be approved by the County commission. More free copies will be available at all three branches on Tuesday, April 19. Here are other events planned as part of this year's program:

- Fridays, 8:00-9:00pm, Radio Tierra (95.1 FM Hood River, 107.7 FM The Dalles, 95.9 FM Stevenson): Serial readings of *Martin Marten*.
- Friday, April 29, Down Manor: HRC Reads members reading selections of Doyle's writings. Closed event.
- Sunday, May 1, 2:00pm, Hood River Library: The natural history of *Martin Marten's* world with naturalist Bill Weiler.
- Thursday, May 5, 6:30pm, Hood River Library: Library book club discussion of *Martin Marten*.
- Sunday, May 15, 2:00pm, History Museum of Hood River County: Crag Rat mountain rescue stories with Bill and Don Pattison.
- Friday, May 20: Doyle gives six presentations at Hood River Valley High School, Hood River Middle School, and Wyeast Middle School. Closed events.
- Saturday, May 21, 9:00am-3:00pm: A day on a Mount Hood Trail: Stalking the wild marten with Bill Weiler, including lunch with Weiler and Brian Doyle. Space is limited; reservations begin April 17.
- Sunday, May 22, 10:30a, Down Manor: Doyle speaks with residents. Closed event.
- Sunday, May 22, 2:00pm, Hood River Library: Public presentation by author Brian Doyle.

In a timely coincidence, Brian Doyle recently won the Oregon Book Award for Young Adult Literature for *Martin Marten* on April 12.

The Friends also are planning for their annual booksale on May 12-14. They've decided against having another annual booksale to handle storage concerns. However, they are discussing alternative ways to find new homes for donated items. They also are contributing some donated books to the Oregon Women Lawyers book drive to benefit incarcerated women at the Coffee Creek Correctional Facility.

### **ii. Foundation update**

Snyder

The (almost) final tally for the Feast of Words is in. The event netted \$24,358. These monies will be used to re-paint the children's area of Hood River Library, put some shelving on wheels to allow for more program space, replace the tall nonfiction shelves with shorter ones, buy new couches, and make

new artistic signage. Some of the tall shelving will be reused at Hood River Library to provide more shelving on the east wall, near the circulation desk. Most, however, will be stored for use in the new Cascade Locks Library location.

The Foundation also has received nearly \$2,000 in memory of Meg Euwer, who was a driving force in creating the Foundation. These funds will be used to hire Mark Nilsson, local artist, to paint a mural above the children's fiction section. The District also was donated a painting in honor of Euwer. It is a beautiful painting of Mt. Hood by a friend of the Euwer family, Edward Sallenbach. I hope to have a reveal event for the painting.

The Foundation now is turning their efforts to their endowment. They have about \$35,000 in a fund at the Gorge Community Foundation. There has been little activity in the fund, but the Foundation has appointed a committee to look into enhancing and promoting the fund, especially among people doing estate planning.

### **iii. March financial statements**

Nielsen

The March financial statements were unavailable at the time the meeting packet was distributed and likely won't be available at the meeting due to tax season.

### **iv. Director's report**

Nielsen

#### *Attachments:*

- VIII.iv.a. March 2016 use statistics
- VIII.iv.b. March 2016 program statistics

#### *Facilities*

- Special Districts Association of Oregon's (SDAO) legal team has agreed to review the lease agreement between the school district and us for moving the Cascade Locks Library into Cascade Locks Elementary. Our legal counsel, Jeff Baker, is unable to review it as he also serves as the school district's counsel. There will be no cost for SDAO's service. The lease is a straightforward agreement, although we are working on details. I've been discussing the issue with superintendent Dan Goldman, and we're both excited at the prospect. I also have been inquiring about processes and procedures from other libraries in Sage who operate public libraries inside schools. They include Dufur, Sherman County, and Ukiah.
- Cooling on our HVAC was not working during some of our recent hot days. After many hours of work, Northwest Control Company discovered the issue: a broken temperature sensor. While the system is working now, we will need to get one of the three compressors replaced. I'm awaiting a quote for that.

#### *Programs and services*

- The Odell bus project has been going well. The bus travels between Odell and the Hood River Library every second and fourth Saturday of the month. We've averaged about 13 people per day. The project is paired with activities at Hood River Library such as bilingual storytimes, food, movies, and video games.
- Our involvement with the Gorge Alliance on Aging continues. This group is coordinating a fall discussion series about the book *The Age of Dignity: Preparing for the Aging Boom in a Changing America* by Ai-Jen Poo. The Library Foundation has agreed to serve as fiscal agent for a grant

application to the Joan Burchell fund of the Gorge Community Foundation. The Alliance is pursuing other grant opportunities as well.

- The Million Page Challenge finished on March 14. Unfortunately, we came in third place, but we have ideas for improving our page count next year! Here are the final counts:
  - Harney and Lake Counties: 866,986
  - Hood River County: 440,246
  - Pendleton: 503,871
- Planning begins for celebrating Presidential Medal of Freedom winner Minoru Yasui. A series of events are planned for the community, including his 100th birthday party at Hood River Library on October 19. The Gardens will have a permanent installation in his honor, a large rock with his face cut into it as well as inspirational quotes about his First Amendment and civil rights work. Maija Yasui and I and come up with two promising locations for the rock.
- This month, Assistant Director Rachael Fox has started regular outreach to senior facilities in the county. She takes materials for patrons to check out, signs up people for library cards, takes requests for holds, and more. Once a month, she visits Providence Brookside, Providence Down Manor, Hawk's Ridge, Hood River Valley Adult Center, and Parkhurst Place. Requests are delivered twice a month. She has contacted other facilities to try to coordinate visits as well.
- Young Adult Services Assistant Harley Judd has started a weekly cooperative gaming program for teenagers on Thursday at 4.00p. Games available include *Diablo III*, *Minecraft*, *Rocket League*, *TowerFall: Ascension*, *FIFA 15*, *Borderlands*, and *Little Big Planet 3*.

#### Statistics

- March 2016 circulation of District-owned items at our locations increased 14.2% over last year. About a third of this increase can be attributed to an increase in Fort Vancouver Regional Library patrons, possibly due to the White Salmon Library's temporary closure.
- March 2016 program involvement was 18.9% higher than the previous year.

#### IX. Previous business

##### X. New business

###### i. MCCOG proposal (ACTION)

Nielsen

The Board will discuss and act on the proposal offered by MCCOG to site employment services at the Hood River Library.

###### ii. Temporary art in Gardens proposal (ACTION)

Nielsen

The Board will discuss and act on the proposal offered by Providence Hospice of the Gorge to install a temporary "Before I Die" art project in the Georgiana Smith Memorial Gardens.

###### iii. Reviewing Library Director job description

VanOrman

#### Attachments:

- X.iii. Library Director job description

The Library Director job description has not been updated since 2012. The Board will discuss whether and how it needs to be updated.

#### XI. Executive session re: Personnel

VanOrman

VanOrman requested this executive session to discuss personnel issues.

**XII. Agenda items for May 17, 2016, meeting**

VanOrman

- Cascade Locks lease agreement
- Final 2016-21 strategic plan
- Technology plan
- 2016-17 salary schedule

**XIII. Adjournment**

VanOrman

## **Mid-Columbia Council of Governments**

*Memorandum*

**To:** Hood River County Library Board of Directors  
**From:** Bob Francis, Executive Director  
**Date:** April 4, 2016  
**Subject:** Hood River Office Relocation to HR Library

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### Discussion:

I have been in contact with HR County Librarian Buzzy Nielsen to explore the possibility of the HR Workforce Office relocating to the HR County Library. MCCOG originally looked at relocating to the HR CGCC campus; however it is cost prohibitive. The HR Workforce Program is an important resource to those in Hood River that are either looking for a job or looking to prepare themselves for a better job. The HR Workforce office has an average of 35-40 personal visits/week. We believe that this co-location could be a win-win outcome for both organizations.

MCCOG has the following space requirements:

- Office for consultation with clients.
- Classroom for work readiness training
- Computer terminal space or computer classroom

Library Availability: MCCOG would be able to utilize the former Reference Desk area that is now being used for Tourist Information. The space is adequate for MCCOG's needs and when MCCOG has to hold training classes, MCCOG will work with the library staff by adjusting our scheduling of clients and classes to meet this availability of the meeting room.

Since MCCOG Workforce funding is allocated by state and federal programs, MCCOG is requesting that a rent of \$1/month be allowed for the first year to see how the program works and if it beneficial to both organizations.

### Logistics Involved:

- Move to HR Library
  - ✓ Prepare space
  - ✓ IT move (eComm would look at Library system and discuss with HR Library)
  - ✓ Locate IT hardware
  - ✓ Phones and numbers
  - ✓ Notification of clients and partners
  - ✓ Office furniture, if needed


- ✓ Lease or IGA? Fast track for approval
- Numbers
  - ✓ MCCOG Hood River Office Only (possible new CGCC Students)
 

The overall number of traffic (includes Spanish-speaking customers)

    - 2014-2015      served 1,979 customers (some are return clients)
    - 2013–2014      219 of 363 entered employment (60% employment rate)
    - 2012-2013      373 of 588 entered employment (63% employment rate)


#### Benefits

- HR County Library
  - ✓ MCCOG personnel will be at HR Library during Library Hours. Can be cross-trained to answer questions for both organizations.
  - ✓ Counseling – MCCOG staff would be available to answer questions from Library customers on workforce issues such as resume writing and job searches. Our resources are connected to other workforce organizations to provide a nation-wide data bank of job openings and workforce resources.
  - ✓ Having a steady stream of MCCOG clients would allow the Library to have an opportunity to enroll more patrons in the Library system.
  - ✓ Having workforce representatives at the Library would give Library Patrons access to workforce resources.
  - ✓ **It is important to note that workforce resources are not only for people looking for a new job. The MCCOG Workforce staff is there for people who are employed but looking to improve their work status.**
- MCCOG
  - ✓ MCCOG will have a prominent location in HR County.
  - ✓ MCCOG may see an increase in client numbers, drawing from a population with a high likelihood of positive performance outcomes.



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Marine vet visits ‘other wall’



DAN BROPHY, a disabled Vietnam vet and retired Marine Corps captain, answers the “Before I die I want to...” question on a chalk wall in front of The Mint with “Pay it all Forward.” He approaches life with gratitude after beating the odds of survival on the battlefield in 1969. Photo by [RaeLynn Ricarte](#).

By [RaeLynn Ricarte](#) As of Wednesday, July 15, 2015

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USMC Capt. (retired) Dan Brophy got his first look at what he calls the “Bucket List Wall” during the annual chili cook-off Saturday at the Mint to raise funds for a gorge family service program.

“It looked a little like the Vietnam wall so I wanted to see what it was all about,” said Brophy, who returned to write his own message on Monday.

He has been confined to a wheelchair since being hit by a .50 caliber bullet during a deployment to Vietnam.

Against the odds, he survived the damage caused by a bullet that was more than 2 inches long and one-half inch in diameter. The round fired into the helicopter by enemy ground forces on Feb. 23, 1969, pierced his foot and exited his knee to drive upward into his carotid artery.

Brophy had to think over what he might write on the “Before I Die” wall outside the Mint, 710 East Second Street. He decided to wait for inspiration and left Saturday without adding his thoughts.

On Monday, he returned to answer the question "Before I die I want to..." with "Pay It All Forward."

"That's the name of that game," he said.

Brophy believes it is important to live with gratitude since he beat the odds and more than 58,000 troops did not make it home from Vietnam. Their names are listed on the Vietnam Memorial Wall in Washington, D.C., which Brophy has visited to pay his respects.

His way of "Paying it Forward" was to get ordained after leaving the Corps and work with Pointman Ministries to help other combat veterans cope with trauma and injuries. He is still actively involved in that cause at the age of 75.

Brophy's contemplation is exactly the type of response that Matthew Klebes, Colleen Ballinger and Tim Schechtel hoped to get when they erected both English and Spanish language walls on Friday.

"It's a very reflective kind of thing," said Ballinger, a nurse for Providence Hospice of the Gorge.

Ballinger said the anonymity of the wall invites people to share their personal viewpoints and aspirations.

She brought the idea of putting up the special panels to Klebes, executive director of The Dalles Main Street, a nonprofit that undertakes projects to bring people downtown.

"We pretty much organized everything by word of mouth," he said of the volunteer force that will wipe the board clean each Wednesday.

They will also patrol the block to ensure written content is appropriate for a public space.

Last year Ballinger said the "Before I Die" wall was set up in Mosier and this year hospice wanted to share it with The Dalles. Anyone walking by is welcome to grab a piece of chalk and write an answer.

"These walls are so inspiring," said Ballinger.

This week's responses include answers that range from the philosophical, such as "Please God" to goals, including the popular "Get married."

There is also some wishful thinking, expressed by "Be Batman," and "See Blazers as NBA Champs."

Ballinger, who has been in the field of nursing for 35 years, said she was inspired to take on the project because of the lessons she has learned from patients.

"Death inspires life. My dying patients have taught me about living," she said.

The idea for the interactive walls came from artist Candy Chang, who lived in New Orleans, La., and experienced a deep depression after losing someone she loved in 2011.

She found an abandoned house in her neighborhood to create an anonymous place that people could use to restore perspective and share thoughts with other people without revealing their identity.

Her photos of the writings on the original panels found their way around the world and there are now "Before I Die" walls featured in 73 countries and 36 languages.

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## More like this story

[Ballinger returns to The Dalles](#)

[Marine: Find God for true healing](#)

[Kiosks planned for downtown TD](#)

[Vietnam vets team up for buck hunt](#)

[Letter to the editor: Don't miss good news](#)

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## Comments

## **Hood River County Library District Strategic Goals 2016 - 2021**

### **1. *Create a stable and permanent presence in Odell.***

- Evaluate effectiveness of current bus pilot and determine next steps.
- Develop a service plan (including bricks and mortar presence or other approaches).
  - Explore collaboration with prospective partners.
- Expand adult literacy and ESL opportunities for Spanish speakers.

### **2. *Expand services to tweens and teens.***

- Facilitate creative learning opportunities and provide a venue (at the library and/or online) for them to showcase their work.
- Create a teen space that addresses their needs and that is not used by adults.
- Create an advisory group that gives them a voice in shaping the present and future of the library.

### **3. *Expand outreach activities to continue to grow the library's active users.***

- Connect with diverse audiences (and create connections between diverse communities) with large scale community events.
- Develop collections, services and programs targeted to nonusers.
  - Tool library or other "library of things."
  - Potential audiences: young adults, tech community, sporting community
- Reach out to homebound individuals and seniors through ongoing staff outreach.

### **4. *Increase library awareness throughout the county.***

- Implement targeted and word of mouth marketing to increase participation and attendance.
- Implement consistent branding to highlight all library sponsored events and activities.
- Effectively communicate the positive impact of the library district and develop a plan for long-term funding sustainability.

### **5. *Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.***

- Provide access to diverse resources to meet the community's diverse needs.
  - Provide space for social services at Hood River Library.

- Offer literary events, musical concerts and other expressions of community creativity.
- Offer access to current and relevant technology.
- Continue to strengthen ongoing partnerships with other services, education institutions and service providers.
- Explore options for maximizing the library's open hours.



**Board of Directors  
Regular Meeting Minutes**

Tuesday, March 22, 2016, 7.00p

(rescheduled meeting from March 15)

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen

*Present:* Rachael Fox (staff), Buzzy Nielsen (staff), Jean Sheppard, Alexis Vaivoda, Suzanne VanOrman

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

VanOrman

President VanOrman called the meeting to order at 7.01p. Nielsen requested to add an executive session to the meeting regarding personnel. Vaivoda moved to accept the agenda as amended. Sheppard seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest**

VanOrman

None stated.

**III. Consent agenda (ACTION)**

VanOrman

- i. Minutes from February 16, 2016, meeting
- ii. Gorge Audio Video invoice for children's library theater
- iii. Budget Committee and calendar approval

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

**IV. Open forum for the general public**

VanOrman

No public present.

**V. Reports**

**i. Friends update**

VanOrman

The Friends annual booksale is on Thursday, May 12, through Saturday, May 14. There have been some recent storage issues with books, so the Friends are discussing having another annual booksale. Hood River County Reads also is coming up. The kickoff is on Sunday, April 17, 2.00p at Hood River Library. Free copies of the 2016 Reads selection, *Martin Marten* by Brian Doyle, will be available then.

**ii. Foundation update**

Snyder

The Foundation's Feast of Words fundraiser on Saturday, March 12, was well-attended by about 250 people. To date, the Foundation raised about \$23,000. They're expecting more, however. This is under their goal of \$30,000. The District will still proceed with several changes to the children's area at Hood River Library including putting two rows of shelves on wheels, replacing tall nonfiction shelves with short ones, installing shelving on the east wall, painting, new couches, and new signage.

### **iii. February financial statements**

Nielsen

The Board reviewed the February financial statements and had no questions or comments.

### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen noted the following:

- The District is participating in an informal group, the Gorge Alliance on Aging, which is dedicated to creating discussion about aging issues in the Gorge. They hope to have a fall discussion series about the book *The Age of Dignity: Preparing for the Aging Boom in a Changing America* by Ai-Jen Poo
- The cooling system at Hood River Library has been problematic. We're working with Northwest Control Company to address the issues.

## **VI. Previous business**

### **i. Strategic planning update**

Nielsen

The visioning retreat planned as part of the 2016-21 strategic plan process will be on Saturday, April 2. Approximately 65 people were invited. Board members and staff will contact invitees this week to encourage them to attend.

### **ii. Homeless/domestic violence cards**

Nielsen

The Board discussed proposed revisions to the Library Card Policy, which included adding a card type for homeless individuals and those living in domestic violence shelters. The staff felt that this is an important service to provide. Cards would be limited to two items at once, one hold, and HRCLD locations and items only. The policy revisions to also included codifying some library card types that already are being used including institutional cards, Metropolitan Interlibrary eXchange (MIX) cards, and Oregon Library Passport Program (OLPP) cards. Sheppard moved to pass resolution 2015-16.10, amending the Library Card Policy as discussed. Vaivoda seconded. The motion carried unanimously.

## **VII. New business**

### **i. Janitorial contract renewal (ACTION)**

Nielsen

Nielsen presented an update to the current janitorial contract, which runs through 2018. Updates to the contract included an updated statement of work, adding weekly service at Parkdale Library, and weekly emptying the garbage in the Gardens weekly all year round. Vaivoda moved to approve the contract addendum with Clean-All Janitorial. Sheppard seconded. The motion carried unanimously.

### **ii. Review of Library Director evaluation questions**

VanOrman

The Board reviewed the questions asked as part of the Library Director's annual evaluation, which happens in June. They had no suggested changes.

## **VIII. Executive session: Personnel**

VanOrman

President VanOrman moved the Board into executive session 7.26p per ORS 192.660(1)(i) Personnel. The Board exited executive session at 7.31p.

## **IX. Agenda items for next meeting**

VanOrman

- Cascade Locks Library lease agreement
- Draft strategic plan review

## **X. Adjournment**

VanOrman

The meeting adjourned at 7.32p.

**Board of Directors  
Special Meeting Minutes**  
Saturday, April 2, 2016, 9.30a  
Hood River Library Reading Room  
502 State St, Hood River  
Suzanne VanOrman, President



Present: Rachael Fox (staff), Buzzy Nielsen (staff), Jean Sheppard, Sara Snyder, Suzanne VanOrman, several members of the public

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

Nielsen

The meeting was called to order at 9.35a, after which the floor was turned over to library consultant Penny Hummel to lead a strategic planning visioning retreat.

**II. New business**

**i. Community visioning session for strategic plan**

Penny Hummel

Nielsen welcomed the approximately twenty people attending the retreat. Introductions were made. Hummel explained the process of the meeting itself and the overall strategic planning process. Following that, the retreat followed the attached agenda.

- Nielsen presented on the current status of the library district including programs, services, usage statistics, and future projects.
- Hummel gave an overview of library trends nationally, including focuses on making libraries more like community centers, encouraging creative activities for all ages in the library, and reaching out to people in innovative fashions.
- The participants broke up into small groups to discuss what the community's most pressing needs are and which of those needs the library might address. The groups reported back to the entire group.
- Participants recessed briefly for lunch at 12.25p.
- The entire group discussed their vision for the District, including how the library can address identified needs, make a positive impact on local quality of life, and where the library should focus its resources in the next five years. The five areas were as follows:
  - Create a stable and permanent presence in Odell.
  - Expand services to tweens, teens, and seniors.
  - Expand outreach activities
  - Promote lifelong learning and creative activities in the libraries.
  - Increase library awareness within the County.
- They then discussed goals and strategies to help address the identified areas.
- Penny summed up the meeting by discussing next steps and thanking everyone for participating.

**III. Adjournment**

Nielsen

The meeting adjourned at 2.45p.

# **Community Visioning and Strategic Planning Retreat Agenda**

Hood River Library (502 State Street, Hood River OR)  
Saturday, April 2, 2016, 9:30 am – 3 pm

- 9:00 Coffee and refreshments
- 9:30 Welcome (Buzzy Nielsen)
- 9:35 Introductions
- 10:00 Retreat overview and outcomes (Penny Hummel, library consultant)
- 10:15 The Hood River County Library District (Buzzy Nielsen)
- Current programs and services
  - Benchmarking
  - Opportunities and aspirations for the future (+ Q & A)
- 11:15 Input from community interviews and focus groups  
National library service trends (Penny Hummel)
- 11:45 Identifying Community Needs: Small Groups
- *What are our community's most pressing needs?*
  - *Which of these needs might the library help address?*
- 12:15 Reports from small groups
- 12:30 LUNCH
- 1:15 Vision for the Hood River County Library District: Small Groups
- *How can the library address identified community needs and make a positive contribution to local quality of life?*
  - *Where should the library focus its resources in the next 3 – 5 years?*
- 1:45 Reports from small groups
- 2:00 Developing Goals and Strategies: Small Groups
- *Within the identified focus areas, what should the library's goals be in the next five years?*
  - *What strategies will help reach these goals?*
  - *Which community organizations the library should partner with to achieve these goals?*
- 2:30 Final reports from small groups
- 2:45 Next steps (Penny Hummel)
- 3:00

Adjourn (Buzzy Nielsen)

## **Contract for Construction Work**

This is a contract for construction work to be performed by Michael S Peterson-Love for Hood River County Public Library, (Buzzy Nielsen, Director) made on April 5, 2016.

### **Information**

1. Michael S Peterson-Love is a sole proprietor licensed by the Oregon Construction Contractors License Board under license #201175.
2. Michael S Peterson-Love is located at 2199 Maggie Lane, Hood River, Oregon 97031.  
541-490-5547
3. Customer: Hood River County Library--Buzzy Nielsen, Director:
4. The work site is located at:  
  
502 State Street, Hood River, Oregon 97031

### **Scope of Work**

Michael S Peterson-Love will perform the following work for Hood River County Library:

- Audio cabinet for children's story telling room (per plans previously submitted: \$3,140
- Dark oak cabinet for adult section with 7-9 adjustable shelves (approximately 12"dx19"wx84"h): \$900

Total: \$4,040

### **Payment Terms**

Hood River County Library will pay for the work on the following schedule:

Fifty percent on signing (\$2,020) and 50% on completion (\$2,020) for the total of \$4,040.

### **List of Required Consumer Notices**

Oregon law requires construction contractors to give homeowners certain notices before and during a construction project *when a written contract is required (contracts over \$2000)*. The following is a list of the required notices. It is important to read and understand these forms.

1. Consumer Protection Notice
2. Information Notice to Owner About Construction Liens
3. Notice of Procedure

### **Explanation for Homeowner's Rights**

1. Consumers have the right to receive the products and services agreed to in the contract.
2. Consumers have the right to resolve disputes through means outlined in the contract.
3. Consumers have the right to file a complaint with the CCB. Any arbitration or mediation clauses in the contract may need to be complied with during the resolution of the CCB complaint.

### **Explanation of Arbitration or Mediation Clause**

An "arbitration or mediation clause" is a written portion of a contract designed to settle how parties will solve disputes that may arise during, or after, a construction project. Arbitration clauses are very important. They may limit a consumer's ability to have their dispute resolved by the Oregon court system or the Oregon Construction Contractors Board.

This contract DOES NOT contain an arbitration or mediation clause.

The Oregon Construction Contractors Board urges consumers to read and understand the entire contract--including any arbitration clause before signing a construction contract. Consumers are not obligated to accept contract terms proposed by the contractor, including arbitration provisions. These may be negotiated to the satisfaction of both parties.

\_\_\_\_\_  
Buzzy Nielsen, Director  
Hood River County Library

04/06/2016

\_\_\_\_\_  
Michael S Peterson-Love, Contractor

04/06/2016

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3. Customer: Hood River County Library--Buzzy Nielsen, Director:
4. The work site is located at:  
  
502 State Street, Hood River, Oregon 97031

### **Scope of Work**

Michael S Peterson-Love will perform the following work for Hood River County Library:

- Paint children's library (Approximately 4500 square feet of walls and ceiling, all wall repair and painting prep; painted according to the library's color/sheen specifications (Jana) using Behr Marquee paint; all windows and doors (those adjoining hallway to be painted inside and out); furniture/books to be moved and replaced; clean up and waste hauled away: \$8400

### **Payment Terms**

Hood River County Library will pay for the work on the following schedule:

Fifty percent on signing (\$4,200) and 50% on completion (\$4,200) for the total of \$8,400.

### **List of Required Consumer Notices**

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\_\_\_\_\_  
Buzzy Nielsen, Director  
Hood River County Library

04/06/2016

\_\_\_\_\_  
Michael S Peterson-Love, Contractor

04/06/2016

# Circulation, 2015-16

Attachment VIII.iv.a.

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	420	402	393	509	401	425	423	417	492				3,882
Video	1,361	1,464	1,652	1,719	1,527	1,974	2,068	1,866	2,061				15,692
Fiction	1,201	1,082	1,009	993	863	954	953	1,020	1,130				9,205
Large print	54	67	84	117	107	65	76	113	74				757
Nonfiction	928	887	885	852	767	841	864	937	986				7,947
Spanish	92	69	79	99	79	58	99	134	141				850
Magazines	188	239	190	231	262	265	293	299	315				2,282
New books	961	866	863	862	822	854	850	879	1,065				8,022
Graphic novels	98	98	74	69	75	52	63	95	142				766
Miscellaneous	29	25	24	24	28	20	19	27	28				224
Young adult collection	396	362	232	191	179	215	202	205	252				2,234
Children's audio	356	298	213	236	253	228	211	214	208				2,217
Children's new books	414	418	418	360	344	337	457	436	447				3,631
Board Books	299	221	244	205	172	215	147	158	148				1,809
Children video	954	794	672	709	667	753	720	717	720				6,706
Children's fiction	1,288	962	714	762	739	631	641	684	727				7,148
Children's nonfiction	538	419	401	396	389	345	572	457	498				4,015
Picture books	1,051	970	809	756	703	533	911	758	846				7,337
Readers	405	363	287	382	353	326	343	276	304				3,039
Holiday books	22	6	80	177	237	362	65	69	77				1,095
Children's graphic novels	217	289	147	153	173	154	154	174	276				1,737
Children's Spanish	159	143	91	144	100	116	171	119	140				1,183
Theme bags & book kits	16	15	23	20	18	20	30	26	23				191
<b>TOTAL</b>	<b>11,447</b>	<b>10,459</b>	<b>9,584</b>	<b>9,966</b>	<b>9,258</b>	<b>9,743</b>	<b>10,332</b>	<b>10,080</b>	<b>11,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,969</b>

# Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	3	2	5	8	6	5	6	19	14				68
Video	71	22	42	33	23	36	29	34	26				316
Fiction	40	20	23	30	10	22	22	26	55				248
Large print	1	0	0	0	0	1	3	0	3				8
Nonfiction	21	28	15	27	3	7	19	12	25				157
Spanish	0	0	0	0	0	0	0	0	0				0
Magazines	2	8	7	6	3	4	13	5	0				48
New books	9	13	11	28	8	9	11	16	17				122
Graphic novels	4	1	5	1	2	2	2	1	1				19
Miscellaneous	0	1	0	0	0	0	0	0	0				1
Young adult collection	8	6	10	3	0	5	8	6	2				48
Children's audio	3	0	2	0	3	0	1	0	0				9
Children's new books	3	3	2	11	1	1	4	2	1				28
Board Books	1	1	6	2	6	5	2	0	5				28
Children video	31	17	27	26	14	37	8	18	23				201
Children's fiction	15	3	5	3	10	13	4	5	4				62
Children's nonfiction	11	6	12	6	2	8	8	7	15				75
Picture books	16	1	10	1	18	13	3	13	9				84
Readers	2	2	0	6	11	15	1	7	3				47
Holiday books	1	0	0	0	6	20	3	6	1				37
Children's graphic novels	15	1	12	9	8	4	0	0	0				49
Children's Spanish	0	1	6	0	1	0	0	0	0				8
Theme bags & book kits	0	0	0	0	0	0	0	0	0				0
<b>TOTAL</b>	<b>257</b>	<b>136</b>	<b>200</b>	<b>200</b>	<b>135</b>	<b>207</b>	<b>147</b>	<b>177</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,663</b>

# Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1	2	1	4	2				20
Video	83	43	31	18	42	54	84	63	61				479
Fiction	79	68	50	54	18	34	35	68	57				463
Large print	5	6	15	16	4	4	0	1	3				54
Nonfiction	26	12	22	23	13	11	21	25	19				172
Spanish	9	12	10	9	4	4	1	3	6				58
Magazines	6	9	1	0	2	0	8	3	4				33
New books	23	24	5	12	17	0	11	33	16				141
Graphic novels & comics	1	0	1	0	0	0	0	0	0				2
Miscellaneous	1	0	2	0	0	0	0	0	2				5
Young adult collection	12	9	3	2	1	2	4	3	3				39
Children's audio	2	3	3	0	1	3	0	1	5				18
Children's new books	2	0	3	0	0	0	1	2	5				13
Board Books	16	19	7	12	6	6	13	11	27				117
Children video	32	18	21	30	22	34	58	49	30				294
Children's fiction	5	43	25	18	8	5	16	19	20				159
Children's nonfiction	10	14	15	42	18	18	22	18	21				178
Picture books	48	31	48	42	15	12	17	30	61				304
Readers	11	8	5	11	14	31	4	3	5				92
Holiday books	2	3	4	1	1	13	5	0	1				30
Children's graphic novels	13	10	8	7	1	7	10	8	0				64
Children's Spanish	1	7	6	6	3	3	0	2	4				32
Theme bags	0	0	0	0	0	0	0	0	0				0
<b>TOTAL</b>	<b>389</b>	<b>339</b>	<b>288</b>	<b>308</b>	<b>191</b>	<b>243</b>	<b>311</b>	<b>346</b>	<b>352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,767</b>

# Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	432	430	440	508	0	0	0	3,970
Video	1,515	1,529	1,725	1,770	1,592	2,064	2,181	1,963	2,148	0	0	0	16,487
Fiction	1,320	1,170	1,082	1,077	891	1,010	1,010	1,114	1,242	0	0	0	9,916
Large print	60	73	99	133	111	70	79	114	80	0	0	0	819
Nonfiction	975	927	922	902	783	859	904	974	1,030	0	0	0	8,276
Spanish	101	81	89	108	83	62	100	137	147	0	0	0	908
Magazines	196	256	198	237	267	269	314	307	319	0	0	0	2,363
New books	993	903	879	902	847	863	872	928	1,098	0	0	0	8,285
Graphic novels & comics	103	99	80	70	77	54	65	96	143	0	0	0	787
Miscellaneous	30	26	26	24	28	20	19	27	30	0	0	0	230
Young adult collection	416	377	245	196	180	222	214	214	257	0	0	0	2,321
Children's audio	361	301	218	236	257	231	212	215	213	0	0	0	2,244
Children's new books	419	421	423	371	345	338	462	440	453	0	0	0	3,672
Board Books	316	241	257	219	184	226	162	169	180	0	0	0	1,954
Children video	1,017	829	720	765	703	824	786	784	773	0	0	0	7,201
Children's fiction	1,308	1,008	744	783	757	649	661	708	751	0	0	0	7,369
Children's nonfiction	559	439	428	444	409	371	602	482	534	0	0	0	4,268
Picture books	1,115	1,002	867	799	736	558	931	801	916	0	0	0	7,725
Readers	418	373	292	399	378	372	348	286	312	0	0	0	3,178
Holiday books	25	9	84	178	244	395	73	75	79	0	0	0	1,162
Children's graphic novels	245	300	167	169	182	165	164	182	276	0	0	0	1,850
Children's Spanish	160	151	103	150	104	119	171	121	144	0	0	0	1,223
Theme bags	16	15	23	20	18	20	30	26	23	0	0	0	191
TOTAL	12,093	10,934	10,072	10,474	9,584	10,193	10,790	10,603	11,656	0	0	0	96,399

# Interlibrary loans, 2015-16

## Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	861	768	861	946	797	967	1,035	967	1,117				8,319
Borrowed from Sage	795	668	684	716	713	832	845	862	1,032				7,147
<i>Sage difference</i>	<b>66</b>	<b>100</b>	<b>177</b>	<b>230</b>	<b>84</b>	<b>135</b>	<b>190</b>	<b>105</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,172</b>

## Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	39	55	54	59	43	53	34	39	53				429
Borrowed from Sage	62	47	53	75	43	62	61	47	69				519
<i>Sage difference</i>	<b>-23</b>	<b>8</b>	<b>1</b>	<b>-16</b>	<b>0</b>	<b>-9</b>	<b>-27</b>	<b>-8</b>	<b>-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-90</b>

## Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	35	37	35	40	22	36	42	36	34				317
Borrowed from Sage	16	19	23	28	16	23	28	29	37				219
<i>Sage difference</i>	<b>19</b>	<b>18</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>13</b>	<b>14</b>	<b>7</b>	<b>-3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98</b>

## Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	935	860	950	1,045	862	1,056	1,111	1,042	1,204	0	0	0	9,065
Borrowed from Sage	873	734	760	819	772	917	934	938	1,138	0	0	0	7,885
<i>Sage difference</i>	<b>62</b>	<b>126</b>	<b>190</b>	<b>226</b>	<b>90</b>	<b>139</b>	<b>177</b>	<b>104</b>	<b>66</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,180</b>
Checked out by non-Sage	29	20	27	27	21	19	24	18	31				216
Borrowed from non-Sage	4	6	11	7	0	7	6	2	2				45
<i>Non-Sage difference</i>	<b>25</b>	<b>14</b>	<b>16</b>	<b>20</b>	<b>21</b>	<b>12</b>	<b>18</b>	<b>16</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171</b>

# Computer use, 2015-16

## Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Hood River</b>	1,018	924	850	768	535	565	645	740	804				<b>6,850</b>
<b>Cascade Locks</b>	129	135	135	112	62	70	57	64	54				<b>818</b>
<b>Parkdale</b>	39	22	36	23	24	11	50	33	79				<b>317</b>
<b>TOTAL</b>	<b>1,185</b>	<b>1,082</b>	<b>1,021</b>	<b>904</b>	<b>621</b>	<b>647</b>	<b>752</b>	<b>837</b>	<b>937</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,985</b>

## Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Ancestry</b>													
<i>Searches</i>	476	195	508	78	140	3	360	163	196				2,119
<i>Item views</i>	274	172	258	32	31	0	248	117	123				1,255
<b>Auto Repair Ref Ctr</b>	7	4	0	16	0	13	5	10	1				56
<b>Facebook</b>													
<i>Posts</i>	5	13	12	21	15	20	25	25	33				169
<i>Post reach</i>	830	2,466	2,792	1,756	3,618	3,315	4,272	6,100	5,177				30,326
<i>Post engagement</i>	56	219	297	93	468	268	305	325	286				2,317
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078	1,085	1,107	1,126	1,149				N/A
<b>Gale databases</b>													
<i>In library</i>	38	1	0	41	202	158	38	120	78				676
<i>Remote</i>	43	1	3	4	45	2	1	14	5				118
<b>Heritage Quest</b>													
<i>Searches</i>	22	30	46	9	148	0	0	0	0				255
<i>Item views</i>	13	30	39	6	129	0	0	0	0				217
<b>hoodriverlibrary.org</b>													
<i>Visits</i>	1,019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				1,019
<i>Unique visitors</i>	741	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				1,882
<b>Instagram</b>													
<i>Posts</i>	4	7	4	4	3	3	2	8	8				43
<i>Post feedback</i>	7	24	20	20	18	12	17	29	35				182
<i>Followers</i>	110	121	127	132	142	152	156	165	177				110
<b>LearningExpress</b>	0	0	0	0	0	0	0	0	0				0
<b>Library2go</b>													
<i>ebooks</i>	372	327	301	375	354	378	376	386	411				3,280
<i>Audiobooks</i>	347	286	311	372	348	301	358	299	318				2,940
<b>Newsletter</b>													
<i>Subscribers</i>	680	680	680	680	680	680	680	734	788				680
<i>Messages sent</i>	0	0	0	0	0	0	0	1	2				3
<i>Opened</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	41.3%	35.6%				38.5%
<i>Click rate</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1%	1.0%				1.1%
<b>Pronunciator</b>													
<i>Registrations</i>	1	16	2	10	2	14	26	9	4				84
<i>Logins</i>	2	157	9	31	5	31	87	33	11				366
<b>TumbleBooks</b>	514	20	2,805	3,521	2,028	2,512	4,602	3,721	2,603				22,326

Twitter

Tweets	5	12	6	8	7	7	4	12	12	73
Tweet impressions	873	2,430	1,402	1,011	1,589	1,982	1,314	1,447	1,959	14,007
Mentions	2	1	1	0	3	3	2	2	3	17
Total followers	417	435	443	447	449	453	464	477	482	N/A

## Patron statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Used card in last month</b>	2,089	2,020	1,897	1,905	1,903	1,834	1,936	1,999	2,043				N/A
<b>New patrons</b>	<b>134</b>	<b>138</b>	<b>124</b>	<b>104</b>	<b>94</b>	<b>86</b>	<b>103</b>	<b>108</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>978</b>
<i>Hood River</i>	93	108	95	74	65	59	71	73	59				697
<i>Cascade Locks</i>	17	2	1	5	3	2	2	0	5				37
<i>Odell</i>	3	5	0	0	3	2	1	0	0				14
<i>Parkdale</i>	5	7	8	1	7	6	12	8	5				59
<i>MIX libraries</i>	14	12	14	21	16	14	15	22	13				141
<i>Sage libraries</i>	1	1	5	3	0	2	2	5	5				24
<i>Passport libraries</i>	0	0	0	0	0	0	0	0	0				0
<i>Other</i>	1	3	1	0	0	1	0	0	0				6

## Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Circulation</b>													
<b>First circs</b>	423	349	402	507	406	612	601	868	921	0	0	0	5,089
Camas	0	0	0	0	0	0	0	0	0				0
Clackamas Co.	0	1	0	0	0	4	8	27	1				41
Fort Vancouver	409	333	376	481	381	577	534	792	899				4,782
Multnomah Co.	11	2	19	24	11	31	56	36	14				204
Washington Co.	3	13	7	2	14	0	3	13	7				62
<b>Renewals</b>	<b>250</b>	<b>162</b>	<b>182</b>	<b>244</b>	<b>209</b>	<b>327</b>	<b>268</b>	<b>289</b>	<b>388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,319</b>
Camas	0	0	0	0	0	0	0	0	0				0
Clackamas Co.	0	0	0	0	0	0	4	7	0				11
Fort Vancouver	248	162	165	237	191	318	254	273	359				2,207
Multnomah Co.	1	0	1	7	18	9	10	8	25				79
Washington Co.	1	0	16	0	0	0	0	1	4				
<b>TOTALS</b>	<b>673</b>	<b>511</b>	<b>584</b>	<b>751</b>	<b>615</b>	<b>939</b>	<b>869</b>	<b>1,157</b>	<b>1,309</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,408</b>

## Program statistics, 2015-16

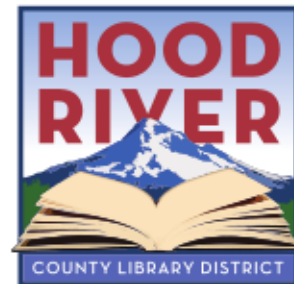
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
<b>Adult programs</b>													
<i>Number</i>	6	8	12	13	12	11	11	14	13				100
<i>Attendees</i>	124	248	349	383	916	390	553	795	544	0	0	0	4,302
<b>Kids programs</b>													
<i>Number</i>	61	36	19	25	21	26	26	21	28				263
<i>Attendees</i>	4,726	2,157	1,632	1,176	1,027	1,840	2,568	2,523	3,157	0	0	0	20,806
<b>Teen programs</b>													
<i>Number</i>	12	16	13	16	12	4	8	10	13				104
<i>Attendees</i>	162	326	488	649	439	12	37	93	373	0	0	0	2,579
<b>TOTAL</b>													
<i>Number</i>	79	60	44	54	45	41	45	45	54	0	0	0	467
<i>Attendees</i>	5,012	2,731	2,469	2,208	2,382	2,242	3,158	3,411	4,074	0	0	0	27,687

# Program statistics, March (2015-16)

Attachment VIII.iv.b.

Event	Cosponsor(s)	Location	Date	Attendees
<b>ADULT PROGRAMS</b>				
Library Book Club: <i>The Martian</i>		HR Library	Mar 3	11
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Mar 3,7,10,14,17,28,31	175
Storytelling program: Portland Story Theater	Libraries of Eastern Oregon	HR Library	Mar 5	19
Recursos Informativos: Radio Show	Radio Tierra SNAP-ED Program HRC Extension Services	The Gorge	Mar 9	300
Author event: Ana Maria Spanga	Waucoma Bookstore Gorge Owned	HR Library	Mar 19	13
<i>The Great Northwest</i> movie screening	Libraries of Eastern Oregon	HR Library	Mar 21	23
Grave Matters: Death Cafe		HR Library	Mar 27	3
<b>Adult total</b>				<b>544</b>
<b>KIDS PROGRAMS</b>				
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Mar 1,8,15,22,29	240
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	Mar 2,9,16,23,30	2,500
Outreach: Rinconcito Trailer Park	Rinconcito Trailer Park	Hood River	Mar 2,9,16,30	30
Storytime (baby/toddler)		HR Library	Mar 3,17,31	56
Storytime (preschool)		HR Library	Mar 3,17,31	77
Presentation at OCDC meeting	Oregon Child Development Coalition	Odell	Mar 8	35
Cookies and Books	Cascade Locks Elementary	CL Library	Mar 8	23
Storytime (combined)		HR Library	Mar 10	45
Library Express (LEX) Bus		Odell HR Library	Mar 12,26	23
				(bus riders: 16)
Tintin Party		HR Library	Mar 22	66
Author event: Frog and Duck by D.J. Griffin		HR Library	Mar 26	7
Outreach storytime: Mid-Valley Elementary School Kindergarteners	Mid-Valley Elementary School	Odell	Mar 28	55
<b>Kids total</b>				<b>3,157</b>
<b>TEEN PROGRAMS</b>				
Literary Trivia Challenge class visit	May Street Elementary	Hood River	Mar 4	75
Literary Trivia Challenge meeting		HR Library	Mar 5,12,26	25
Literary Trivia Challenge class visit	Westside Elementary	Hood River	Mar 10	75
Young Writers Club		HR Library	Mar 11,18,25	7
Co-op Gaming		HR Library	Mar 17,24,31	11
Literary Trivia Challenge class visit	Hood River Middle School	Hood River	Mar 30,31	180
<b>Teen total</b>				<b>373</b>

## Job Description Library Director



### **Summary**

The Library Director will provide direct leadership in the planning, direction and oversight of library services within the district.

*Classification:* Library Director

### **Essential duties and responsibilities**

1. Provide leadership in developing District vision, goals and objectives in conjunction with the Board of Directors. Establish operational targets in compliance with overall goals and objectives. Plan and develop collections, programs, services and activities based on analysis of District growth, usage patterns, workload, staffing levels, patron requests and related legislative issues to provide appropriate library services to the community.
2. Administer board policies, make policy recommendations to the Board, and provide executive support and information to the Board.
3. Develop strong partnerships within the community and the state. Advocate for the Library by representing the District at public forums, attend various community group, professional, and civic organization meetings to communicate Library policies and programs, and develop good will.
4. Champion community involvement for the operation and services provided both now and for the future. Work closely with the Hood River County Library Foundation and Friends of the Hood River Library to develop creative approaches to ensure robust local fundraising and volunteer support.
5. Supervise personnel directly or through subordinates. Hire and train or over see training of employees and volunteers. Assign, supervise and evaluate work of subordinates, including supervisory personnel. Hear grievances and administer disciplinary action as needed.
6. Prepare the budget for the Library Board approval. Monitor and approve expenditures in accordance with the budget. Administer grants, gifts, state and federal money.
7. Develop the collection of all types of materials such as print, media and electronic resources. Classify and catalog materials, provide reference services and manage the withdrawals from circulation.
8. Oversee maintenance of the collection.
9. Evaluate, develop and implement goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long-range plans for library services to the District.
10. Stay current with library and information services and technology, including the integrated library system, electronic resources and Internet.
11. Act as the Board Secretary and perform those duties as required.
12. Administer the maintenance of library facilities and equipment.
13. Perform other duties as assigned by the Library District Board of Directors.

**Peripheral duties**

1. Assist in ancillary Library duties as workload and staffing levels dictate.
2. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintain work areas in a clean and orderly manner.

**Supervision received**

Works under the general supervision of the Library District Board of Directors. Communicates regularly with the Board President in carrying out the Board's directives. Performance evaluation governed by the Library Director Evaluation Policy.

**Supervision exercised**

This position directly supervises all other employees of the District.

**Desired minimum qualifications**

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution.
2. Successful experience in the administration of library operations and services.
3. Demonstrated leadership, supervisory experience and strategic planning.
4. Substantial experience in public services and dealing with the public.
5. Success with grants, bonds, community fundraising, and other public funding venues.
6. Excellent interpersonal, interviewing, counseling, and communications skills.
7. Extensive experience with varied budgeting processes.
8. Experience using technologies to provide and enhance library services.

Necessary knowledge, skills, and abilities:

1. Demonstrated successful leadership, interpersonal and supervisory skills working with a diverse population.
2. Strong public service orientation and ability to work effectively in a team environment.
3. Effective problem solving, analytical and organizational skills.
4. Effective written and verbal communication skills.
5. Ability to manage multiple tasks in a rapidly changing environment.
6. Ability to prepare and manage a budget.
7. Knowledge of collection development, acquisitions, cataloging, database management, public and technical services, and reference.
8. Ability to perform and prioritize tasks with limited supervision.
9. Thorough knowledge of current trends and developments in the library field.
10. Thorough knowledge of library reference sources, print and online.
11. Knowledge of pertinent federal, state, and local policies, procedures, laws, and regulations.
12. Working knowledge of public relations procedures.
13. Thorough knowledge of modern management principles and practices as they relate to the administration of public libraries.
14. Ability to motivate, direct, and supervise professional, paraprofessional and clerical library personnel in a manner conducive to full performance and high morale.
15. Considerable knowledge of children's, young adult and adult literature.

16. Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.

**Tools and equipment used**

Computer, including the Internet, general office applications, design software, presentation applications, and integrated library system; LCD projectors; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

**Working conditions**

1. Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
5. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
6. Travels and works regularly at all library branches within the district.
7. Stares at computers screens and monitors regularly while carrying out essential job functions.
8. Normal office exposure to noise, stress, and disruptions.
9. Full-time, salaried position. Some weekend and evening hours are required.

**Selection guidelines**

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Further provisions regarding the Library Director position are spelled out in the Library Director Contract.

Approval: \_\_\_\_\_  
Library Director

Approval: \_\_\_\_\_  
Board President

Effective Date: February 15, 2011

Last revised: June 19, 2012