

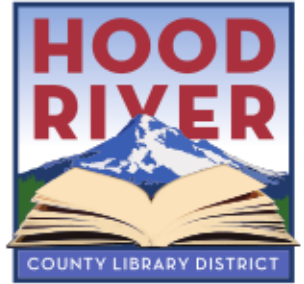
**Board of Directors
Regular Meeting Agenda**

Tuesday, May 13, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President



- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | VanOrman |
| II. Actual or potential conflicts of interest | VanOrman |
| III. Consent agenda (ACTION) | VanOrman |
| i. Minutes from April 19, 2016, meeting | |
| ii. Minutes from May 10, 2016, Budget Committee meeting | |
| iii. Invoice for HVAC repair | |
| iv. IGA with Sage/BCLD for Systems Librarian | |
| IV. Open forum for the general public | VanOrman |
| V. 2016-17 strategic plan (ACTION) | Hummel |
| VI. Reports | |
| i. Friends update | VanOrman |
| ii. Foundation update | Snyder |
| iii. April financial statements | Nielsen |
| iv. Director's report | Nielsen |
| VII. Previous business | |
| i. Director search | Nielsen |
| VIII. New business | |
| i. 2016-17 salary schedule (ACTION) | Nielsen |
| ii. Fifth birthday party of going-away event for Nielsen | VanOrman |
| IX. Agenda items for next meeting | VanOrman |
| X. Adjournment | VanOrman |

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

Board of Directors
Regular Meeting Agenda, Supplementary info

Tuesday, May 13, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



VanOrman

VanOrman

VanOrman

I. Additions/deletions from the agenda (ACTION)

II. Actual or potential conflicts of interest

III. Consent agenda (ACTION)

i. Minutes from April 19, 2016, meeting

Attachments:

- III.i. April 19, 2016, regular meeting minutes

ii. Minutes from May 10, 2016, Budget Committee meeting

Attachments:

- III.ii. May 10, 2016, Budget Committee meeting minutes

iii. Invoice for HVAC repair

Attachments:

- III.iii. Invoice from Northwest Control Company for HVAC repairs

Hood River Library's boiler and air conditioner have been problematic recently; neither has been functioning at all. Our advanced HVAC systems contractors, Northwest Control Company (NCC), worked on both. The air conditioner is now fixed, hence the attached invoice. This invoice requires Board approval, given its amount. However NCC is quoting replacing a compressor in our air handling unit. This is an expected expense, given the age of the unit, and was specifically noted in the facilities plan that architect Rich Turi completed for us in 2014. There are enough funds in the Capital Equipment Reserve Fund to replace the compressor.

The boiler, however, currently still is not functioning. Fortunately, we have not needed it recently. NCC is ordering parts to fix it. Again, given the age of our boiler, this is unsurprising. However, I am working with NCC to have a regular maintenance contract for the boiler, air handling unit, and Variable Air Volume (VAV) units for the HVAC in Hood River. This contract would be for advanced work not covered by our local contractors, McDowell and Sons, who replace filters and clean compressors.

iv. IGA with Sage/BCLD for Systems Librarian

Attachments:

- III.iv.a. Intergovernmental Agreement with Sage/Baker County Library District + Appendix A
- III.iv.b. Appendix B of IGA

The District employs a staff member, the Sage Systems Librarian, who actually works for the library consortium, Sage Library System. Sage operates through fiscal agents, primarily Baker County Library

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

District. When it came time to hire a Systems Librarian for Sage, Sage and HRCLD determined that we would have a better chance to find a qualified person in the Hood River area due to Hood River County's many high-tech employers. Hood River also is closer to many other Sage libraries so that Sage's staff can better cover the service area. That position therefore became a part of Hood River's budget administratively. However, the individual works for the benefits of all consortium members. Costs associated with this position are separated into their own fund to isolate them from General Fund operations. All costs associated with the position are reimbursed by Sage. Every year, we approve an intergovernmental agreement with Baker County Library District, on behalf of Sage, to set expectations for HRCLD hosting the position and provide for reimbursements.

IV. Open forum for the general public

VanOrman

V. 2016-17 strategic plan (ACTION)

Hummel

Attachments:

- Va. 2016-21 Strategic Goals (Draft 3)
- V.b. 2016-21 Strategic Goals documentation

Strategic planning consultant Penny Hummel will be on hand to discuss the final set of strategic goals. She is meeting with staff on May 16 to discuss implementation of the goals. The Board will discuss any last tweaks you'd like to make to the plan plus any suggestions on implementation that could be of assistance. Hummel also will review some preliminary results of what she discussed with staff.

VI. Reports

i. Friends update

VanOrman

The Friends of the Library booksale started on Thursday, May 12, and continued through Saturday, May 14. As of 11:30a Friday, the Friends had made around \$800. Hood River County Reads also is coming to a close. This year's selection, *Martin Marten* by Brian Doyle, has been very well-received. The free copies were all distributed within a few days of the kickoff on April 17. Reviews of the book have been uniformly positive. There are a few more events coming up:

- 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.
- 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.

At their May meeting, the Friends expressed concern over parking at Hood River Library. They feel the lack of parking makes it challenging to use the facility. It sounds like there is interest in partnering with other downtown organizations to discuss options with the City of Hood River.

ii. Foundation update

Snyder

Attachments:

- VI.ii. Foundation newsletter call for endowment donations

The Foundation is transferring about \$25,000 from the 2016 Feast of Words fundraiser and about

\$2,000 of money donated in honor of Meg Euwer to the Library District. These funds are being used to make over the children's area of Hood River Library. Painting already has begun. Children's services staff are planning a "seasons" theme, where the walls move through different seasons of the year. The Meg Euwer memorial funds will be used to hire local artist Mark Nilsson to paint pictures all around. The old doors and windows from the 1913 portion of the building also are being painted with a lighter, glossier brown paint. Unfortunately, we were unable to have shelving installed before summer. However, the new nonfiction shelving and mobile shelving will be installed during the week of the Hood River County Fair, July 25-29. Children's Services Librarian Jana Hannigan is working with local artist Ben Bonham to design new signs for the children's collection, too. Some unused monies from other Foundation donations will be used to fund part of these changes.

The Foundation also has begun their campaign to increase giving to their endowment. The Library Foundation's endowment is kept in the Gorge Community Foundation (GCF). The endowment is intended to give the library district a stable base of extra income. It is about \$38,000, but they're trying to grow it. The Foundation endowment committee intends to get the word out to individuals doing estate planning. However, as noted in the attached newsletter, they're also making a push for donations through June 30. A generous GCF donor has agreed to match contributions to any fund dollar-for-dollar that occur before June 30. To boot, Library Foundation Board members will match donations dollar-for-half-dollar, so a \$100 donation to the endowment made before June 30 will become a \$300 donation. Donations should be directed to the Library Foundation, which will transfer the funds to GCF. Additionally, the Library Foundation is a participating nonprofit with the Oregon Cultural Trust. Thus, if an individual donates to the Library Foundation and then donates an equivalent amount to the Oregon Cultural Trust, they'll receive a tax credit for the amount donated to the Trust. All told, with each of these donations, a \$100 donation could become a \$400 donation.

There is a second library fund in GCF, the Pat Hazelhurst Endowment for Hood River County Library. This fund is intended to fund smaller projects at the library. It is named after a woman who was a driving force in the Friends of the Library and developing the Hood River County Reads program.

Final plantings from the Library Foundation's revitalization of the Georgiana Smith Memorial Gardens are going in this week as well.

iii. April financial statements

Nielsen

The April financial statements were unavailable at the time the meeting packet was distributed.

iv. Director's report

Nielsen

Attachments:

- VI.iv.a. April 2016 statistics
- VI.iv.b. April 2016 programs

Facilities

- We had casters installed on the tables in the Hood River Library Reading Room. This will make preparing for events easier.
- Parking around Hood River Library is becoming more restricted. I recently received notice from the County that they will begin enforcing parking restrictions on the lot near Asbury Church. Starting June 1, the upper lot will be limited to County employees and County visitors.

Others will be towed. The lot is available for parking anytime before 7.00a and after 5.00p on weekdays and anytime on weekends. In addition, the lower lot will be unavailable starting May 4. The County sold the lower portion of the lot a couple of years ago. The new owners are now starting construction on new houses/condos. As has been the case for a while, the Hood River News parking lot is off limits from 6.00a to 5.00p on weekdays. It is available for parking at any other time. Our employees tend to park on State St. west of 6th and on Sherman Ave., as these spots are free. As noted in the Friends report, parking is a serious issue for Hood River Library, and the downtown area generally, that makes accessibility challenging.

- The beech tree in the Gardens is being officially designated a Heritage Tree by the Hood River Heritage Tree Council in a ceremony on Monday, May 16, 3.00p.
- We received official word from the City of Hood River that they are proceeding with creating the Local Improvement District (LID) to assess sidewalk charges as part of the State Street urban renewal project, completed in 2015. We are being assessed about \$13,600. Typically LIDs are created before the project starts, so this case is unusual. As property owners within the LID, we have the option to remonstrate. As previously discussed, we will not do this.

Urban renewal districts are funded through tax increment financing, meaning that annual increases that taxing entities would normally receive are put aside for urban renewal projects. Between the three urban renewal districts in the City of Hood River – Columbia Cascade (downtown), Heights, and Waterfront – HRCLD forwent \$41,958 in tax revenue in the 2014-15 fiscal year. Given its age, I estimate that half of that amount came from the Columbia Cascade district. Since our inception, we have given up approximately \$200,000 in tax revenue from the three urban renewal districts, about \$100,000 of which likely came Columbia Cascade. Hood River County, and the City of Hood River similarly has lost revenue.

I intend to write a comment requesting the Hood River City Council waive our assessment as a government agency, given the amount of HRCLD tax revenue that went into the urban renewal project. The City Council also is accepting public comment on the issue at their May 23 meeting at 6.00p. I am unable to attend. Might one of you please be able to attend the meeting to give in-person testimony as well? I believe that this would provide more impact.

Personnel

- Longtime library volunteer and former employee Mary Deaville is moving to Seattle. She will be greatly missed by staff and public alike.
- Outreach Specialist Patty Lara-Martinez presented about her Latino outreach efforts during a pre-conference session at the Oregon Library Association conference last month. Her information was very well-received. Both she and I heard many positive comments and requests for more information so that other libraries can duplicate her efforts.

Services

- For the second year in a row, Tofurky employees voted the library district as their top choice to which to donate through their employee giving program. They donated \$1,000, which will be put toward the children's Summer Reading Program

Statistics

- April circulation of District-owned items at District locations decreased 1.5% over last April.

- YTD circulation of District-owned items at District locations is about 5% higher than at the same point last year.
- April program involvement decreased 5% over last April, the first decrease in program involvement in a long time. The decrease likely arises from Hood River County Reads being held in April-May this year rather than March-April.
- YTD program involvement already is nearly 16% higher than the program involvement for all of last year, with two months to go. Much of this increase arises from additional adult programming as well as the popularity of Lara-Martinez's radio program.

VII. Previous business

i. Director search

Nielsen

Attachments:

- VII.i.a. Library Director job description
- VII.i.b. Library Director job announcement
- VII.i.c. Updated HRCLD employment application

On Thursday, May 12, I posted the opening for the Library Director position in the following places:

- Our website, Facebook, and Twitter accounts
- Libs-or Oregon statewide library listserv
- Evergreen Integrated Library System website and listserv
- Sage Library System listserv
- Association of Rural and Small Libraries listserv and website
- Publib national public library listserv
- American Library Association Joblist website
- Oregon State Library Jobline website
- With the career offices of the library schools at Emporia State University (Portland) and University of Washington.
- Pacific Northwest Library Association website
- Special Districts Association of Oregon
- I Need a Library Job (INALJ) website
- Libjobs.com
- Local newspaper classifieds (*Hood River News*, *White Salmon Enterprise*, *The Dalles Chronicle*)
- Washington statewide library listserv courtesy of Jennifer Hull of the White Salmon Library
- Targeted to some potential applicants

I already have received some inquiries and a completed application. Job materials are attached. Here is the rough timeline I propose, subject to change:

- May 12, 2016: Job announcement posted
- June 3: Closing date for applications
- June 6-10: Review of applications by hiring committee
- June 13-17: First round interviews
- June 20-24: Second round interviews and final selection
- August 1: Desired start date

I have some questions for the Board about the search process that we can discuss during this meeting.

- Who would you like to be involved in the initial screening of applications to select interviewees? Does the Board want to see all of the applications or just the ones select by the subcommittee for further review?
- Who would you like to involve in the search? Some stakeholder groups include staff, Friends, Foundation, schools, and more.
- I suggest that there be two rounds of interviews, an initial screening interview via phone/Skype and a second round of final interviews. Is this amenable to the Board?
- For final round interviews, what activities would you like to have in addition to a Board interview? Some suggestions include interviews with staff, library/area tours, and public meet-and-greets and presentations.
- Do you want to reimburse interviewees for travel expenses? There currently is no money budgeted for this, but I could try to find funds if desired. Ditto for moving expenses for the successful candidate.

Please let me know if I can provide any further information about the search process.

VIII. New business

i. 2016-17 salary schedule (ACTION)

Nielsen

Attachments:

- VIII.i.a. 2015-16 salary schedule
- VIII.i.b. 2016-17 proposed salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule begins the process of increasing salaries to ensure compliance with Oregon's new minimum wage law. While none of the District's positions are affected by the law in 2016-17, we will start being affected in 2017-18. Currently, the first step of the lowest paid classification is \$10.36/hour. To keep pace with the increases, that position's salary needs to be increased about 4% this fiscal year and 5% the next five fiscal years to be at \$13.75/hour in 2022-23. The state minimum wage then for our county will be \$13.50.

I also feel that it's important to acknowledge differences in education and experience necessary for various positions by compensating them differently. Usually I rely on the Oregon State Library statistical data to help determine if staff salaries need changes. However, last year's data is unavailable. Instead, I modified the salary scale to have roughly equal jumps between classifications.

- Clerk II is paid 15% more than Clerk I.
- Library Assistant I is paid 20% more than Clerk II.
- Library Assistant II is paid 15% more than Library Assistant I.
- Librarian I is paid 20% more than Library Assistant II. This classification will receive a comparatively higher increase than others. However, Librarian I positions typically require a master's degree.

The Assistant Director (AD) position also is getting a significant increase. The Obama Administration is increasing the minimum salary for exempt positions (i.e. exempt from overtime pay) from \$23,660 to \$50,440, which affects the AD. The AD fits squarely within the definition of an exempt position: she supervises employees, has ample administrative duties, and often works hours outside of those scheduled. While Rachael Fox, our current AD, makes over the new salary floor, it would be prudent

to ensure that the position starts above the floor at step I. To provide breathing room, the lowest step salary for the Librarian II classification has increased to \$51,958/year. This federal floor wage for exempt positions is anticipated to increase annually based on the Consumer Price Index (CPI).

All told, each of the positions, including the Library Director, are getting salary increases. I based the LD's increase on the average increase in the Western Region CPI. Here are the increases for each position over 2015-16, based on Step I salaries:

- Clerk I: 3.8%
- Clerk II: 5.2%
- Library Assistant I: 3.2%
- Library Assistant II: 2.8%
- Librarian I: 7.9%
- Librarian II: 10.1%
- Library Director: 1.2%

ii. Fifth birthday party of going-away event for Nielsen

VanOrman

Believe it or not, the Library District will turn five on July 1, 2016, which also happens to be the date when Hood River County turns the Hood River property over to the District. July 1 also is First Friday in downtown Hood River. Staff hopes to have a party then, and I'd like to get your ideas on what to do. If any of you are willing to help with planning, too, we would welcome it.

VanOrman also would like to discuss the possibility of a going-away event for me.

IX. Agenda items for next meeting

VanOrman

- 2016-17 budget approval
- Approval of recurring payments for 2016-17
- Cascade Locks Library lease agreement with City.
- Cascade Locks Library lease agreement with School District
- Discussion of 2015-16 President and Vice-President positions
- Discussion of 2015-16 regular meeting time
- Contract extension for Nielsen
- Director search update
- Technology plan

X. Adjournment

VanOrman

**Board of Directors
Regular Meeting Minutes**

Tuesday, April 19, 2016, 7.00p

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), Bob Francis (MCCOG), Penny Hummel (consultant), Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Sara Snyder, Gwen Thomas (Providence Hospice of the Gorge), Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION)

VanOrman

President VanOrman called the meeting to order at 7.00p. Nielsen requested adding an agenda item regarding landscaping at Hood River Library. Snyder moved to approve the agenda as amended. Sheppard seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

VanOrman

None stated.

III. MCCOG proposal to site at Hood River Library

Bob Francis

Bob Francis, executive director of Mid-Columbia Council of Governments (MCCOG), proposed locating their Hood River-based workforce development team at Hood River Library. MCCOG serves Hood River, Wasco, Gilliam, Wheeler, and Sherman Counties. They provide employment search and match programs and training for jobseekers and employers. Their services currently are located in the Wasco Business Park on Wasco Loop behind Walmart. Rent for that facility is getting too high for MCCOG. They approached Columbia Gorge Community College to site their services at their Hood River campus, but their rent also was too high.

MCCOG spends about \$355,000 on employment services, which is predominantly state grants. The grants are competitive, and MCCOG is submitting an RFP to continue providing the service. MCCOG is looking for a partnership to offer employment services, and it was suggested that the Hood River Library would be a good location. MCCOG's employment office has five people. This year, the Hood River office has a 70% placement rate. Hood River has two staff, a receptionist and career counselor. They provide services to the employed, unemployed, and employers. Most of their work is one-on-one, but sometimes they have offer classes. In those cases, they would work with library staff to use the meeting room. If approved, MCCOG's services would be located at the former reference desk in the Reading Room at Hood River Library.

Board members asked several questions. About 30-35% of their clients from from Cascade Locks. Some are from Bingen and White Salmon as well. There also is a youth program for ages 17-24. Francis did not have concerns about privacy with being in the open space of the Reading Room. He stated that they could take people elsewhere. He also noted that Oregon WorksSource is moving toward an open air model office layout. Board members expressed a desire for an opt-out clause,

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

which will be in the intergovernmental agreement. MCCOG would be able to move in on July 1. They will bring in as many computers as are allowable. They would be on the library's our network. They also would have a phone. The Board discussed the proposal later in the meeting.

IV. Proposal to site temporary art in Gardens

Gwen Thomas

Gwen Thomas of Providence Hospice of the Gorge proposed siting a temporary "Before I Die" installation in the Georgiana Smith Memorial Gardens. The installation would include the prompt "Before I die ..." and people would be able to fill in their thoughts. Previous similar installations in The Dalles and Mosier were very successful, so much so that the communities want the art piece back. Thomas approached the Art of Community project in Hood River, and they recommended the Gardens as a good site for a Before I Die installation in Hood River. The piece likely would be cylindrical metal art designed by local artist CJ Rench. They would have prompts in English and Spanish. Volunteers monitor and document the piece as needed. Vandalism in their previous projects has been minimal. Library staff feel the project meshes well with the District's other projects, such as the Grave Matters discussion series. The Board discussed the proposal later in the meeting.

V. Draft 2016-21 strategic plan discussion

Penny Hummel

Consultant Penny Hummel was at the meeting to discuss the draft 2016-21 strategic plan. She praised work that the library has been doing and noted that people with whom she interacted were pleased with its direction. Most of the goals she recommends continue work the District already is doing. The Board discussed the five goals.

1. *Create stable and permanent presence in Odell*

The Board liked this goal. Hummel asked specifically about having a physical location in Odell, and it was not seen as a priority by strategic planning participants. However, having a more established bookmobile may be effective.

2. *Expand services to teens and tweens*

Teens expressed interest in having spaces that they felt were more their own. The Board suggested limiting when adults could use the teen area in Hood River Library. They also discussed increased use of the Storybook Theatre for teen events, which already has started with programs such as the cooperative gaming on Thursdays.

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

Several Board members liked the idea of having a "library of things", such as electronics, tools, and cookware.

4. *Increase library awareness throughout the county*

Nielsen noted that staff already are working on ways to further promote what's going on, including expanding media sources and doing more target marketing. Board members suggested having an annual report.

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

Board members praised concerts and Hood River County Reads as events that particularly enhance people's experience with the library. Staff noted that they want to make sure that technology is meeting needs of library users. Hummel noted that in interviews and focus groups, people felt that library balances hours and services well. There was a perception that the county-run library was focusing more on hours.

A final version of the strategic plan will be adopted at the May regular meeting.

VI. Consent agenda (ACTION)

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**

Nielsen clarified on item iii that the cabinets and painting are two separate projects. Snyder moved to approve the consent agenda as presented. Schoppert seconded. The motion carried unanimously.

VII. Open forum for the general public

VanOrman

No public present

VIII. Reports

i. Friends update

VanOrman

Other than the written report, Nielsen noted that the Friends held the kickoff for Hood River County Reads on Sunday, April 17, and over 110 people attended. Most of the free copies of this year's selection, *Martin Marten*, already have been distributed.

ii. Foundation update

Snyder

Snyder noted that she's unable to attend the Foundation meeting on Wednesday, May 4. VanOrman will try to make it.

iii. March financial statements

Nielsen

The March financial statements were unavailable for review at the meeting. Nielsen will present them at the May meeting. He noted that the District's auditors, Pauly Rogers and Co., will visit on April 27. He also stated that, in his budget analysis, bottom classification salaries will need to increase by 4% per year for the next six years to keep up with the State's new minimum wage law. Current year tax revenue in 2016-17 is projected to increase by 3.5%

iv. Director's report

Nielsen

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

- Shakespeare Week is happening April 19-23. It is very popular with patrons and culminates in a performance by the Original Practice Shakespeare Festival on Saturday.
- Outreach Specialist Patty Lara-Martinez, Cataloging Specialist Anna Lim, Public Service Clerk Amber Strangstalien, and Nielsen will be at the Oregon Library Association conference in Bend on April 20-22. Lara-Martinez will be presenting about her Latino outreach efforts.
- Nielsen is dealing with issue regarding a Charter Communications line being run across the Hood River Library property without permission.

IX. Previous business

There was no previous business.

X. New business

i. MCCOG proposal (ACTION)

Nielsen

The Board discussed MCCOG's proposal to site employment services at Hood River Library. They were excited by the idea and suggested a fixed \$500 annual rent and to include an opt-out clause in

the intergovernmental agreement. Snyder moved to create intergovernmental agreement with MCCOG to site employment services at Hood River Library, with final approval of the IGA to happen at a later meeting. Sheppard seconded. The motion carried unanimously.

ii. Temporary art in Gardens proposal (ACTION)

Nielsen

The Board discussed Providence Hospice of the Gorge's proposal to site a temporary art piece in the Georgiana Smith Memorial Gardens. Snyder moved to authorize the artwork siting in the Gardens. Sheppard seconded. The motion carried unanimously

iii. Reviewing Library Director job description

VanOrman

The Board reviewed the current job description for the library director. They noted to add grantwriting and technology acumen. The Board also recommend that district legal counsel review the Library Director contract. Nielsen will integrate the changes into the job description.

iv. Proposal to install rock in northeast corner of Hood River Library (ACTION)

The Hood River Library has a large hellstrip in its northeast corner. The area is problematic as it has many invasive plant species and also often has people throwing garbage around it. He presented a proposal for \$3,285 from Walker's Landscape Maintenance to cover it with tarp and river rock. Snyder moved to approve the proposal from Walker's Landscape Maintenance. Vaivoda seconded. The motion carried unanimously.

XI. Executive session re: Personnel

VanOrman

Pursuant to ORS 192.660(L)(I) Personnel, VanOrman moved the Board into executive session at 8.28p. The Board moved out of executive session at 8.43p.

Following the executive session, the Board discussed the search process for a new library director, now that Nielsen has announced that he's leaving. They want to start the process now, with staff leading the process. Nielsen will appoint a subcommittee. The Board also had further revisions to the Library Director job description including requiring three years of administrative experience, five years of public library experience, and managing human resources and finances. Nielsen will revise the job description and have the job posted by the next meeting. He will report on progress in May.

XII. Agenda items for next meeting

VanOrman

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

XIII. Adjournment

VanOrman

The meeting adjourned at 9.02p. The Budget Committee meets on Tuesday, May 10, 6.00p to review the 2016-17 budget. The next regular Board meeting is Tuesday, May 17, 7.00p.

**Budget Committee
Meeting Minutes**
Tuesday, May 10, 2016, 6.00p
Columbia Room
502 State St, Hood River
Committee Chair: Suzanne VanOrman
Budget officer: Buzzy Nielsen



Present: Rachael Fox (staff), Monica Zorza Hockett, Nick Hogan, Buzzy Nielsen (staff), Lani Roberts, John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Nomination and election of Chair

Board President VanOrman called the meeting to order at 6.00p. Introductions were made. Schoppert nominated VanOrman to serve as Committee Chair. Hockett seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

VanOrman

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

III. Conflicts or potential conflicts of interest

VanOrman

None stated.

IV. Budget message

Nielsen

Nielsen reviewed the budget message from the meeting packet. Snyder noted that 2016-17 is a significant year for the District given many projects, staffing changes, and taking ownership of the Hood River Library property.

V. Presentation of proposed budget

Nielsen

i. General Fund

Nielsen reviewed the different funds of the proposed Budget. In the General Fund expenditures, Nielsen requested adding a line item of \$1,000 for "Parking Reimbursement" under "Board Training". He suggesting decreasing the Georgiana Smith Memorial Gardens line item by \$1,000, as the contractors told him they likely would bid lower next year. This change does not change the Unappropriated Ending Fund Balance.

Based on an earlier question by Snyder, Nielsen noted that he felt the \$300,000 Unappropriated Ending Fund Balance was sufficient. He assumed needing funding for four months, July-October, assuming \$75,000 in monthly expenditures. The District has averaged \$65,000 this fiscal year.

Nielsen discussed an alternate proposal to upgrade the District's Young Adult Services Assistant position to Teen Services Librarian. The employee currently holding this position is leaving in September. The upgraded position would require more training and education. Nielsen presented this as an alternate proposal because the draft 2016-21 strategic plan includes a goal to increase services

to teens and tweens. Having a well-trained staff member would help with this. Snyder expressed support for this proposal.

ii. Capital Equipment Reserve Fund

Nielsen noted some of the proposed projects for the Capital Equipment Reserve Project: paying for the State Street urban renewal project sidewalk, replacing the Oak Street sidewalk at Hood River, contributing funds to the Cascade Locks move project, and installing a PA system at Hood River Library.

iii. Grants Fund

Nielsen said that the Grants Fund is an aspirational fund, as it's budgeted for several grants for various projects. If the grants are not received, the funds won't be spent.

iv. Sage Library System Fund

The Sage Library System Fund is a pass-through fund, Nielsen said. The District has an employee who actually works for the benefit of the Sage Library System. The District is compensated for all costs associated with hosting this employee.

VI. Public comment

VanOrman

No public present

VII. Budget Committee questions and deliberations

VanOrman

Hogan asked if the salary schedule had been approved. The Board of Directors will approve it at their May meeting.

VIII. Approval of budget (ACTION) [if applicable]

VanOrman

Hogan moved to approve the budget resolution approving the 2016-17 budget, including the Teen Services Librarian, and the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,410,956
- Capital Equipment Reserve Fund: \$120,400
- Grants Fund: \$254,500
- Sage Library System Fund: \$68,698
- *Total: \$1,854,554*

Roberts seconded. The motion carried unanimously.

IX. Recess or adjournment

VanOrman

The meeting adjourned at 6.36p.

Northwest Control Company, Inc.

PO Box 22919
Milwaukie, OR 97269

Invoice

Date: 4/28/2016
Invoice No.: 27960

Bill to: Hood River Co Library District
502 State St
Hood River, OR 97031

Service at: Hood River Co Library District
502 State St
Hood River, OR 97031

Customer ID: HOOD1

Description: Work Order 26153 Boiler & AHU

Reference: Work Order 26153

Terms: 30 Days

PO Number: BUZZY

Item	Description	Quantity	Unit Price	Amount
Labor				
	Boiler Repairs	6.50	120.00	780.00
	Air Conditioning Problems	3.00	120.00	360.00
	Air Conditioning Problems	7.00	120.00	840.00
	Air Conditioning Problems	1.00	180.00	180.00
	Controls	5.50	120.00	660.00
Labor Subtotal				2,820.00
Miscellaneous				
	Valves	1.00	38.94	38.94
	Relay	3.00	34.61	103.82
	Misc Electrical	1.00	15.00	15.00
	Mileage/Truck	411.00	1.00	411.00
Miscellaneous Subtotal				568.76

01-607
By
5/5/16

Questions? Please Call: (503) 656-9205

Subtotal:	3,388.76
Sales Tax:	0.00
Total Due:	3,388.76

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BAKER COUNTY LIBRARY DISTRICT
(on behalf of Sage Library System)
AND
THE HOOD RIVER COUNTY LIBRARY DISTRICT
FOR LIBRARY DISTRICT EMPLOYEE SERVICES**

DATE: May 17, 2016

PARTIES: BAKER COUNTY LIBRARY DISTRICT ("BCLD")
2400 Resort Street
Baker City, OR 97814

HOOD RIVER COUNTY LIBRARY DISTRICT ("HRCLD")
502 State Street
Hood River, OR 97031

THIS AGREEMENT by and between **BAKER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board on behalf of Sage Library System (hereinafter "BCLD"), and the **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board (hereinafter "HRCLD").

RECITALS:

WHEREAS, ORS 190.010 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either party, its officers, or agencies has the authority to perform on its own; and

WHEREAS, the Sage Library System has funds available to hire a Systems Librarian; and

WHEREAS, BCLD acts as Sage Library System's fiscal agent; and

WHEREAS, HRCLD currently hosts Sage's Systems Librarian; and

WHEREAS, Sage Library System wishes to continue hiring the Systems Librarian position through HRCLD.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms, and provisions set forth below, the parties agree as follows:

I. PURPOSE. The purpose of this Agreement is to establish the responsibilities of the parties with respect to the hiring and compensation of a full-time HRCLD employee that will provide services on behalf of Sage Library System. This Agreement sets forth the responsibilities of the parties herein

and the conditions under which the Agreement shall be executed.

2. DURATION AND EFFECTIVE DATE. The term of this Agreement shall commence on July 1, 2016 and shall terminate on June 30, 2017. The Agreement may be extended by mutual written agreement of the parties.

3. BCLD OBLIGATIONS:

- A. BCLD, on behalf of Sage Library System, shall compensate HRCLD for the cost of hiring a Systems Librarian, including the employee's salary, benefits, payroll taxes, and workers' compensation. The amount of salary and benefits are to be set by HRCLD and agreed to by BCLD and the Sage Library System User Council
- B. BCLD shall reimburse HRCLD for any direct ancillary expenses incurred as a result of hosting the Systems Librarian, including but not limited to professional association memberships, travel, and training registrations.
- C. Reimbursements to HRCLD for the items delineated in sections A and B not to exceed \$68,698 total for the duration of the agreement, as delineated in Appendix B, HRCLD Budget for the Sage Systems Librarian.

4. HRCLD OBLIGATIONS:

- A. HRCLD shall provide a full-time Systems Librarian, who shall work to benefit all Sage Library System members.
- B. The employee is an employee of HRCLD and not an employee of BCLD. HRCLD is responsible for all employee personnel functions including but not limited to final determinations on hiring, firing, and employee evaluations. HRCLD agrees to solicit input from the Sage Library System User Council when making these decisions.
- C. The employee shall work under the supervision of the Library Director of HRCLD.
- D. HRCLD shall consult with the Sage Systems Manager, an employee of BCLD, before incurring any ancillary expenses on behalf of the Systems Librarian.
- E. HRCLD shall provide suitable office space, supplies, and technology for the employee.
- F. The employee shall perform work as outlined in the Job Description, attached hereto as Exhibit A and incorporated herein by this reference.

5. TERMINATION. This Agreement may be terminated in whole or in part as to any party hereto on thirty (30) days written notice by that party given to the other party.

6. MISCELLANEOUS:

- A.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement any right, remedy, or claim under or with respect to this Agreement.
- B.** This Agreement may be amended only by an instrument in writing executed by the parties, which writing must refer to this instrument.
- C.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.
- D.** This Agreement shall be governed and construed in accordance with the laws of Baker County, Hood River County, and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

IN WITNESS WHEREOF, the County and Library District have caused this Agreement to be executed by their respective principal officers on the day and year written below.

BCLD:

BAKER COUNTY LIBRARY
DISTRICT BOARD

By _____
Gary Dielman, Board President

Date: _____, 2016

HRCLD:

HOOD RIVER COUNTY LIBRARY
DISTRICT BOARD

By _____
Suzanne VanOrman, Board President

Date: _____, 2016

EXHIBIT A

Job Description Sage Library Systems Librarian



Summary

Provides technical support and services to Sage Library System member institutions. Works closely with the Sage Library System Manager to manage, configure, and train member institutions to use Sage's integrated library system (ILS).

Classification: Librarian I

Essential duties and responsibilities

1. Troubleshoots technical problems related to the integrated library system (ILS) and other consortium-related technology with Sage member institutions.
2. Creates and runs reports in the ILS.
3. Configures users, permissions, and settings in the ILS for Sage member institutions.
4. Trains Sage member institutions to use the ILS and other consortium-related technology.
5. Assists in migration and setup of consortium-related technology for new Sage member institutions.
6. Writes, organizes, and disseminates technical information to Sage member institutions.
7. Assists in cleanup, standardization, and cataloging of database records within the ILS.
8. Assists Sage Library System Manager to monitor and maintain Sage system servers.
9. Assists Sage Library System Manager in designing, updating, and maintaining the Sage Library System public catalog.
10. Recommends and implements changes to Sage technology systems and services.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Attends relevant Sage Library System committee and Council meetings.
3. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director, who assigns and reviews work to serve all Sage Library System member institutions. Works closely with the Sage Library System Manager, who may assign projects with input from the Library Director and Sage Library System User Council, prioritized by overall impact to the Sage consortia.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers.

Desired minimum qualifications

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution, or a master's degree in a technology-related field.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

2. One year experience working with database and customer management software, preferably integrated library systems.
3. Two years experience working in technology support, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Experience in technology troubleshooting for a wide variety of hardware and software. Experience using Linux-based operating systems preferred.
2. Experience using integrated library system software, public catalogs, and bibliographic utilities.
3. Knowledge of MARC and AACR2 metadata standards. Familiarity with Dublin Core and RDA standards desirable.
4. Understanding of basic programming structures demonstrated by ability to outline the flow of simple routines.
5. Understanding of database fundamentals, including field, record, and index concepts.
6. Ability to type 35 words per minute.
7. Familiarity with the Internet and basic office applications, especially word processors.
8. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
9. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
10. Ability to communicate effectively vocally to the public and staff.
11. Ability to communicate technical information simply, clearly, and understandably.
12. Ability to perform basic mathematical functions.
13. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
14. Ability to possess a driver's license valid in the State of Oregon.
15. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
16. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Internet, general office applications, design software, and integrated library system; computer hardware and peripherals; book carts; copy machine; telephone; 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.
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. May be asked to travel to other libraries within the Sage Library System.
5. Stares at computers screens and monitors regularly while carrying out essential job functions.
6. Normal office exposure to noise, stress, and disruptions.
7. Full-time position, 40 hours per week. 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.

Approval: _____
Library Director

Approval: _____
Board President

Approval: _____
Sage User Council Chair

Effective Date: June 17, 2014

Last revised: June 17, 2014

SAGE LIBRARY SYSTEM FUND

Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-17		
	Actual			Adopted Budget This Year 2015-16		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15	YTD 3/31/2016					
1					RESOURCES			
2	-	-	-	-	Cash on hand	-		
3	-	-	43,525	65,875	Intergovernmental revenue	68,698	68,698	
4								
5	-	-	43,525	65,875	TOTAL RESOURCES	68,698	68,698	-
6								
7					REQUIREMENTS			
8					Personal Services			
9					Salaries			
10	-	-	29,814	40,953	Librarian I	43,534	43,534	
11								
12					Benefits			
13	-	-	-	3,686	Retirement	3,918	3,918	-
14	-	-	2,271	3,133	FICA	3,330	3,330	-
15	-	-	27	66	Workers' compensation insurance	50	50	
16	-	-	(125)	6,000	Health insurance	6,000	6,000	
17	-	-	414	737	Unemployment insurance	566	566	-
18								
19	-	-	32,401	54,575	Total personal services	57,398	57,398	-
20								
21					Materials and services			
22	-	-	-	300	Membership dues	300	300	
23	-	-	228	3,000	Travel	3,000	3,000	
24	-	-	-	1,000	Training	1,000	1,000	
25	-	-	-	2,000	Other materials and services	2,000	2,000	
26								
27	-	-	228	6,300	Total materials and services	6,300	6,300	-
28								

29	-	-	-	5,000	Contingency	5,000	5,000	
30								
31	-	-			Ending balance (prior years)			
32				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
33	-	-		65,875	TOTAL REQUIREMENTS	68,698	68,698	-

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 and 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.
- Modify teen space to address their needs.
- Revitalize the teen advisory group .

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.
- Reach out to homebound individuals and seniors through ongoing staff outreach.

4. *Increase library awareness throughout the county.*

- Expand alternative ways of promoting library news (including 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.
- 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 service providers and educational institutions.
- Ensure that the Friends of the Library and the Library Foundation continue to thrive as library support organizations.
- Explore options for maximizing the library's open hours.

HOOD RIVER COUNTY LIBRARY 2016 STRATEGIC PLANNING PROCESS

PARTICIPANTS IN PLANNING RETREAT (April 2, 2016)

Belinda Ballah
Karen Bureter
Nicole Faaborg
Kari Goben
Dave Henehan
June Knudson

Gloria Krantzofdee
Lynn Orr
Robin Pereyda
Jean Shepperd
Sara Snyder
Vicky Stifter

Suzanne VanOrman
Stu Watson
Jeff Wavrunek
Niko Yasui

INTERVIEWEES (January – February, 2016)

Gale Arnold, Executive Director, Radio Tierra
Arthur Babitz, former Mayor of Hood River
Dan Goldman, Superintendent, Hood River County School District
Janet Hamada, Executive Director, The Next Door, Inc.
Debora Lorang, Owner, Lorang Fine Art (Cascade Locks)
David Meriwether, Hood River County Administrator
Heather Staten, former Library Board Member, Treasurer of Library Foundation

FOCUS GROUP NOTES (February 8 – 9, 2016)

I. STAFF (Attendees: 11)

What is HRPL is doing well right now? What are you most proud of?

- Programs for a variety of ages
- Collections—all formats
- Increase in patrons
- Getting teens involved
- Team approach
- Action, reflection, consultation
- Beauty of our grounds, physical location
- Right downtown, “village square”
- Outward facing stance
-
- Creativity
- Philosophy of service
- Acts as needed community center
- Outreach: Odell, Parkdale, Cascade Locks
- Connections with local businesses and schools
- Comfort between patrons and ourselves
- What do you see as the library’s current challenges?
-
- Having enough resources
- Partnering with other libraries with limited hours
- Mosier not in HRC but needs service

- Keeping children and youth at the center of everything (are children and youth at the center of everything)
- Manpower, working as a group—we're just now making a breakthrough
- Serving the Hispanic community—takes patience and perseverance
- Public access to technology—ditch Linux?
- We are five years behind re: technology
- Computers are slow and out of date
-
- Are there any current gaps in services that you see?
-
- Older Hispanic community
- Library2Go-expertise in helping people
- Addressing the # of holds on Library2GO
-
- Thoughts about library hours:
-
- Close earlier on Winter evenings? (different opinions)
- Open Hood River: Sunday or Monday
- What we have is OK
- Move daytime hours—Cascade Locks
-
- Current community needs that the library could respond to?
-
- Create reading buddy system—ESL students, middle and high schooler
- Connect folks in assisted living with materials
- Bookmobile instead of Odell branch?
- Odell needs computers
-
- Where would you like to see the library in five years?
-
- Trim on outside windows has been painted
- Continuing to improve technology
- New scanner
- Library isn't large enough for our audiences—could we expand? Elks--gymnasium
- We need a designated IT person
- Seniors are important
- Greater efficiency with acquisitions—getting module to work?
- Providing computer lessons to older people—use volunteers
- Moving Cascade Locks—don't overpromise and under deliver
- Fix Parkdale building—issues with carpet and furniture
-
- We could do more with schools—we have good relationships
- Zero school librarians in the the HR County School District
- Partnerships with Fort Vancouver Regional Library? The Dalles?
-
- Add new computers
- Makerspace or teen equivalent
- Improved and better organized facilities in Cascade Locks, Parkdale
- More Hispanic people in library
- More teens, high schoolers

- Odell people are served and engaged
- Better Summer Reading participation in Cascade Locks
- Getting more people to use the library
- There's good awareness of the library, but it could be better
- Better marketing and outreach
- Promotion via the high school
- Going after the hard to get patrons vs. low hanging fruit

- Using outreach time wisely and creatively
- Working with childcare partners
- Helping with social services: shelters, basic needs. Growing homeless population lives here in the winter. Provide vouchers for emergency services
- Partner with GEM (EMO)

• 2. LIBRARY BOARD AND FOUNDATION (Attendees: 10)

- What is HRPL is doing well right now? What are you most proud of?

- Library gives good value for the dollar
- Great programming: expanded since inception of district: teens, adults, kids—all well attended
- Library is more visible
- Staff are helpful and courteous
- Successful outreach efforts to Latinos, esp. in Odell
- Fiscally prudent. Buzzy has gotten open source software, thinks out of the box. We pass our audits!
- Library board is fiscally prudent.
- We steered things in a different direction—relevance, outreach, not just a brick and mortar building

- A lot is going on, reaching many groups in nontraditional ways, such as music concerts
- Business support: creates value
- High level of volunteerism.
- Building and grounds are a community centerpiece
- Summer Reading is fantastic
- Teens: library is doing a good job but the space may not meet their needs.
- Music concerts are great.
- Adult programs are appreciated
- Hood River Reads is amazing

- How is the library's impact different now than it was pre-district?

- Then: books weren't getting purchased; our goal post-district has been to improve collection.

- What do you see as the library's current challenges?

- No branch in Odell—a hole in our community
- Branches—confined space, feel like the system's stepchildren
- Hood River building is old—ongoing maintenance issues

- Maintaining garden
- Staying relevant with digital resources
- 21st century: more ways to access info
- Limited hours and financial constraints. Community could use greater access.
- Heating system in Hood River

-
- Thoughts on library hours:
-
- I would only like to see more hours if it didn't cut elsewhere
- Service on Mondays would be a higher priority than Monday
- Keep the schedule easy to remember
-
- Current community needs that the library could respond to?
-
- Latino outreach: we've done a good job, we could go further
- Patty does a great job: storytimes, books to Zumba
- Odell—branch at school, more stable presence.
- Immobile elderly—I'm not sure we're reaching them
- Field trips to the library
- Large print, audio
- Computer listening station
-
- Thoughts about the collection, technology and partnerships:
-
- Collection has gaps—travel books for example
- Good selection of new books
- DVDs can be more current
- Open source software creates challenges for some
- Buzzy is good at partnerships—Lions, Rotary, Community education, Next Door
-
- Where would you like to see the library in five years?
-
- Go back to the voters?
- How will an increase in minimum wage affect the library?
- Build an endowment/planned giving
- Take care of employees—critically important—put them at the top the list.
- Succession planning
- Solid technology plan
- Expert speakers making presentations
- Roaming art collection
- Interesting unusual collections
- Museum passes, like in Portland. WHAM museum, here in Hood River
- Adult computer classes.
- Digital readers?
- Stable service in Odell
- Community information board
- Greatest collection in the Gorge!
- Continue to share what we have
- I don't want to lose what we've gained
-
- 3. FRIENDS OF THE LIBRARY (Attendees: 14)
-
- What is HRPL is doing well right now? What are you most proud of?
-
- New books
- Lots of events: variety, music
- Bicultural services
- Attractive facility

- Children's room
- We've "grown in imagination"
- Added computers
- Younger users in their 20s and 30s
- Teenage users
- Meeting room is well used
- Citizenship classes
- Young parents use the library
- Staff are here for us
- Responding to needs—cooling/warming shelter
-
- (For those with the institutional memory), how is the library's impact on the community different now than it was pre-district?
-
- People realized there was a need
- Heightened awareness
- More programming
- Buzzy's approach to technology
- Creation of a district makes a difference
-
- What do you see as the library's current challenges?
-
- Parking rates exclude people, volunteers
- More to do in reaching Spanish speakers
- More outreach staff?
- Need to do more in Odell
- Connection to senior citizens—Down Manor, Parkhurst
- More partnerships with arts center, museum, school district
-
- Are there any current gaps in services that you see?
-
- Affordable housing—not sure how library could help but it's a big issue.
- Create immigration station
- Can people live here? Can people stay here? If tax rates go up, it's a hardship.
- 35% poverty/illiteracy rate
- Hood River lacks a good central venue that is large enough.
-
- Thoughts on library hours:
- Helping the homeless
- Buzzy! Creative, responsive, "a treasure."
- Used books/free books
- Poetry post
- Outreach to new users at ends of county
- Patty's radio show
- Library has evolved into a community center
- Services to children and teens are good
-
- Library is used in so many ways
- More creative zone, no freedom
- Book budget doesn't get cut
- Elected board
-
- Many people don't use library—what do we have that they don't know about?
- Communication is key
- Tech training
- More space for FOL storage
- Heating system is an ongoing issue
- Renewable energy—solar panels
-

-
- Longer hours
- Evening hours
- More hours everywhere
- Being open on Sundays and evenings would alleviate parking problem.
-
- Thoughts on the collection:
-
- Some areas could be improved
- Arts and crafts are limited and old
- Grow the e-book collection
- I like the SAGE system
- Improve the ILL system
- More user friendly website
-
- I can't figure out how to get books on my Kindle
- I can't find some classics in fiction
- The databases are hard to access
- Provide help in how to use the library
- We need classes on e-books
- Create an e-newsletter? Targeted e-mails
-
- Where would you like to see the library in five years?
-
- More young people involved in the library
- Keeping up with technology
- Teach us (seniors) the skills we need
- What we call a book is changing, but keep the old books too
- Parking situation is addressed
- Engage 20-30 somethings
- Solar panels
- Open Sundays or Mondays
- Open evenings
-
- More hours
- More community partners and programs
- Library remains a viable part of the community
- Targeted marketing: not all programs are well attended
- We don't have a community bulletin board—it's needed
- Good maintenance of library
-
-
- 4. SENIORS (Attendees: I)
-
- What is HRPL is doing well right now? What are you most proud of?
-
- Engaging younger generation
- Programs—drawing more people
- Proud that we have a library. We don't have many institutions with a social environment
-
- Increased use by young children
- Foundation and Friends
- Odell: school is a magnet—combine library with school?
-
- What do you see as the library's current challenges?
-

- Accessibility and parking at Hood River library—mobility is a huge issue. Door is on uphill side and it's dangerous
- Serving multiple geographic communities
- I have not heard one complaint about the library but people don't talk about it
-
- Thoughts on library hours:
-
- Sunday is a good day to be open
- We need to talk to people who aren't coming to the library
- Talk to downtown businesses?
- Not a lot of use in the evenings after 7 pm
-
- Thoughts on current community needs that the library could respond to:
-
- Could senior center become a drop off and pick up location?
- Services to homebound seniors
- Libraries offer safety—important where there are social needs
-
- Where would you like to see the library in five years?
-
- City should help with parking lot—library is landlocked
- Move the library to the heights?
-
- 5. SPANISH SPEAKERS (Attendees: 4 adults, 4 kids)
-
- How they use the library:
-
- We check out books and movies at Hood River Library
- My older son uses the computers—we don't have internet at home
- Fairy programs and other youth events
- Bilingual storytimes
- We come once or twice a week
- In the winter, we're too busy—weather is too cold. Summer is better
- (Older child) wanted next book in a series, found it at the library
-
- Community needs that they think the library could potentially fulfill:
-
- Spanish classes for kids, especially writing
- ESL for parents
- More books in Spanish
- More cooking books in Spanish
- More DVDs in Spanish
- Info on how to get a driver's license
- More promotion to Spanish speakers

-
- 6. TEENS (Attendees: 9)
-
- What they do at the library:
-
- Programs
 - Library Trivia Challenge
 - In summer: Harry Potter
 - In May: Roald Dahl
 - Lock in Scavenger hunt
- Summer Reading: “We run it.”
- Hang out.
- Use computers.
- Study in the quiet part of the library
-
- What they like:
-
- Current cohort
 - “It’s our crowd”—a niche group.
 - Better people
 - No dodgeball
 - Harley trusts us
 - No one makes fun of you if you fall asleep
 - No nefarious activities
 - Everyone follows the rules, unlike school, which is hectic
 - We have influence on what is going on
 - 90% of the people who go to Lock In are involved in LTC, or are our friends
-
- What they don’t like:
-
- OBOB—has a negative association
- “I don’t want to be on the couch in the teen space with a 42 year old.”
- The library is set up better for college students than it is for us.
- Transportation is a challenge. The majority of kids don’t live within walking distance of the library.
- Sound restrictions. “We understand why adults don’t like us being loud, but...”
- Dirty looks from people from the top floor (other patrons, NOT the library staff)
- We hang out downstairs—in the storytime room, if it’s empty. “Jana is there—she’s like our mom.” The little kids are scared of teens, but sometimes they join us.
- “I don’t come to get a book, but I leave with books.”
 - What type of books? Adult, teen and baby books
- “I do not use the website, just the catalog.”
- 5 years of inside jokes
- Mostly girls with 2 – 3 boys
- “The essence of being a teen is talking and hanging out.”
- Flexibility of Teen Speak
- “The people who work here. We get the benefit of the doubt. I feel like an adult.”
- The library is a pretty place.
- “We were trusted to decorate the library.” “We can mess around down here (basement.)” “The trees stay here. They are ours.”
- Fun entertainment for little ones.
- Helping with Summer Reading

-
- What they would like to see in the future:
-
- In the next five years: expand to more people. “Right now we’re more of a club.”
- Alternative view: “I don’t want more people if they disrespect what we have.”
- In addition to a noisier teen space, we also need a quiet space to go to. “We would use both spaces.”
- More activities and programs
- SAT help
- Library open on Mondays. Also Sunday.
- “We need a soundproof room.”
-
-
-
- Thoughts on PR and how they hear about what’s going on in the community
-
- Library should be more active on Facebook and social media—better updates
- Everyone is on Facebook.
- Twitter is better
- Word of mouth
- Posters @ Mike’s Ice Cream
- Promote through classroom visits
- “We need a flower arch separating us from the rest of the library.”
- “A room of puppies and kittens.”
- Better behavior from adults. “Staff trust us, others don’t”
- A library bus.
- Updated and better technology.
- Class with photo and video editing. The high school has such a class but it’s hard to get into.
- Creation studio: would bring in participation
- More clubs
- Radio ads
- Movie theatre
- Nobody sees posters or the newspaper
- People don’t know what’s available
- More connections between the library and the high school—there’s no awareness of the library there.

Subscribe	Share ▾	Past Issues	Translate ▾	RSS
Facebook	0	Twitter	0	Google +1

Fund!

Short URL

http://eepurl.com/bY6

Copy



Help us grow the Hood River County Library Foundation endowment with a matching donation challenge!

This spring, we have an exciting opportunity to build our endowment three times as fast due to a generous matching gift from an anonymous donor to the Gorge Community Foundation. GCF manages our endowment and they are offering dollar-for-dollar matching funds for donations to our endowment fund from now until June 30. We are so excited about the chance to grow our fund that members of the Library Foundation Board of Directors have pledged to kick-start the campaign by offering an additional dollar-for-fifty cent match up to \$5000.

Here's how it works: if you donate \$100, Foundation Board members will donate an additional \$50 (50% Foundation Board match) = \$150 which then gets a 100% match from GCF.

Your \$100 donation ends up bringing \$300 to the Library Foundation Endowment Fund!



Our annual fundraising efforts help support projects like the Georgiana gardens - our endowment helps us prepare for a rainy day.

Pitch in today to take advantage of this opportunity to have your generosity matched!



Help build the Hood River County Library Foundation's endowment by donating today - your donation will be double matched 200% through June 30, 2016!

Donate Using Pay Pal

Mail a Check

Our goal is to raise \$25,000 to help build an endowment that can truly sustain our library for the long term. To support library services, we do a lot of different fundraising activities every year—from memberships to our annual Feast of Words gala to selling inscribed bricks for the library gardens. But building an endowment is one of the most important things we can do to secure our library's future. Endowment funds are particularly important when lean economic times hit, as they provide a base source of funding that will allow the Foundation to carry on supporting the library, even when annual donations dry up for a year or two.

GCF is offering dollar-for-dollar matching funds to the more than 70 endowed funds they oversee - so we have some competition for the matching funds! The Library Foundation and all of the other designated funds have until just June 30, 2016, to raise funds to be matched. The Library Foundation endowment was established in 2003 and as of 2015 amounted to \$37,156. Our goal with this campaign is to raise \$25,000, which when matched by GCF, will result in \$50,000 in new funds for our endowment, more than doubling our current balance.



Copyright © 2016 Hood River County Library District, All rights reserved.

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#)



Circulation, 2015-16

Attachment VI.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	427			4,309
Video	1,361	1,464	1,652	1,719	1,527	1,974	2,068	1,866	2,061	1,571			17,263
Fiction	1,201	1,082	1,009	993	863	954	953	1,020	1,130	883			10,088
Large print	54	67	84	117	107	65	76	113	74	72			829
Nonfiction	928	887	885	852	767	841	864	937	986	854			8,801
Spanish	92	69	79	99	79	58	99	134	141	71			921
Magazines	188	239	190	231	262	265	293	299	315	235			2,517
New books	961	866	863	862	822	854	850	879	1,065	883			8,905
Graphic novels	98	98	74	69	75	52	63	95	142	134			900
Miscellaneous	29	25	24	24	28	20	19	27	28	23			247
Young adult collection	396	362	232	191	179	215	202	205	252	168			2,402
Children's audio	356	298	213	236	253	228	211	214	208	182			2,399
Children's new books	414	418	418	360	344	337	457	436	447	354			3,985
Board Books	299	221	244	205	172	215	147	158	148	113			1,922
Children video	954	794	672	709	667	753	720	717	720	489			7,195
Children's fiction	1,288	962	714	762	739	631	641	684	727	471			7,619
Children's nonfiction	538	419	401	396	389	345	572	457	498	476			4,491
Picture books	1,051	970	809	756	703	533	911	758	846	661			7,998
Readers	405	363	287	382	353	326	343	276	304	268			3,307
Holiday books	22	6	80	177	237	362	65	69	77	23			1,118
Children's graphic novels	217	289	147	153	173	154	154	174	276	193			1,930
Children's Spanish	159	143	91	144	100	116	171	119	140	86			1,269
Theme bags & book kits	16	15	23	20	18	20	30	26	23	19			210
TOTAL	11,447	10,459	9,584	9,966	9,258	9,743	10,332	10,080	11,100	8,656	0	0	100,625

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	16			84
Video	71	22	42	33	23	36	29	34	26	39			355
Fiction	40	20	23	30	10	22	22	26	55	80			328
Large print	1	0	0	0	0	1	3	0	3	1			9
Nonfiction	21	28	15	27	3	7	19	12	25	19			176
Spanish	0	0	0	0	0	0	0	0	0	0			0
Magazines	2	8	7	6	3	4	13	5	0	0			48
New books	9	13	11	28	8	9	11	16	17	12			134
Graphic novels	4	1	5	1	2	2	2	1	1	4			23
Miscellaneous	0	1	0	0	0	0	0	0	0	0			1
Young adult collection	8	6	10	3	0	5	8	6	2	3			51
Children's audio	3	0	2	0	3	0	1	0	0	1			10
Children's new books	3	3	2	11	1	1	4	2	1	2			30
Board Books	1	1	6	2	6	5	2	0	5	3			31
Children video	31	17	27	26	14	37	8	18	23	6			207
Children's fiction	15	3	5	3	10	13	4	5	4	3			65
Children's nonfiction	11	6	12	6	2	8	8	7	15	5			80
Picture books	16	1	10	1	18	13	3	13	9	25			109
Readers	2	2	0	6	11	15	1	7	3	6			53
Holiday books	1	0	0	0	6	20	3	6	1	0			37
Children's graphic novels	15	1	12	9	8	4	0	0	0	0			49
Children's Spanish	0	1	6	0	1	0	0	0	0	0			8
Theme bags & book kits	0	0	0	0	0	0	0	0	0	0			0
TOTAL	257	136	200	200	135	207	147	177	204	225	0	0	1,888

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	0	3	5	1	2	1	4	2	0			20
Video	83	43	31	18	42	54	84	63	61	81			560
Fiction	79	68	50	54	18	34	35	68	57	14			477
Large print	5	6	15	16	4	4	0	1	3	0			54
Nonfiction	26	12	22	23	13	11	21	25	19	29			201
Spanish	9	12	10	9	4	4	1	3	6	5			63
Magazines	6	9	1	0	2	0	8	3	4	0			33
New books	23	24	5	12	17	0	11	33	16	5			146
Graphic novels & comics	1	0	1	0	0	0	0	0	0	0			2
Miscellaneous	1	0	2	0	0	0	0	0	2	0			5
Young adult collection	12	9	3	2	1	2	4	3	3	2			41
Children's audio	2	3	3	0	1	3	0	1	5	1			19
Children's new books	2	0	3	0	0	0	1	2	5	5			18
Board Books	16	19	7	12	6	6	13	11	27	21			138
Children video	32	18	21	30	22	34	58	49	30	29			323
Children's fiction	5	43	25	18	8	5	16	19	20	13			172
Children's nonfiction	10	14	15	42	18	18	22	18	21	5			183
Picture books	48	31	48	42	15	12	17	30	61	47			351
Readers	11	8	5	11	14	31	4	3	5	4			96
Holiday books	2	3	4	1	1	13	5	0	1	0			30
Children's graphic novels	13	10	8	7	1	7	10	8	0	1			65
Children's Spanish	1	7	6	6	3	3	0	2	4	0			32
Theme bags	0	0	0	0	0	0	0	0	0	0			0
TOTAL	389	339	288	308	191	243	311	346	352	262	0	0	3,029

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	425	404	401	522	408	432	430	440	508	443	0	0	4,413
Video	1,515	1,529	1,725	1,770	1,592	2,064	2,181	1,963	2,148	1,691	0	0	18,178
Fiction	1,320	1,170	1,082	1,077	891	1,010	1,010	1,114	1,242	977	0	0	10,893
Large print	60	73	99	133	111	70	79	114	80	73	0	0	892
Nonfiction	975	927	922	902	783	859	904	974	1,030	902	0	0	9,178
Spanish	101	81	89	108	83	62	100	137	147	76	0	0	984
Magazines	196	256	198	237	267	269	314	307	319	235	0	0	2,598
New books	993	903	879	902	847	863	872	928	1,098	900	0	0	9,185
Graphic novels & comics	103	99	80	70	77	54	65	96	143	138	0	0	925
Miscellaneous	30	26	26	24	28	20	19	27	30	23	0	0	253
Young adult collection	416	377	245	196	180	222	214	214	257	173	0	0	2,494
Children's audio	361	301	218	236	257	231	212	215	213	184	0	0	2,428
Children's new books	419	421	423	371	345	338	462	440	453	361	0	0	4,033
Board Books	316	241	257	219	184	226	162	169	180	137	0	0	2,091
Children video	1,017	829	720	765	703	824	786	784	773	524	0	0	7,725
Children's fiction	1,308	1,008	744	783	757	649	661	708	751	487	0	0	7,856
Children's nonfiction	559	439	428	444	409	371	602	482	534	486	0	0	4,754
Picture books	1,115	1,002	867	799	736	558	931	801	916	733	0	0	8,458
Readers	418	373	292	399	378	372	348	286	312	278	0	0	3,456
Holiday books	25	9	84	178	244	395	73	75	79	23	0	0	1,185
Children's graphic novels	245	300	167	169	182	165	164	182	276	194	0	0	2,044
Children's Spanish	160	151	103	150	104	119	171	121	144	86	0	0	1,309
Theme bags	16	15	23	20	18	20	30	26	23	19	0	0	210
TOTAL	12,093	10,934	10,072	10,474	9,584	10,193	10,790	10,603	11,656	9,143	0	0	105,542

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	999			9,318
Borrowed from Sage	795	668	684	716	713	832	845	862	1,032	832			7,979
<i>Sage difference</i>	66	100	177	230	84	135	190	105	85	167	0	0	1,339

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	46			475
Borrowed from Sage	62	47	53	75	43	62	61	47	69	29			548
<i>Sage difference</i>	-23	8	1	-16	0	-9	-27	-8	-16	17	0	0	-73

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	51			368
Borrowed from Sage	16	19	23	28	16	23	28	29	37	48			267
<i>Sage difference</i>	19	18	12	12	6	13	14	7	-3	3	0	0	101

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	1,096	0	0	10,161
Borrowed from Sage	873	734	760	819	772	917	934	938	1,138	909	0	0	8,794
<i>Sage difference</i>	62	126	190	226	90	139	177	104	66	187	0	0	1,367
Checked out by non-Sage	29	20	27	27	21	19	24	18	31	31			247
Borrowed from non-Sage	4	6	11	7	0	7	6	2	2	5			50
<i>Non-Sage difference</i>	25	14	16	20	21	12	18	16	29	26	0	0	197

Computer use, 2015-16

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	1,018	924	850	768	535	565	645	740	804	634			7,483
Cascade Locks	129	135	135	112	62	70	57	64	54	54			872
Parkdale	39	22	36	23	24	11	50	33	79	33			350
TOTAL	1,185	1,082	1,021	904	621	647	752	837	937	721	0	0	8,706

Electronic resource use, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	476	195	508	78	140	3	360	163	196	265			2,384
<i>Item views</i>	274	172	258	32	31	0	248	117	123	86			1,341
Auto Repair Ref Ctr	7	4	0	16	0	13	5	10	1	3			59
Facebook													
<i>Posts</i>	5	13	12	21	15	20	25	25	33	23			192
<i>Post reach</i>	830	2,466	2,792	1,756	3,618	3,315	4,272	6,100	5,177	5,143			35,469
<i>Post engagement</i>	56	219	297	93	468	268	305	325	286	210			2,527
<i>Total likes</i>	1,022	1,044	1,056	1,068	1,078	1,085	1,107	1,126	1,149	1,159			N/A
Gale databases													
<i>In library</i>	38	1	0	41	202	158	38	120	78	38			714
<i>Remote</i>	43	1	3	4	45	2	1	14	5	6			124
Heritage Quest													
<i>Searches</i>	22	30	46	9	148	0	0	0	0	13			268
<i>Item views</i>	13	30	39	6	129	0	0	0	0	6			223
hoodriverlibrary.org													
<i>Visits</i>	1,019	N/A	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			N/A
<i>Pageviews</i>	1,882	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			1,882
Instagram													
<i>Posts</i>	4	7	4	4	3	3	2	8	8	5			48
<i>Post feedback</i>	7	24	20	20	18	12	17	29	35	29			211
<i>Followers</i>	110	121	127	132	142	152	156	165	177	202			110
LearningExpress	0	0	0	0	0	0	0	0	0	0			0
Library2go													
<i>ebooks</i>	372	327	301	375	354	378	376	386	411	359			3,639
<i>Audiobooks</i>	347	286	311	372	348	301	358	299	318	330			3,270
Newsletter													
<i>Subscribers</i>	680	680	680	680	680	680	680	734	788	776			680
<i>Messages sent</i>	0	0	0	0	0	0	0	1	2	1			4
<i>Opened</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	41.3%	35.6%	41.7%			39.5%
<i>Click rate</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1%	1.0%	1.3%			1.1%
Pronunciator													
<i>Registrations</i>	1	16	2	10	2	14	26	9	4	9			93
<i>Logins</i>	2	157	9	31	5	31	87	33	11	32			398
TumbleBooks	514	20	2,805	3,521	2,028	2,512	4,602	3,721	2,603	4,876			27,202

Twitter

<i>Tweets</i>	5	12	6	8	7	7	4	12	12	10	83
<i>Tweet impressions</i>	873	2,430	1,402	1,011	1,589	1,982	1,314	1,447	1,959	3,086	17,093
<i>Mentions</i>	2	1	1	0	3	3	2	2	3	1	18
<i>Total followers</i>	417	435	443	447	449	453	464	477	482	491	N/A

Patron statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,089	2,020	1,897	1,905	1,903	1,834	1,936	1,999	2,043	1,833			N/A
New patrons	134	138	124	104	94	86	103	108	87	89	0	0	1,067
<i>Hood River</i>	93	108	95	74	65	59	71	73	59	53			750
<i>Cascade Locks</i>	17	2	1	5	3	2	2	0	5	5			42
<i>Odell</i>	3	5	0	0	3	2	1	0	0	4			18
<i>Parkdale</i>	5	7	8	1	7	6	12	8	5	10			69
<i>MIX libraries</i>	14	12	14	21	16	14	15	22	13	15			156
<i>Sage libraries</i>	1	1	5	3	0	2	2	5	5	1			25
<i>Passport libraries</i>	0	0	0	0	0	0	0	0	0	0			0
<i>Other</i>	1	3	1	0	0	1	0	0	0	1			7

Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation													
First circs	423	349	402	507	406	612	601	868	921	575	0	0	5,664
Camas	0	0	0	0	0	0	0	0	0	0			0
Clackamas Co.	0	1	0	0	0	4	8	27	1	2			43
Fort Vancouver	409	333	376	481	381	577	534	792	899	527			5,309
Multnomah Co.	11	2	19	24	11	31	56	36	14	34			238
Washington Co.	3	13	7	2	14	0	3	13	7	12			74
Renewals	250	162	182	244	209	327	268	289	388	229	0	0	2,548
Camas	0	0	0	0	0	0	0	0	0	0			0
Clackamas Co.	0	0	0	0	0	0	4	7	0	0			11
Fort Vancouver	248	162	165	237	191	318	254	273	359	224			2,431
Multnomah Co.	1	0	1	7	18	9	10	8	25	4			83
Washington Co.	1	0	16	0	0	0	0	1	4	1			
TOTALS	673	511	584	751	615	939	869	1,157	1,309	804	0	0	8,212

Program statistics, 2015-16

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	6	8	12	13	12	11	11	14	13	28			128
<i>Attendees</i>	124	248	349	383	916	440	1,153	1,395	744	1,134	0	0	6,886
Kids programs													
<i>Number</i>	61	36	19	25	21	26	26	21	28	30			293
<i>Attendees</i>	4,726	2,157	1,632	1,176	1,027	1,840	2,568	2,523	3,157	2,856	0	0	23,662
Teen programs													
<i>Number</i>	12	16	13	16	12	4	8	10	13	9			113
<i>Attendees</i>	162	326	488	649	439	12	37	93	373	58	0	0	2,637
TOTAL													
<i>Number</i>	79	60	44	54	45	41	45	45	54	67	0	0	534
<i>Attendees</i>	5,012	2,731	2,469	2,208	2,382	2,292	3,758	4,011	4,274	4,048	0	0	33,185

Program statistics, Apr (2015-16)

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Strategic planning visioning meeting		HR Library	Apr 2	25
Odell Book Mobile/Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	Apr 4,7,11,14,18,25,28	300
Storytelling and song with Nick Jaina		HR Library	Apr 6	7
Library Book Club: <i>Red Notice</i> by Bill Browder		HR Library	Apr 7	8
HRC Reads presentation: Hood River City Council	City of Hood River	Hood River	Apr 11	30
HRC Reads presentation: Cascade Locks City Council	City of Cascade Locks	Cascade Locks	Apr 11	10
Author event: Glenn Harris		HR Library	Apr 12	14
Senior outreach	HRV Adult Center	Hood River	Apr 13	5
Senior outreach	Parkhurst Place	Hood River	Apr 13	5
Senior outreach	Providence Brookside Manor	Hood River	Apr 15	4
Senior outreach	Providence Down Manor	Hood River	Apr 15	15
Senior outreach	Hawks Ridge	Hood River	Apr 15	2
Grave Matters: Explore death and dying through writing	Libraries of Eastern Oregon	Hood River	Apr 16	10
HRC Reads kick-off: Hood River	Friends of the Library	HR Library	Apr 17	110
HRC Reads presentation: County Commissioners	Hood River County	Hood River	Apr 18	15
HRC Reads kick-off: Cascade Locks	Friends of the Library	CL Library	Apr 19	10
HRC Reads kick-off: Parkdale	Friends of the Library	PK Library	Apr 19	4
OLA conference: Latino outreach preconference	Oregon Library Association Oregon REFORMA	Bend, OR	Apr 20	25
Inspiring Creativity program by Angie Williamson		Hood River	Apr 23	3
Recursos Informativos: <i>New Radio Show</i>	Radio Tierra White Salmon Valley Community Library	The Gorge	Apr 27	500
Grave Matters: Earth Day Natural Death Symposium and film <i>A Will for the Woods</i>		Hood River	Apr 29	12
Grave Matters: Earth Day Natural Death Symposium Presentation & ritual	River View Cemetery/White Eagle Memorial Preserve Holly Pruett, Life-Cycle Celebrant Death Talk Project Passages International.	Hood River Goldendale, WA	Apr 29	20
Adult total				1,134
KIDS PROGRAMS				
Mini-Library book give aways		Countywide		40
Outreach storytime: Learning Farm Preschool	Learning Farm Preschool	Hood River	Apr 5,12,19,26	195
La Hora Infantil radio show	Radio Tierra	The Gorge	Apr 6,13,27	1,500
Outreach: Rinconcito Trailer Park	Rinconcito Trailer Park	Hood River	Apr 6,13,27	26
Storytime (combined)		HR Library	Apr 7	35
Library Express bus		Odell HR Library	Apr 9,23	4

Storytime (preschool)		HR Library	Apr 14, 21, 28	78
Toddler ST		HR Library	Apr 14, 21, 28	54
Shakespeare Week: Class visits	Westside Elementary	Hood River	Apr 15	175
	May Street Elementary			
Outreach storytime: Mid-Valley Elementary	Mid-Valley Elementary School	Odell	Apr 18	25
Outreach storytime: Blossoms Bilingual Preschool	Blossoms Bilingual Preschool	Pine Grove	Apr 18	20
Cookies and Books	Cascade Locks Elementary	CL Library	Apr 19	18
Shakespeare Week: Matinee movie and craft		HR Library	Apr 19	5
Shakespeare Week: Matinee movie and craft		HR Library	Apr 20	10
Shakespeare Week: Swordplay workshop		HR Library	Apr 21	6
Shakespeare Week: HRMS assembly	Hood River Middle School	HR Library	Apr 22	80
Shakespeare Week: Twelfth Night Birthday Party	Phoenix Theater	HR Library	Apr 23	135
Día de los Niños	Columbia Gorge Ecology Institute	Odell	Apr 29	450
	Wyeast Middle School			
	Zumba/ MVES			
	One Community Health			
	Cascade Eye Center			
	OSU Extension			
	Radio Tierra			
	Little Shredders Dental			
	Anson's bike buddies			
	Mid-Valley Elementary			
	Hood River Valley High School			
	Cub Scouts Pack #378			
	Odell Hispanic Drug Prevention Coalition			
	Gorge Grown Food Network			
	The Next Door, Inc. - Latinos en Acción			
	St. Francis House			
	Mid Columbia Children's Council			
	Providence Hospital			
	Swindells Resource Center			
	The Next Door Inc			
Kids total				2,856
TEEN PROGRAMS				
Literary Trivia Challenge: Tintin		HR Library	Apr 1	31
Young Writers Club		HR Library	Apr 1, 15, 22	4
Literary Trivia Challenge meetings		HR Library	Apr 9, 16, 30	18
Co-op gaming		HR Library	Apr 14, 21	5
Teen total				58

Job Description Library Director



Summary

The Library Director provides direct leadership in the planning, direction and oversight of library services within the District.

Classification: Library Director

Essential duties and responsibilities

1. Provides leadership in developing District **mission**, vision, **values**, goals, and objectives in conjunction with the Board of Directors. Establishes operational targets to achieve goals and objectives.
2. Plans and develops collections, programs, services, and activities based on analysis of public interest and need, growth, use patterns, workload, staffing levels, patron requests, and related legislative issues to provide appropriate library services to the community.
3. Administers Board policies, makes policy recommendations to the Board, and provides executive support and information to the Board. Acts as Secretary of the Board of Directors.
4. Prepares the budget for **Budget Committee** and Board of Directors approval. Monitors and approves expenditures in accordance with the budget. **Oversees District finances by establishing strong internal controls and a culture of efficient use of taxpayer resources. Works with contractors on annual financial audits.** Administers grants, gifts, and state and federal money. **Pursues supplemental funding through grants, donations, endowments, and other income sources.**
5. **Oversees general administrative operations of the District including human resources, information technology, facility and equipment management, insurance, legal services, and other general governmental responsibilities.**
6. Develops strong partnerships within the community and state. Advocates for the District by representing it at public forums, being involved in community, professional, and civic organizations, attending meetings to communicate District policies and programs, and developing good will.
7. Champions community involvement. **Oversees recruitment and support of a strong base of volunteers.** Works closely with the Friends of the Library and Library Foundation to ensure robust local fundraising and volunteering.
8. Supervises personnel directly or through designees. Hires and trains or oversees hiring and training of employees and volunteers. Assigns, supervises, and evaluates employee work, including supervisory personnel. Hears grievances and administers disciplinary action as needed.
9. Develops the collection of all types of materials including print, media, electronic resources, and other items. Oversees classification and cataloging of materials, provides reference services, and maintains the collection.
10. **Provides for program and outreach services for a diverse population including but not limited to children, teenagers, adults, Latinos, seniors, and others.**
11. Evaluates, develops, and implement goals, programs, policies, and procedures to improve the

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

effectiveness and efficiency of the District. Develops long-range plans for library services to District residents.

12. Stays current with library and information services and technology, including the integrated library system, electronic resources, and professional trends and standards.

Peripheral duties

1. Assists in ancillary District duties as workload and staffing levels dictate.
2. Attends meetings and training seminars as required.
3. Performs other job-related duties as assigned by the Board of Directors.

Supervision received

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

Supervision exercised

This position directly **or indirectly** 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. **Five years of public library experience, including three years in administration/management.**
3. Demonstrated leadership, supervisory experience, and strategic planning skills.
4. Substantial experience in public services.
5. Success with grants, bonds, community fundraising, and other public funding venues.
6. Excellent interpersonal, interviewing, counseling, and communications skills.
7. Demonstrated experience with varied budgeting processes.
8. Experience using technologies to provide and enhance library services.
9. **Any equivalent combination of education, training, and experience satisfying the above.**

Necessary knowledge, skills, and abilities:

1. Demonstrated successful leadership, interpersonal, and supervisory skills working with a diverse population.
2. Strong public service orientation.
3. Ability to work effectively in a team environment.
4. Effective problem solving, analytical, and organizational skills.
5. Effective written and verbal communication.
6. Ability to manage multiple tasks in a rapidly changing environment.
7. Ability to prepare and manage a budget **and oversee finances.**
8. Knowledge of collection development, acquisitions, cataloging, database management, public and technical services, and reference.
9. Ability to perform and prioritize tasks with limited supervision.
10. Thorough knowledge of current trends and developments in public libraries.
11. Knowledge of pertinent federal, state, and local policies, procedures, laws, and regulations affecting libraries and special districts.

12. Working knowledge of public relations procedures.
13. Thorough knowledge of modern library and public management principles and practices.
14. Ability to motivate, direct, and supervise professional, paraprofessional, and clerical library personnel in a manner conducive to full performance and high morale.
15. 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

Computers, including the Internet, general office applications, design software, presentation applications, and integrated library system; mobile electronic devices; LCD projectors; book carts; book bins, magazine storage racks and boxes; copy machines; telephones; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform essential and peripheral duties.

Working conditions

1. Stands or walks 50% of the time, 75% of the time when working on 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 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 to 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.

Job Announcement
Library Director
Closing Date: June 3, 2016, 5.00p



About Hood River County Library District

In 1908, the women of Hood River came together to build the community a library. The tax-supported library opened in 1912, initially located in a tiny house near downtown Hood River. With much community help and a grant from the Carnegie Foundation, the library moved into the stunning downtown Hood River Library in 1913. The library later added two additional branches in the small communities of Cascade Locks, east of Hood River on the Columbia River, and Parkdale, right at the base of Mount Hood to the south.

For ninety-eight years, the three libraries were operated by Hood River County. Then, in 2010, disaster struck as the County was forced to close the libraries due to rapidly increasing costs and decreasing revenues. Horrified at the idea of a community with no libraries, Hood River County citizens rallied to create the Hood River County Library District (HRCLD) in 2010. Library services resumed in July 2011. The library district has its own independently-elected governing board. Its permanent tax rate of \$0.39 per \$1,000 of assessed property value will bring in about \$800,000 in revenue in 2016-17.

From these humble beginnings and harsh closure, Hood River County's libraries have come a long way. HRCLD is now dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 24,000 people in a county that is changing constantly. Library users checked out over 135,000 items in 2014-15. All three libraries are crucial sources of free public Internet access and electronic information, with over 11,000 Internet sessions logged in 2014-15 by residents and visitors alike on the library's computers. The Hood River Library was expanded in 2003 and now boasts nearly 20,000 square feet of space for programs, collections, and public computers, as well as a beautiful set of gardens that are at the center of downtown Hood River. Cascade Locks and Parkdale are located in the busy centers of their communities, housed in the City Hall and Community Center respectively. Between taxes, donations, and other income sources, the district will have a budget of \$1.3 million in 2016-17. HRCLD is a member of the Sage Library System, Libraries of Eastern Oregon, and the Metropolitan Interlibrary eXchange (MIX).

In addition to spending a large portion of its budget on collections, HRCLD is dedicated to strong programming. Adults, kids, and teens alike have access to programs ranging from storytimes, concerts, hands-on classes, lectures, an extremely popular community reads program, a busy Summer Reading Program for all ages, and much more. Staff also do extensive outreach within the community and weekly on the radio, especially to the nearly one-third of county residents of Latino or Hispanic heritage, the largest proportion of any county in the state. In 2015-16, over 30,000 people will have been touched by a library program. HRCLD is among the busiest libraries of its size in Oregon for program attendance.

The district also enjoys very supportive Friends of the Library and Library Foundation groups. The

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

two groups contribute over \$65,000 annually to HRCLD's budget. The Friends of the Library make up the core of the library's volunteers, who gave over 4,000 hours in 2014-15. The Library Foundation is tireless in its fundraising, including by coordinating its annual Feast of Words gala fundraiser that brings in \$25,000-30,000 annually.

Hood River County is in the heart of Columbia River Gorge National Scenic area and includes Mount Hood and its National Forest. The area is world-renowned for its beauty and outdoor recreation. It is among the top-ranked areas in the world for windsurfing, kiteboarding, and sailing. Mount Hood is one of the few mountains in the area to boast skiing and snowboarding opportunities nearly year round. Others come to enjoy the area for its kayaking, cycling, mountain biking, hiking, and much more. Locals and visitors alike frequent the county's great restaurants, breweries, cideries, distilleries, and shops. It is no wonder that Hood River County is often referred to as a playground for both kids and adults.

For more information, please visit us online:

- Hood River County Library District - <http://hoodriverlibrary.org>
- Sage Library System - <http://catalog.sage.eou.edu/>
- Hood River County Chamber of Commerce – <http://hoodriver.org/>

About the position

The Hood River County Library District Board of Directors is recruiting an outstanding leader who will work with the Board and staff to continue and expand upon the district's great work over the last five years. The successful candidate must have proven leadership qualities, strong interpersonal skills, demonstrated success in similar positions, financial acumen, and a collaborative mindset to work with the Board, staff, Friends, Foundation, and other community members to ensure the library's success. Here are some highlights of the essential functions of the position:

- Provides leadership in developing District mission, vision, values, goals, and objectives.
- Plans and develops collections, programs, services, and activities based on analysis of public interest and need, growth, use patterns, workload, staffing levels, patron requests, and related legislative issues to provide appropriate library services to the community.
- Administers board policies, makes policy recommendations to the Board, and provides executive support and information to the Board.
- Prepares and administers the annual budget. Oversees District finances by establishing strong internal controls and a culture of efficient use of taxpayer resources. Pursues supplemental funding through grants, donations, endowments, and other income sources.
- Oversees general administrative operations of the District including human resources, information technology, facility and equipment management, insurance, legal services, and other general governmental responsibilities.
- Develops strong partnerships within the community and the state. Advocates for the District by representing it at public forums, being involved with community groups, professional, and civic organizations, and developing good will.
- Champions community involvement. Provides for a strong and well-supported base of volunteers. Works closely with the Friends of the Library and Library Foundation to ensure robust local fundraising and volunteering.
- Directly or indirectly supervises a 12.5 FTE staff.

- Develops the collection of all types of materials including print, media, electronic, and other items. Oversees classification and cataloging of materials, provides reference services, and maintains the collection.
- Provides for program and outreach services for a diverse population including but not limited to children, teenagers, adults, Latinos, seniors, and others.

Qualifications

- Master's degree in library and information science from an American Library Association-accredited institution.
- Five years of public library experience, including three years in administration/management.
- Demonstrated leadership, supervisory experience, and strategic planning skills.
- Substantial experience in public services.
- Success with grants, bonds, community fundraising, and other public funding venues.
- Excellent interpersonal, interviewing, counseling, and communications skills.
- Extensive experience with varied budgeting and finance processes.
- Experience using technologies to provide and enhance library services.
- Any equivalent combination of education, training, and experience satisfying the above.

Compensation

- *Opening annual salary:* \$69,024 to \$72,072, depending on education and experience. Full-time.
- *Health benefits:* Medical, prescription, alternative care, vision, and dental insurance. Optional Flexible Spending Accounts for health or dependent care.
- *Retirement:* 403(b) plan contributions of the equivalent of up to 9% of salary, including a 6% contribution by the district and an optional match by the district of up to 3%.
- *Leave:* Three weeks vacation, two and a half weeks sick leave, and eleven paid holidays annually.

Selection timeline

- May 13, 2016: Job announcement posted
- June 3: Closing date for applications
- June 6-10: Review of applications by hiring committee
- June 13-17: First round interviews
- June 20-24: Second round interviews + final selection
- August 1: Desired start date

How to apply

Please read the job description carefully and submit the following:

- A completed Hood River County Library District Application for Employment;
- Current resume.
- Cover letter

The complete application packet, together with the job description, is available from the following sources:

- Online at <http://hoodriverlibrary.org/about/employment>.
- Hood River Library, 502 State St, Hood River, OR 97031.

- Cascade Locks Library, 140 SW Wa-Na-Pa, Cascade Locks, OR 97014.
- Parkdale Library, 7300 Clear Creek Rd, OR 97041.
- By calling 541-387-7062 or emailing info@hoodriverlibrary.org.

Documents must be submitted in PDF format. Complete application packets are due by 5.00p on Friday, June 3, 2016, to Hood River County Library District, 502 State St, Hood River, OR 97031, info@hoodriverlibrary.org. Electronic submissions are highly preferred.

Questions?

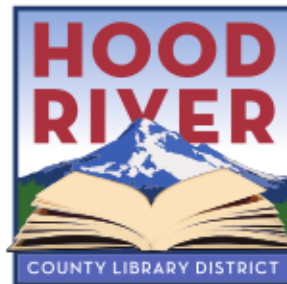
Buzzy Nielsen

Library Director

buzzy@hoodriverlibrary.org

541-387-7062

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://l.usa.gov/lTF9Ob5>) and supplement (<http://l.usa.gov/lrWaDWB>). HRCLD also subscribes to the principles of pay transparency (<http://bit.ly/lT8T3uM>).



Employment Application

Basic information

Applicant name:

Full mailing address:

Email: Phone:

Position(s) being applied for:

How did you hear about this opportunity?

Status changes for current employees

If necessary, attach additional sheets using the same format.

<i>School/program name</i>	<i>City, State</i>	<i>Graduated?</i>	<i>Degree/area of study</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employment/volunteer history

Please begin with your most recent or current position.

Position #1

From (mo/yr): To (mo/yr): Title:

Company name: Company city, state:

Supervisor name: Supervisor title:

Supervisor email: Supervisor phone:

Duties and responsibilities:

Reason for leaving:

Position #2

From (mo/yr):		To (mo/yr):		Title:		
Company name:				Company city, state:		
Supervisor name:				Supervisor title:		
Supervisor email:				Supervisor phone:		
Duties and responsibilities:						
Reason for leaving:						

Position #3

From (mo/yr):		To (mo/yr):		Title:		
Company name:				Company city, state:		
Supervisor name:				Supervisor title:		
Supervisor email:				Supervisor phone:		
Duties and responsibilities:						
Reason for leaving:						

Position #4

From (mo/yr):		To (mo/yr):		Title:		
Company name:				Company city, state:		
Supervisor name:				Supervisor title:		
Supervisor email:				Supervisor phone:		
Duties and responsibilities:						
Reason for leaving:						

Please detail any other relevant positions on your résumé.

Other qualifications

Membership in professional/community organizations

Relevant computers programs and equipment in which you're proficient

Languages spoken and fluency level:

Applicant certification

Can you perform all of the functions listed in the job description with or without reasonable accommodation? ☐ Yes ☐ No

Names of relatives or business partners employed by the District, including your relationship.

I certify that all information in my application materials submitted to Hood River County Library District (HRCLD) is true, correct, and complete. I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal. I consent for HRCLD to contact any of my references, employers (please note if you do not want us to contact), and educational institutions regarding my qualifications, work record, work habits, and performance. I release said parties from all liability for damages which might results from discussing these matters. I permit HRCLD to conduct a background check on me, with notification to me before it occurs. The check will cover criminal history and, if relevant, driving history covering Oregon State and federal law enforcement agencies. I certify that I am legally eligible to be employed in the United States and will be required to complete a federal I-9 Employment Eligibility Verification within three days of the date employment begins. If employed, I shall willingly comply with all policies of HRCLD. I also understand that job placement does not guarantee permanent employment.

Applicant signature:

Date:

Digital signatures are permissible.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://l.usa.gov/lTF9Ob5>) and supplement (<http://l.usa.gov/lrVWaDWB>). HRCLD also subscribes to the principles of pay transparency (<http://bit.ly/lT8T3uM>)

Salary Schedule, 2015-16 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$10.36 \$21,549	\$10.57 \$21,980	\$10.78 \$22,419	\$10.99 \$22,868	\$11.21 \$23,325	\$11.44 \$23,792	\$11.67 \$24,267
Clerk II	\$11.78 \$24,502	\$12.02 \$24,992	\$12.26 \$25,492	\$12.50 \$26,002	\$12.75 \$26,522	\$13.01 \$27,053	\$13.27 \$27,594
Library Assistant I	\$14.41 \$29,979	\$14.70 \$30,579	\$15.00 \$31,190	\$15.30 \$31,814	\$15.60 \$32,450	\$15.91 \$33,099	\$16.23 \$33,761
Library Assistant II	\$16.63 \$34,581	\$16.96 \$35,273	\$17.30 \$35,979	\$17.64 \$36,698	\$18.00 \$37,432	\$18.36 \$38,181	\$18.72 \$38,944
Librarian I	\$19.02 \$39,562	\$19.40 \$40,353	\$19.79 \$41,160	\$20.18 \$41,983	\$20.59 \$42,823	\$21.00 \$43,679	\$21.42 \$44,553
Librarian II	\$22.69 \$47,195	\$23.14 \$48,139	\$23.61 \$49,102	\$24.08 \$50,084	\$24.56 \$51,086	\$25.05 \$52,107	\$25.55 \$53,149
Library Director	\$32.91 \$68,453	\$33.57 \$69,822	\$34.24 \$71,218	\$34.92 \$72,643	\$35.62 \$74,096	\$36.34 \$75,577	\$37.06 \$77,089

Range approved by the Board of Directors, May 19, 2015

Steps established by Library Director, May 19, 2015

Salary Schedule, 2016-17 (PROPOSED) (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$10.77 \$22,402	\$10.99 \$22,859	\$11.21 \$23,317	\$11.43 \$23,774	\$11.66 \$24,253	\$11.89 \$24,731	\$12.13 \$25,230
Clerk II	\$12.39 \$25,771	\$12.64 \$26,291	\$12.89 \$26,811	\$13.15 \$27,352	\$13.41 \$27,893	\$13.68 \$28,454	\$13.95 \$29,016
Library Assistant I	\$14.87 \$30,930	\$15.17 \$31,554	\$15.47 \$32,178	\$15.78 \$32,822	\$16.10 \$33,488	\$16.42 \$34,154	\$16.75 \$34,840
Library Assistant II	\$17.10 \$35,568	\$17.44 \$36,275	\$17.79 \$37,003	\$18.15 \$37,752	\$18.51 \$38,501	\$18.88 \$39,270	\$19.26 \$40,061
Librarian I	\$20.52 \$42,682	\$20.93 \$43,534	\$21.35 \$44,408	\$21.78 \$45,302	\$22.22 \$46,218	\$22.66 \$47,133	\$23.11 \$48,069
Librarian II	\$24.98 \$51,958	\$25.48 \$52,998	\$25.99 \$54,059	\$26.51 \$55,141	\$27.04 \$56,243	\$27.58 \$57,366	\$28.13 \$58,510
Library Director	\$33.30 \$69,264	\$33.97 \$70,658	\$34.65 \$72,072	\$35.34 \$73,507	\$36.05 \$74,984	\$36.77 \$76,482	\$37.51 \$78,021

Range approved by the Board of Directors, May 17, 2016

Steps established by Library Director, May 17, 2016