

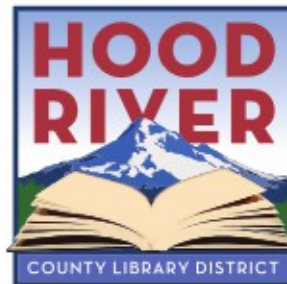
**Board of Directors
Regular Meeting Agenda**

Tuesday, June 16, 2015, 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. Conflicts or potential conflicts of interest	VanOrman
III. Minutes from May 19 regular and May 26 budget meetings (ACTION)	VanOrman
IV. Open forum for the general public	VanOrman
V. Reports	
i. Friends update	VanOrman
ii. Foundation update	Foley
iii. May financial statements	Nielsen
iv. Director's report	Nielsen
VI. Previous business	
VII. New business	
i. 2015-16 budget approval (ACTION)	Nielsen
ii. Approval of recurring payments for 2015-16 (ACTION)	Nielsen
iii. Cascade Locks Library lease agreement (ACTION)	Nielsen
iv. Sage Systems Librarian contract renewal (ACTION)	Nielsen
v. Discussion of 2015-16 President and Vice-President positions	VanOrman
vi. Discussion of 2015-16 regular meeting time	VanOrman
vii. Executive session: Library Director evaluation	VanOrman
viii. Library Director contract renewal (ACTION)	VanOrman
VIII. Agenda items for next meeting, July 21, 2015	VanOrman
IX. 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.

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**Board of Directors
Regular Meeting Agenda**

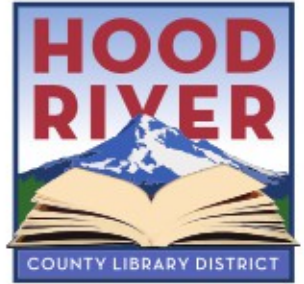
Tuesday, June 16, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



I. Additions/deletions from the agenda (ACTION)

VanOrman

II. Conflicts or potential conflicts of interest

VanOrman

III. Minutes from May 19 regular and May 26 budget meetings (ACTION)

VanOrman

Attachments:

- III.a. May 19, 2015, meeting minutes
- III.b. Financial Management Policy as amended at the May 19 meeting
- III.c. May 26,, 2015, Budget Committee meeting minutes

IV. Open forum for the general public

VanOrman

V. Reports

i. Friends update

VanOrman

The Friends of the library netted \$1,533.95 at their latest booksale in May. They are considering changing up how they sell and dispose of books and will have a committee discuss the matter. They also discussed what to do with the memorial money for former Friends Treasurer Sydney Burkhart. There is about \$3,000 in the fund. Some suggested putting a piece of artwork in the Gardens, but there are several changes and potential pieces of art already planned. I suggested using the memorial to redesign the new books area by removing the large wooden furniture unit and replacing it with free-standing tables, thus freeing up the shelves behind the unit for new materials. The Friends will check with Burkhart's family to see if this is amenable.

ii. Foundation update

Foley

A Foundation committee is working busily on redoing some of the beds in the Georgiana Smith Memorial Gardens. Their priorities are the bed in the northwest corner and the one by the outside dropbox. They're also seeking out furniture and assisting with repair of the irrigation system. The Foundation recently cut a check to the District for \$30,000 to use for Gardens projects. They'll be contributing another \$15,000 toward electronic resources, magazines, and newspapers in 2015-16.

iii. May financial statements

Nielsen

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

iv. Director's report

Nielsen

- We've hired a new Public Service Clerk, Sarah Rowe. She recently moved here from Wisconsin. Sarah graduated from Maranatha Baptist University with a degree in Humanities & Applied Sciences. She is fluent in Spanish and recently spent a semester teaching English in Peru.
- May 2015 circulation of District-owned materials at District locations was up 1% over last year.

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- May 2015 program statistics were up 32.8% over last year. Year-to-date program attendance already is up 38.6% over all of last year.
- I am contacting garden maintenance firms to get quotes on doing regular maintenance on the Georgiana Smith Memorial Gardens. WINGS came out recently and weeded some plant beds, including ripping up the area near the outside dropbox as well as tearing up all of the plants in the northwest bed. I also am trying to find firms that can help patch the concrete wall along Oak Street, including extending the wall along the north border of the plant bed.
- I am meeting with the School District next week to work on the agreement to move the Cascade Locks Library into the Cascade Locks School. Cascade Locks is high on my priority list right now so that we can take advantage of the space being offered by the School District.
- We will be getting a computer donated for a special purpose: hosting a searchable database of the History Museum of Hood River County's digitized photography archive. This computer will reside in the Columbia Room. In addition to the library, there is already such a station at the Museum, and the City of Hood River hopes to have one, too.
- Evergreen, the software we use to run the library, was upgraded to a new version three weeks ago. Patrons should see improvements to the search speed and relevance of search results. There were also several back-end improvements that staff will appreciate.
- Outreach Specialist Patty Lara-Martinez was recognized by the Odell Coalition, a community improvement group, for her efforts reaching out to Odell and providing library services there.
- On Saturday, June 6, Hood River Library hosted a regular meeting of the Oregon REFORMA chapter, of which the District is a member. Lara-Martinez spearheaded getting the meeting in Hood River. REFORMA is a national association devoted to promoting library and information services to Latinos and Spanish speakers.
- The first visit for the District's 2014-15 audit was on June 10th. Pauly Rogers and Co. are the District's auditors. As with previous years, they saw no major concerns. They will visit again in the fall/winter.
- Staff are moving forward with implementing a cooling shelter at Hood River Library. Providence Hood River Memorial Hospital will be donating reusable water bottles for the event. The District's Safety Committee will discuss the best ways to serve patrons in this capacity.
- The District's website is being migrated away from Plinkit, the State Library-hosted website management system, to WordPress, a popular open source website management system. Plinkit, which was designed specifically for libraries to help get them online, is being discontinued.
- Newly-minted Hood River Valley Senior Center Executive Director VanOrman and Assistant Director Rachael Fox are starting to meet regarding ways the two organizations can partner.
- A Board member inquired of one of our staff whether Board members are eligible to participate in the Summer Reading program. I believe that in the past the Board has preferred that the members themselves not be eligible to receive prizes but that members' children certainly were eligible. This would be a great item for discussion.

VI. Previous business

VII. New business

i. 2015-16 budget approval (ACTION)

Nielsen

Attachments:

- VII.i.a. 2015-16 proposed budget
- VII.i.b. Resolution 2014-15.011, adopting budget and setting tax rate

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2015-16 budget, as approved by the Budget Committee at their May 26 meeting, is included in this meeting packet. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2015-16 budget approval requires passage of Resolution 2014-15.011. Following approval, I submit the proper paperwork to the County and State.

ii. Approval of recurring payments for 2015-16 (ACTION)

Nielsen

Attachments:

- VII.ii. Resolution 2014-15.012, authorizing online and automatic payments

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. The attached resolution provides this authorization. Online payments save significant time and money for the District.

iii. Cascade Locks Library lease agreement (ACTION)

Nielsen

Attachments:

- VII.iii.a 2015-16 IGA with Cascade Locks to lease branch space
- VII.iii.b IGA Appendix A, Cascade Locks community school concept
- VII.iii.c IGA Appendix B, MOU between Cascade Locks and Hood River County

While moving Cascade Locks Library into Cascade Locks School is a very high priority for me now, we will still need to spend some time in the City of Cascade Locks City Hall. This IGA renews our agreement with the City to keep the branch there. Our rent is \$1,600 annually, pro-rated based on how long we'll actually be staying there. The two appendices are documents the Cascade Locks City Council wished to have appended to the agreement when it was originally signed three years ago. I recommend leaving the document as-is. The Cascade Locks City Council will approve the IGA at their June 22 meeting.

iv. Sage Systems Librarian contract renewal (ACTION)

Nielsen

Attachments:

- VII.iv.a. IGA with Sage Library System to provide Systems Librarian
- VII.iv.b. Sage Library System fund draft budget

The District hosts an employee who works on behalf of all Sage libraries. His name is Brent Mills, and his position is Sage Systems Librarian. He works out of Hood River Library one day a week and remotely from his home the other days. Sage Systems Manager Beth Longwell primarily directs his work, per the contract. The position is full-time. Sage's fiscal agent is Baker County Library District.

This intergovernmental agreement has no direct financial impact on HRCLD; all costs associated with

the position are reimbursed by Sage. These include salary, health benefits, retirement, workers' compensation, and payroll taxes. Travel and conference costs are paid through Sage as well. The new Sage Library System fund in the 2015-16 budget allows us to better isolate the costs of this position so that they don't skew the costs of operating the District's own direct services. There are indirect costs related to my administration, such as conducting evaluations and processing timesheets. However, I feel that the benefits of us hosting this position outweigh its costs. Brent often will test fixes and improvements to software on us, meaning that we get bleeding edge improvements before many other Sage libraries.

This agreement was vetted by legal counsel last year and has no major changes this year.

v. Discussion of 2015-16 President and Vice-President positions

VanOrman

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those position.

vi. Discussion of 2015-16 regular meeting time

VanOrman

The Board's current regular meeting time is the third Tuesday of the month at 7.00p. Annually the Board must adopt a resolution setting its regular meeting time. The Board will discuss the best meeting times so that a resolution can be passed during the July meeting.

vii. Executive session: Library Director evaluation

VanOrman

An executive session will be held for the Library Director's annual evaluation. Executive session materials will be sent separately.

viii. Library Director contract renewal (ACTION)

VanOrman

Attachments:

- VII.viii. Draft Library Director contract for 2015-16

The Library Director is the only District employee who works directly for the Board and also is the District's only contract employee. The contract typically is renewed annually. The attached draft has some changes from previous years:

- On the first page, the contract mentioned that the Director's hiring, firing, and discharging of employees and volunteers is subject to Board approval. The District's legal counsel advises against this, as it keeps the duties of the Board and executive separate. The Board still handles grievances, however.
- Also on the first page, I thought it was important to note that part of the Director's responsibilities is achieving the current strategic plan.
- On page 3, membership dues, I have not found much benefit to the District for paying my American Library Association dues. Between it, the Public Library Association, and the ALA's management association, dues are over \$250 per year. Therefore, I'd like to remove the specific requirement that the Board must pay those dues.
- Also on page 3, general practice has been that the Director must check only with the Board President, not the entire Board, when planning to use leave.
- On page 4, I've updated the amount of vacation that can rollover to match recent Personnel Policy changes.
- Also on page 4, it also is District policy to pay for unused holiday leave. Such leave can accrue

if an employee doesn't use all of the hours on the day of the holiday or doesn't typically work on the day of the week when the holiday falls.

I have updated the compensation (page 3) to reflect the adjusted Library Director salary scale. I currently am on step 4 of that scale.

VIII. Agenda items for next meeting, July 21, 2015

VanOrman

- Swearing in of new Board members
- Review of strategic goals
- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Legal services contract renewal

IX. Adjournment

VanOrman

**Board of Directors
Regular Meeting Agenda**

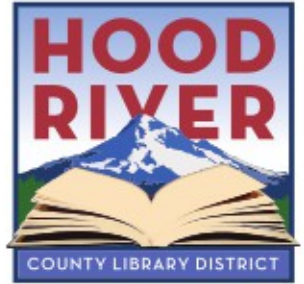
Tuesday, May 19, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen



Present: Jen Bayer (Library Foundation), Mary-Ethel Foley, Rachael Fox (staff), Buzzy Nielsen (staff), Mike Oates, John Schoppert (board member-elect), Jean Sheppard (board member-elect), Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

I. Additions/deletions from the agenda (ACTION) VanOrman
President VanOrman called the meeting to order at 7.00p. Oates moved to accept the agenda as presented. Snyder seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest VanOrman
None stated.

III. Approval of minutes from April 21 meeting (ACTION) VanOrman
Snyder moved to accept the minutes of the April 21 meeting as presented. Foley seconded. The motion carried unanimously.

IV. Open forum for the general public VanOrman
There was no public present.

V. Reports
i. Friends update VanOrman
In addition to the written report regarding the Friends, VanOrman noted that the group has donated \$12,000 to the District so far this fiscal year. She also reminded people that the annual booksale is Thursday-Saturday, May 28-30.

ii. Foundation update Foley
In addition to the written Library Foundation report, Bayer noted that the group is giving \$45,000 to the District this year, including \$30,000 in the 2014-15 fiscal year for Gardens projects and \$15,000 in 2015-16 for magazines, newspapers, and electronic resources. The Foundation has a committee working on the Gardens, specifically getting new plant bed designs and selecting furniture. The Foundation also has a new board member, Jo Smith, a literature/writing professor at the University of Oregon.

iii. April financial statements Nielsen
The Board reviewed the April 2015 financial statements. One board member inquired about monthly expenditures, which are about \$70,000-75,000. This means the District needs about \$300,000 in unappropriated ending fund balance in the budget to carry it through until November, when new tax

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revenues start arriving.

iv. Director's report

Nielsen

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

- The new date for the District Budget Committee meeting is Tuesday, May 26, 6.00p in the Columbia Room of Hood River Library..
- The 2015 Evergreen International Conference, which was hosted at the Hood River Inn on May 13-16, went well. About 125 people from across the United States and Canada attended.
- The Hood River Library currently is exhibiting Finding Peace, a show from Columbia Gorge Community College (CGCC) that is traveling around the Gorge. The exhibit is in the Meeting Room.
- The CGCC Hood River Campus recently paid host to the 2015 Oregon Information Literacy Summit. Approximately fifty mostly academic librarians attended. It was focused on accelerated learning, library instruction, and information literacy.
- Nielsen is considering doing Japanese-style garden in the northwest plant bed, on Oak and Sixth. Nielsen also is looking for good concrete contractors to repair the historic wall and extend it out properly to the Sixth Street sidewalk.
- Board members discussed the Hood River Library being a cooling shelter. It would not be much of a disruption. The District will be getting reusable water bottle donated for the event. One Board member wondered if the shelter would attract the homeless. Nielsen stated that the homeless already are frequent and responsible library users. Parking is an issue, although the Hood River News parking lot is an option on weekends and after 5.00p on weekdays.
- Snyder commented that it's fantastic that the District has become a strong net lender of materials in Sage. It's a testament to our collection development staff.

VI. Previous business

i. Family Medical Leave policy (ACTION)

Nielsen

The Board reviewed proposed changes to the Family Medical Leave policy, section 11.15 of the Personnel Policies. The only change to the proposed policy was to remove the term "unpaid" from section 11.15.4, since paid parental leave was not being added as discussed during the April meeting. Sheppard asked why the District didn't adopt Hood River County's policy. Snyder responded that they looked at doing this when the District was new but Hood River County was a much larger employer and had unions, so the policies weren't useful. Foley moved to adopt the Family Medical Leave Policy as amended and attached. Vaivoda seconded. The motion carried unanimously.

VII. New business

i. Financial Management Policy revisions (ACTION)

Nielsen

The Board reviewed proposed changes to the Financial Management Policy. There was a subcommittee that originally wrote the policy in 2011. The then School District Finance Director Nick Hogan was a member of that committee. The policy already includes several safeguards, such as requiring one Board member and one staff person to sign checks.

In addition to the proposed changes, Nielsen added a change to require the District to carry a fund equivalent to seventy-five percent of the value of outstanding vacation accrual. This will help ensure that the District has funds to cover future employee departures.

The Board discussed several topics on the proposed changes. Minor wording changes were made to several sections to clarify meaning. Some members wondered whether it was advisable to require credit checks for individuals whose names are on District credit cards. Nielsen will inquire about the matter. Nielsen also noted that the District has sufficient coverage to replace all of its property in case of damage. The possibility was raised as to whether the Board should approve surplussing District property. The consensus was to leave that decision up to staff, as it would clog Board meetings and delay the process. It was also asked if consumables are included as part of the District's inventory. Nielsen responded that they could be but aren't currently.

Oates moved to adopt Resolution 2014-15.010, adopting the Financial Management Policy as amended and attached. Foley seconded. The motion carried unanimously.

ii. 2015-16 salary schedule (ACTION)

Nielsen

Nielsen presented the proposed 2015-16 salary schedule. It includes a 1.5% cost of living increase for all classifications except Library Director, which received a shift to its scale at the April meeting. Oates moved to accept the 2015-16 salary schedule as presented. Foley seconded. The motion carried unanimously.

iii. WINGS Gardens maintenance contract (ACTION)

Nielsen

Nielsen presented an annual Gardens maintenance contract with the nonprofit WINGS program, which works with previously homeless young people to give them job skills. WINGS will be used to remove leaves and snow, clear paths, repair and weather coat furniture, and similar activities. They will not be used to weed plant beds; the District will hire a professional for such work. The cost of the annual contract has been reduced from a maximum annual of \$8,000 to \$4,000. Snyder moved to approve the WINGS contract as presented.. Oates seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

VanOrman

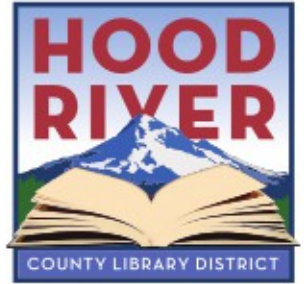
- Budget Committee meeting, May 26, 6.00p, Hood River Library
- Library Director evaluation
- 2015-16 budget approval
- Cascade Locks Library intergovernmental agreement
- 2015-16 Board President discussion
- Sage contract for Systems Librarian
- Resolution approving recurring payments in 2015-16
- 2015-16 regular meeting time

IX. Adjournment

VanOrman

The meeting adjourned at 7.57p.

Financial Management Policy



I. Accounting System

The District's accounting system shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data ~~according to~~in accordance with the chart of accounts.
4. Record data in the appropriate books of accounts ~~(journals, ledgers)~~.
5. Report data to management and ~~to~~outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

1. A general ledger.
2. Subsidiary journals as necessary, including i.e. general, revenue, expenditures, and payroll.
3. Written documentation supporting, authorizing, and explaining individual financial transactions including- invoices, bank statements, purchase orders, payroll, transfers, etc.
4. Any other data deemed necessary for to prepare the preparation of financial statements.

II. Control Policies and Procedures

The District follows these specific policies and procedures are needed to ensure an effective control environment and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures; and must conform to Oregon Revised Statutes and Administrative Regulations (ORS).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, books and (3) take ensure custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to both assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial related records are retained and secured in accordance with ORS and properly.
8. Records no longer required to be retained are destroyed securely.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory asset listing is maintained.
11. The Library Director shall submit the prior month's financial report and a list of all financial transactions for the prior month to the Board of Directors with the packet for the regular monthly meeting.
12. Any and All Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with ORS and governmental generally accepted accounting principles (GAAP) for governmental entities.
14. The Library Director and any other staff significantly involved in District financial procedures shall be required to take a vacation of at least five consecutive business days.

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15. Financial duties shall be rotated to ~~other~~ staff not normally involved in financial procedures for at least a consecutive two-week period. This rotation may coincide with the Library Director and other financial staff's mandatory ~~absence/vacation as explained above~~.

III. Cash and Purchasing

The District shall follow these specific policies for cash and purchasing:

1. Cash disbursement:
 - Check-signing authority is limited to the Library Director, ~~Assistant Director or designee, and designated Board Member(s), Board President, and Board Vice-President.~~
 - Two signatures are required on each check: the signature of the Board President, ~~or in his/her absence, Board Vice-President or Vice-President;~~ and the signature of the Library Director, ~~or in his/her absence, or Assistant Director/Library Director's designee.~~
 - Some regularly-recurring bills and payments may be paid electronically by the Library Director or designee. ~~These bills are limited to electricity, federal and state taxes, garbage, health and dental insurance premiums, internet, natural gas, telephone, and water. Employee salaries, retirement disbursements, and in-lieu health care benefits (See Employee Health Care Benefits Policy) may also be paid electronically. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices/Confirmations of payments~~ must be retained and reviewed by the Board President or Vice-President.
 - Authorization of payment is required by ~~at least~~ the Library Director, or designee.
 - Original invoices shall be attached to checks before signing.
 - Pre-signing any check is ~~specifically~~ prohibited.
 - Blank checks are ~~specifically~~ prohibited.
 - Checks shall be numbered sequentially.
 - The check stock shall contain security safeguards ~~designed to reasonably~~ prevent fraud.
 - The check stock shall be ~~properly~~ secured and use shall be documented.
 - Voided checks shall be defaced and retained in the financial records.
 - Signature stamps are ~~specifically~~ prohibited.
2. Cash handling
 - Daily cash counts shall be performed.
 - Deposits shall be performed weekly or when cash to be deposited exceeds \$500, whichever comes first.
 - Cash till control and reconciliation shall be standard policy.
3. Management shall review ~~of current~~ bank account reconciliations ~~will be required~~ monthly.
4. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.
5. Banking shall be conducted according to ORS and applicable accounting practices.
6. Purchasing
 - Original invoices shall be required.
 - Employees of the District shall not ~~also~~ serve as independent contractors to the District.
 - Employees of the District shall not accept ~~any form of~~ consideration from an outside entity while performing ~~their~~ District duties.
7. Vacation reserve
 - The District shall retain a vacation reserve of at least 75 percent of all employees'

- outstanding vacation and holiday accrual.
8. Expenditures approval
 - The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$3,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but ~~which exceed \$3,000.~~ Such purchases must be approved by the Board President ~~with the limitation that the purchases must and~~ comply with ORS ~~and may not exceed the budgeted allocation for the pertinent expenditure category.~~
 - Payments of monthly statements, composed of ~~several~~ individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
 - Regular payments on contracts that have been pre-approved by the Board of Directors.
 - The Library Director shall authorize all expenditures or contracts for supplies, materials, equipment, or any contract up to ~~or less than~~ \$3,000 except with the following exceptions: ~~No~~
 - Contracts for legal the services ~~of legal counsel may be awarded without the approval of the Board of Directors.~~
 - Total expenditures within a budgetary fund category (e.g. materials and services) ~~line-item~~ may not exceed the budgeted allocation of that category line-item without the prior approval of the Board of Directors.

IV. Credit Cards

The Library Director is authorized to apply for ~~a~~ credit cards in the name of the District ~~from the District's official bank.~~ District credit cards are subject to the following restrictions and controls:

1. Only the following ~~District~~ officials and staff members shall be listed on the District's general purchasing credit card agreements as authorized users:
 - Board President
 - Library Director; and
 - Staff explicitly authorized by the Director.
2. If the District has credit cards used to purchase fuel for District vehicles, only employees who have been approved as drivers may utilize the cards.
3. ~~The~~ District credit cards shall only be used for transactions in which writing a check in advance ~~of the order~~ is either difficult impossible or would ~~result in a delay in the~~ delivery of goods or services during a time of emergency. ~~The~~ District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of the credit cards comply with shall ~~shall be done in accordance with~~ the District's Financial Management Policy and travel reimbursement procedures ~~policy.~~
4. Use of ~~the~~ District credit cards for to charge any personal purchases is strictly prohibited; ~~regardless of whether the official or employee intends to reimburse the district for the purchase.~~
5. Any official or employee who authorized to uses the District credit cards shall submit to the Library Director or designee original receipts for all purchases made ~~with the card~~ as soon as practical after the purchase ~~is made and a receipt received.~~ Each month, the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.

6. The Library Director shall ensure that ~~the~~ credit card statements ~~is~~are paid in full each month so that no finance charges are incurred. Copies of ~~each month's~~ credit card statements shall be made available to the Board of Directors upon request.

V. Personnel

Employment policies shall include procedures that reasonably ~~protect~~ensure protection of District assets:

1. Employment applications shall include:
 - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
 - A criminal background check with candidate's written approval.
 - Reference checks.
2. Appropriate ~~staff~~supervision ~~of all staff~~.
3. Rotation of duties/cross-training.
4. Communication and confirmation of polices and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

VI. District Assets and Capital Outlay

The Library Director ~~shall~~will not allow ~~the~~assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses ~~to Board members, staff, and the District as required by ORS.~~ -
2. Subject facilities to improper use or insufficient maintenance.
3. Unnecessarily expose the District, its Board, or staff to claims of liability.
4. Make any purchase (1) ~~wherein normally prudent protection has not been given~~ ~~against~~contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost.
5. Fail to protect intellectual property, information, and files from loss or ~~significant~~damage.
6. Receive, process, or disburse funds under ~~insufficient~~controls ~~that are insufficient~~ to meet the Board-appointed auditor's standards.
7. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

1. Land acquisition or improvement, including improvements and installations on the grounds;
2. Building construction, expansion, or remodeling;
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
4. ~~Shelving~~;
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable.

Equipment, including nonexpendable equipment costing less than \$5,000 ~~such as computers and carts~~, must be inventoried. ~~Surplus equipment shall be handled according to the Surplus Property Policy.~~

VII. Surplus Property

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. Recycled internally: Staff should first deem whether property has use for District purposes other than its original use.
2. Sold or traded: If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold "as is". If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
3. Donated: If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Hood River County Library.
4. Discarded: Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
 - Hazardous substances shall be discarded in accordance with proper safety procedures.

Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

Approved by the Board of Directors, March 15, 2011

Last revised, ~~May 19, 2015~~ ~~January 21, 2014~~

Budget Committee Meeting Minutes

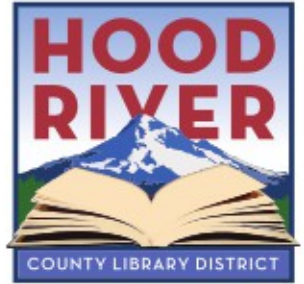
Tuesday, May 26, 2015, 6.00p

Columbia Room

502 State St, Hood River

Budget officer: Buzzy Nielsen

Minutes prepared by Library Director Buzzy Nielsen



Present: Jen Bayer, Mary-Ethel Foley, Monica Zorza Hockett, Nick Hogan, Buzzy Nielsen (staff), John Schoppert (Board member-elect), Jean Sheppard (Board member-elect), Sara Snyder, Suzanne VanOrman

I. Nomination and election of Chair

The meeting was called to order at 6.15p. Nominations for Chair were taken from the floor. VanOrman nominated Hogan. Foley seconded. Hogan declined. VanOrman nominated Snyder. Hogan seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Snyder

VanOrman moved to accept the agenda as presented. Bayer seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Chair

None stated.

IV. Budget message

Nielsen

Nielsen presented the budget message, an overview of the message provided in the meeting packet. Snyder asked why the unappropriated ending fund balance in the General Fund was high. Nielsen responded that the District was still figuring out costs from being an independent entity and that he was more comfortable leaving it high currently in case of unexpected costs.

V. Presentation of proposed budget

Nielsen

i. General Fund

Nielsen presented the General Fund, as proposed in the meeting packet. Committee members caught two errors in the presented document: 1) On the revenues table, the "Approved by Budget Committee" column was completed inadvertently. 2) On the expenditures table, line 73 (water) had an incorrect formula that resulted in a slightly higher figure than it should have been. Sheppard asked if the Library Foundation is helping with Gardens expenses, given the large increase in cost over 2014-15. Bayer answered that they hope to have a sustaining giving program to support Gardens maintenance, but the current \$30,000 they're donating is for improvements. Thus, the \$20,000 line item is coming paid from General Fund rather than Grants revenue.

ii. Capital Equipment Reserve Fund

Nielsen presented the Capital Equipment Reserve Fund, as proposed in the meeting packet. This fund is used for large facilities and equipment expenditures, such as building repairs. Hogan inquired if the committee might want to have some contingency in the fund. Snyder responded that the District is

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Hood River - OR 97031

541 386 2535

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trying to build up the fund so that it has sufficient monies to upkeep its facilities. In response to a question before the meeting, Nielsen also noted that the new courier vehicle will come from a grant and thus its cost isn't reflected in the Capital Fund.

iii. Grants Fund

Nielsen presented the Grants Fund, as proposed in the meeting packet. Nielsen explained many potential grants the District could get, such as ones for the renovated Cascade Locks and Parkdale branches. Donations from the Friends of the Library and Library Foundation also go through this fund. Hogan noted to check the ending fund balances for the prior years, as the calculations appeared incorrect. Nielsen corrected the error. There were no further questions on the fund.

iv. Sage Library System Fund

Nielsen presented the Sage Library System Fund, as proposed in the meeting packet. This is a new fund that will be used to administer the Sage Systems Librarian, a position the District contracts with the Sage Library System to provide. Putting the position into a separate fund helps better reflect the District's General Fund costs and simplifies administering the position itself. There were no questions about the fund.

VI. Public comment

Snyder

There was no public comment.

VII. Budget Committee questions and deliberations

Snyder

There were no further questions from the Budget Committee.

VIII. Approval of budget (ACTION)

Snyder

Hogan moved to approve the budget resolution, approving the 2015-16 budget and the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,346,161
- Capital Equipment Reserve Fund: \$128,701
- Grants Fund: \$311,000
- Sage Library System Fund: \$65,875
- *Total: \$1,851,737*

VanOrman seconded the motion. The motion carried unanimously.

IX. Recess or adjournment

Snyder

The meeting adjourned at 6.55p.

Circulation, 2014-15

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	424	394	441	463	402	363	400	393	407	427	426		4,540
Video	1,162	1,246	1,202	1,592	1,499	1,553	1,823	1,548	1,401	1,202	1,053		15,281
Fiction	1,162	1,120	926	993	931	876	945	945	1,070	957	915		10,840
Large print	74	65	73	70	60	63	73	57	46	60	76		717
Nonfiction	922	897	939	900	783	879	1,010	814	910	869	846		9,769
Spanish	103	81	42	59	118	129	188	85	75	82	67		1,029
Magazines	303	224	240	205	205	283	236	262	216	218	236		2,628
New books	796	807	734	754	638	772	791	743	728	693	761		8,217
Graphic novels	69	56	60	50	63	71	97	70	77	98	61		772
Devices	3	1	1	2	1	1	5	0	2	0	0		16
Miscellaneous	27	29	29	28	25	31	37	28	21	25	18		298
Young adult collection	398	336	199	185	164	176	205	146	200	151	187		2,347
Children's audio	272	236	189	241	183	182	209	221	282	238	235		2,488
Children's new books	584	602	463	501	439	408	443	314	475	372	348		4,949
Board Books	281	183	189	225	168	146	187	226	241	231	166		2,243
Children video	807	762	678	718	620	640	785	625	715	660	571		7,581
Children's fiction	1,201	1,064	693	640	602	567	752	715	730	634	702		8,300
Children's nonfiction	463	430	373	287	282	162	364	326	319	382	337		3,725
Picture books	1,058	895	817	891	655	568	835	815	889	848	765		9,036
Readers	452	337	276	375	266	294	477	402	393	326	229		3,827
Holiday books	28	19	39	176	156	285	83	62	54	35	12		949
Children's graphic novels	299	282	188	145	154	164	191	195	224	181	188		2,211
Children's Spanish	66	140	168	171	84	123	151	117	161	117	99		1,397
Theme bags & book kits	18	12	15	11	4	22	13	26	21	25	15		182
TOTAL	10,972	10,218	8,974	9,682	8,502	8,758	10,300	9,135	9,657	8,831	8,313	0	103,342

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	5	3	10	10	3	1	8	4	11	5	6		66
Video	40	45	23	50	71	49	92	36	38	36	32		512
Fiction	28	40	21	41	29	28	41	30	28	23	14		323
Large print	1	1	1	0	0	0	0	0	0	1	0		4
Nonfiction	26	17	14	12	12	11	26	25	6	16	15		180
Spanish	0	0	0	0	0	0	0	0	0	0	0		0
Magazines	1	0	0	3	3	2	1	5	0	1	1		17
New books	6	11	6	12	9	10	11	12	10	6	4		97
Graphic novels	0	0	0	0	1	1	2	3	1	1	2		11
Devices	0	0	0	0	0	0	0	0	0	0	0		0
Miscellaneous	0	0	0	0	0	0	0	0	2	0	0		2
Young adult collection	0	1	0	5	4	2	6	2	3	1	3		27
Children's audio	2	0	2	0	0	0	0	3	2	0	0		9
Children's new books	1	1	1	0	0	2	3	3	0	0	1		12
Board Books	5	3	1	2	0	9	2	13	13	4	5		57
Children video	38	36	23	28	14	21	8	11	17	16	10		222
Children's fiction	18	9	9	11	5	8	11	9	3	3	6		92
Children's nonfiction	18	7	17	7	3	10	8	3	6	5	3		87
Picture books	23	11	9	7	2	3	17	17	24	18	14		145
Readers	20	15	8	10	5	14	11	2	7	0	0		92
Holiday books	0	0	2	6	5	3	2	5	6	1	0		30
Children's graphic novels	4	11	0	5	3	0	2	4	5	0	1		35
Children's Spanish	0	0	0	1	0	0	0	0	0	0	0		1
Theme bags & book kits	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL	236	211	147	210	169	174	251	187	182	137	117	0	2,021

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	2	3	3	2	2	0	2	1	5	7	0		27
Video	45	57	48	52	50	28	37	22	51	80	48		518
Fiction	31	11	10	13	13	7	15	52	60	54	43		309
Large print	0	3	0	0	0	0	1	3	0	0	0		7
Nonfiction	22	10	10	8	14	7	7	11	20	22	15		146
Spanish	7	9	3	3	13	8	6	26	11	5	4		95
Magazines	22	8	13	9	13	3	7	25	13	26	5		144
New books	6	5	1	4	6	2	3	5	8	15	9		64
Graphic novels & comics	2	0	1	0	0	0	0	2	0	1	0		6
Devices	0	0	0	0	0	0	0	0	0	0	0		0
Miscellaneous	0	1	0	0	1	0	0	0	1	0	0		3
Young adult collection	6	4	1	1	3	3	3	3	5	0	6		35
Children's audio	5	2	1	3	1	2	0	0	4	3	4		25
Children's new books	0	3	0	1	1	2	2	5	1	4	0		19
Board Books	5	2	20	9	3	2	9	8	11	4	22		95
Children video	47	23	40	36	25	10	41	21	42	20	48		353
Children's fiction	38	27	20	34	23	23	22	25	22	15	22		271
Children's nonfiction	19	5	27	12	3	3	29	34	33	16	20		201
Picture books	74	55	123	132	29	36	46	58	49	21	22		645
Readers	38	8	33	48	37	66	26	16	18	5	25		320
Holiday books	3	2	3	2	2	3	1	2	1	0	0		19
Children's graphic novels	7	4	10	26	32	22	10	13	4	8	30		166
Children's Spanish	6	5	11	12	9	0	4	22	6	6	3		84
Theme bags	0	0	0	1	0	0	0	0	0	0	0		1
TOTAL	385	247	378	408	280	227	271	354	365	312	326	0	3,553

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	431	400	454	475	407	364	410	398	423	439	432	0	4,633
Video	1,247	1,348	1,273	1,694	1,620	1,630	1,952	1,606	1,490	1,318	1,133	0	16,311
Fiction	1,221	1,171	957	1,047	973	911	1,001	1,027	1,158	1,034	972	0	11,472
Large print	75	69	74	70	60	63	74	60	46	61	76	0	728
Nonfiction	970	924	963	920	809	897	1,043	850	936	907	876	0	10,095
Spanish	110	90	45	62	131	137	194	111	86	87	71	0	1,124
Magazines	326	232	253	217	221	288	244	292	229	245	242	0	2,789
New books	808	823	741	770	653	784	805	760	746	714	774	0	8,378
Graphic novels & comics	71	56	61	50	64	72	99	75	78	100	63	0	789
Devices	3	1	1	2	1	1	5	0	2	0	0	0	16
Miscellaneous	27	30	29	28	26	31	37	28	24	25	18	0	303
Young adult collection	404	341	200	191	171	181	214	151	208	152	196	0	2,409
Children's audio	279	238	192	244	184	184	209	224	288	241	239	0	2,522
Children's new books	585	606	464	502	440	412	448	322	476	376	349	0	4,980
Board Books	291	188	210	236	171	157	198	247	265	239	193	0	2,395
Children video	892	821	741	782	659	671	834	657	774	696	629	0	8,156
Children's fiction	1,257	1,100	722	685	630	598	785	749	755	652	730	0	8,663
Children's nonfiction	500	442	417	306	288	175	401	363	358	403	360	0	4,013
Picture books	1,155	961	949	1,030	686	607	898	890	962	887	801	0	9,826
Readers	510	360	317	433	308	374	514	420	418	331	254	0	4,239
Holiday books	31	21	44	184	163	291	86	69	61	36	12	0	998
Children's graphic novels	310	297	198	176	189	186	203	212	233	189	219	0	2,412
Children's Spanish	72	145	179	184	93	123	155	139	167	123	102	0	1,482
Theme bags	18	12	15	12	4	22	13	26	21	25	15	0	183
TOTAL	11,593	10,676	9,499	10,300	8,951	9,159	10,822	9,676	10,204	9,280	8,756	0	108,916

Interlibrary loans, 2014-15

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	675	661	706	750	556	688	795	795	880	940	783		8,229
Borrowed from Sage	654	672	648	698	572	648	777	626	655	723	617		7,290
<i>Sage difference</i>	21	-11	58	52	-16	40	18	169	225	217	166	0	939

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	34	40	58	48	41	36	49	54	46	37	35		478
Borrowed from Sage	48	31	58	67	42	39	58	40	30	33	62		508
<i>Sage difference</i>	-14	9	0	-19	-1	-3	-9	14	16	4	-27	0	-30

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	34	22	47	44	35	26	36	29	34	35	30		372
Borrowed from Sage	87	56	46	11	20	35	28	21	49	30	21		404
<i>Sage difference</i>	-53	-34	1	33	15	-9	8	8	-15	5	9	0	-32

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	743	723	811	842	632	750	880	878	960	1,012	848	0	9,079
Borrowed from Sage	789	759	752	776	634	722	863	687	734	786	700	0	8,202
<i>Sage difference</i>	-46	-36	59	66	-2	28	17	191	226	226	148	0	877
Checked out by non-Sage	35	23	23	32	16	19	18	23	20	15	11		235
Borrowed from non-Sage	7	3	2	3	7	10	12	9	5	3	4		65
<i>Non-Sage difference</i>	28	20	21	29	9	9	6	14	15	12	7	0	170

Computer use, 2014-15

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	977	905	1,056	845	680	553	884	700	890	776	766		9,032
Cascade Locks	202	156	102	132	91	133	112	99	116	63	50		1,256
Parkdale	63	42	34	40	30	19	22	45	39	50	28		409
TOTAL	1,242	1,103	1,192	1,016	801	705	1,019	844	1,044	888	843	0	10,698

Electronic resource use, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	86	37	109	78	598	297	1,107	374	191	426	301		3,604
<i>Image views</i>	18	23	2	11	35	43	786	87	40	42	82		1,169
<i>Text views</i>	30	2	14	22	184	38	177	156	98	172	87		980
Answerland													
<i>Questions answered</i>	7	10	9	8	3	18	4	3	N/A	N/A	N/A	N/A	62
Auto Repair Ref Ctr	15	14	2	2	7	2	1	3	7	2	4		59
Facebook													
<i>Posts</i>	16	14	11	8	8	4	9	6	15	8	10		109
<i>New likes</i>	14	12	12	11	22	16	17	9	19	13	24		169
<i>Post views</i>	2,724	2,113	1,806	1,258	2,051	669	684	426	1,894	997	1,663		16,285
<i>Post feedback</i>	401	275	234	148	243	45	58	69	181	91	211		1,956
<i>Total likes</i>	885	892	903	912	933	948	963	967	954	961	979		N/A
Gale databases													
<i>In library</i>	0	40	0	1	53	0	1	41	0	40	0		176
<i>Remote</i>	43	47	4	5	51	129	135	13	8	13	82		530
Heritage Quest													
<i>Searches</i>	14	5	0	80	36	104	131	30	75	145	145		765
<i>Citations views</i>	17	1	0	69	96	1,006	2,587	63	30	90	108		4,067
hoodriverlibrary.org													
<i>Visits</i>	3,438	3,572	3,892	3,808	3,796	2,518	2,845	2,517	3,185	2,987	2,859		35,417
<i>Unique visitors</i>	2,259	2,326	2,575	2,445	2,608	1,683	1,838	1,643	2,013	2,040	1,909		N/A
<i>Pageviews</i>	7,249	7,655	7,710	8,116	7,060	4,561	5,215	4,760	5,931	5,364	5,323		68,944
Instagram													
<i>Posts</i>	7	3	1	2	3	0	1	2	12	0	4		35
<i>Post feedback</i>	11	6	2	3	14	0	1	3	29	0	16		85
<i>Followers</i>	45	51	59	67	70	N/A	N/A	95	100	102	108		N/A
LearningExpress	0	0	0	0	0	0	0	0	0	1	30		31

Library2go

<i>EPUB & PDF e-books</i>	127	112	100	114	98	112	103	109	124	90	114	1,203
<i>Kindle e-books</i>	155	169	162	183	212	198	166	166	184	143	99	1,837
<i>Read online</i>	31	22	15	17	19	16	23	13	19	26	5	206
<i>MP3 audiobooks</i>	182	238	195	203	218	213	234	205	230	243	134	2,295
<i>WMA audiobooks</i>	51	46	51	50	28	13	14	10	12	17	89	381
<i>Other</i>	53	51	59	62	64	64	65	54	74	89	38	673

Newsletter

<i>Subscribers</i>	698	694	694	692	687	0	686	682	681	680	680	N/A
<i>Messages sent</i>	2	1	0	1	1	0	1	1	2	0	0	9
<i>Opened</i>	35.3%	36.3%	N/A	46.0%	44.5%	N/A	42.8%	40.1%	39.7%	N/A	N/A	40.7%
<i>Click rate</i>	1.0%	1.0%	N/A	0.9%	2.1%	N/A	5.0%	6.7%	3.2%	N/A	N/A	2.8%

Pronunciator

<i>Registrations</i>	26	19	19	3	5	2	3	0	1	1	2	81
<i>Logins</i>	41	26	40	8	13	9	16	0	4	3	13	173

TumbleBooks

	236	186	5,506	5,234	2,102	1,705	2,611	4,615	3,826	4,041	4,066	34,128
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Twitter

<i>Tweets</i>	15	7	6	6	8	0	10	5	16	9	13	95
<i>@ replies and retweets</i>	8	3	10	2	0	0	7	0	7	16	4	57
<i>Total followers</i>	286	297	307	316	325	325	337	347	359	380	394	N/A

Patron statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,000	1,950	1,678	1,727	1,596	1,614	1,821	1,805	1,769	1,725	1,683		N/A
New patrons	152	134	86	124	90	100	103	109	82	92	59	0	1,131
<i>Hood River</i>	115	89	60	80	65	73	71	83	56	68	41		801
<i>Cascade Locks</i>	5	6	2	11	0	7	3	2	3	0	0		39
<i>Odell</i>	3	10	3	5	5	5	4	1	1	2	1		40
<i>Parkdale</i>	11	10	5	8	6	1	5	3	2	8	11		70
<i>MIX libraries</i>	15	15	13	16	13	2	17	16	15	10	1		133
<i>Sage libraries</i>	2	4	3	4	1	12	3	4	5	3	4		45
<i>Passport libraries</i>	0	0	0	0	0	0	0	0	0	0	0		0
<i>Other</i>	1	0	0	0	0	0	0	0	0	1	1		3

Metropolitan Interlibrary eXchange (MIX) statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Registered patrons	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<i>Camas</i>													N/A
<i>Clackamas Co.</i>													N/A
<i>Fort Vancouver</i>													N/A
<i>Multnomah Co.</i>													N/A
<i>Washington Co.</i>													N/A
Circulation													
First circs	0	0	0	0	0	477	606	682	587	502	482	0	3,336
<i>Camas</i>						0	0	0	0	0	0		
<i>Clackamas Co.</i>						5	0	12	0	0	0		
<i>Fort Vancouver</i>						462	596	640	565	469	473		
<i>Multnomah Co.</i>						2	0	13	17	33	9		
<i>Washington Co.</i>						8	10	17	5	0	0		
Renewals	835	814	788	924	598	197	275	235	224	304	237	0	5,431
<i>Camas</i>	0	0	0	0	0	0	0	0	0	0	0		0
<i>Clackamas Co.</i>	0	0	1	2	2	0	2	1	0	0	0		8
<i>Fort Vancouver</i>	802	801	767	894	574	196	272	231	216	300	233		5286
<i>Multnomah Co.</i>	29	11	15	3	5	0	0	3	6	4	4		80
<i>Washington Co.</i>	4	2	5	25	17	1	1	0	2	0	0		
TOTALS	835	814	788	924	598	674	881	917	811	806	719	0	8767

Program statistics, 2014-15

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	12	14	10	15	13	5	16	17	21	21	11		155
<i>Attendees</i>	716	637	403	472	785	101	634	459	1,061	1,135	420		6,823
Children's programs													
<i>Number</i>	53	38	17	31	21	23	27	27	42	42	29		350
<i>Attendees</i>	2,375	1,314	474	1,568	619	540	905	1,576	2,147	2,575	1,568		15,661
Young adult programs													
<i>Number</i>	11	11	7	13	11	5	12	8	7	11	10		106
<i>Attendees</i>	166	177	173	310	221	39	286	287	218	550	218		2,645
TOTAL													
<i>Number</i>	76	63	34	59	45	33	55	52	70	74	50	0	611
<i>Attendees</i>	3,257	2,128	1,050	2,350	1,625	680	1,825	2,322	3,426	4,260	2,206	0	25,129

Program statistics, May 2015

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Odell Library @ Zumba	Hood River Providence Hospital St. Francis House	Odell	May 4,7,18,25	160
Author Reading: Dee Williams	Gorge Owned Waucoma Bookstore	Hood River	May 6	53
Library Book Club: The Boys in the Boat		Hood River	May 7	11
Outreach presentation for OLA Outreach Round Table	OLA Outreach Round Table Tualatin Public Library	Tualatin	May 9	20
2015 Evergreen International Conference	Sage Library System Evergreen ILS	Hood River	May 13-16	130
Wild movie screening	Pacific Crest Trail Association Port of Cascade Locks Thunder Island Brewing	Cascade Locks	May 16	30
Genealogy Class by Pam Sanchez		Hood River	May 16	6
Grave Matters Discussion Series: Movie screening <i>After Life</i>		Hood River	May 20	10
Total				420
<i>CHILDREN'S PROGRAMS</i>				
Chess Club		Hood River	May 5,12,19,26	14
Outreach: Learning Farm Preschool	Learning Farm Preschool	Hood River	May 5,12,19,26	210
Outreach: Rinconcito trailer park		Hood River	May 6,13,20,27	37
La Hora Infantil radio show	Radio Tierra	Gorge-wide	May 6,13,20,27	1,000
Storytime (baby/toddler)		Hood River	May 7,14,21,28	132
Storytime (preschool)		Hood River	May 7,14,21,28	67
Outreach: Westside Elementary	Westside Elementary School	Hood River	May 13,27	54
Storytime (CL)		Cascade Locks	May 23	1
Little Library in Parkdale	Oregon Child Development Coalition	Parkdale	May 27-29	50
Lego Club		Cascade Locks	May 30	3
Total				1,568
<i>YOUNG ADULT PROGRAMS</i>				
Teen Speak Advisory Committee		Hood River	May 2	8
Literary Trivia Challenge meetings		Hood River	May 2,9,16,23,28	37
Literary Trivia Challenge class visits		Hood River	May 27,27,28	138
Literary Trivia Challenge: Roald Dahl		Hood River	May 29	35
Total				218

**GENERAL FUND
RESOURCES**

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD actuals 3/31/15					
1	393,884	530,626	733,199	500,000	Available cash on hand	550,000	550,000	
2	12,486	10,704	12,545	15,000	Previously levied taxes estimated to be received	15,000	15,000	
3	5,660	3,836	2,168	4,000	Interest	4,000	4,000	
4	11,599	12,333	9,926	10,400	Fines and fees	11,700	11,700	
5	46,471	950	325	500	Donations	500	500	
6	30,915	37,753	40,329	62,375	Intergovernmental revenue	-	-	
7	826	100	-	500	Miscellaneous revenue	500	500	
8								
9	501,841	596,302	798,492	592,775	Total resources, except taxes to be levied	581,700	581,700	-
10				734,957	Taxes estimated to be received	764,441	764,441	
11	704,442	728,349	727,317		Taxes collected in year levied			
12	1,206,283	1,324,651		1,327,733	TOTAL RESOURCES	1,346,141	1,346,141	-

GENERAL FUND
Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					PERSONAL SERVICES			
2					Salaries			
3		2,925	5,158	9,473	Library Clerk I	5,494	5,494	
4	60,246	49,486	33,306	62,803	Library Clerk II	81,631	81,631	
5	33,906	65,559	60,490	74,608	Library Assistant I	78,443	78,443	
6	52,768	95,900	51,181	67,633	Library Assistant II	75,470	75,470	
7	52,886	24,536	47,225	68,787	Librarian I	30,261	30,261	
8	29,277	36,085	36,783	49,334	Librarian II	51,076	51,076	
9	61,022	62,915	48,786	65,296	Library Director	72,643	72,643	
10	290,105	337,405	282,928	397,934	<i>Total Salaries</i>	395,019	395,019	-
11								
12					Benefits			
13	17,006	22,072	20,897	29,309	Retirement	27,710	27,710	
14	22,193	25,812	21,604	29,113	FICA	30,219	30,219	
15	265	2,520	140	1,200	Workers' compensation insurance	1,200	1,200	
16	57,593	53,303	48,462	96,000	Health insurance	60,125	60,125	
17	9,575	6,375	4,541	6,850	Unemployment insurance	7,110	7,110	
18	106,632	110,082	95,644	162,472	<i>Total benefits</i>	126,365	126,365	-
19								
20	396,737	447,487	378,572	560,406	TOTAL PERSONAL SERVICES	521,383	521,383	-
21								

22					MATERIALS AND SERVICES			
23	75	183	175	200	Bank charges	300	300	
24	3,700	3,700	3,700	8,100	Building rental	8,100	8,100	
25	14,389	24,028	19,070	20,000	Building maintenance	15,000	15,000	
26					HVAC	6,000	6,000	
27					Elevator	2,100	2,100	
28	7,378	8,878	8,110	9,600	Telecommunications	-	-	
29					Telephone	5,340	5,340	
30					Internet	5,400	5,400	
31	69,333	70,508	46,664	63,000	Collection development	70,000	70,000	
32	13,375	10,104	4,445	11,000	Technology	10,000	10,000	
33	23,315	25,025	12,260	22,400	Accounting and auditing	22,200	22,200	
34		-	1,430	1,000	Courier	3,000	3,000	
35	20,707	20,711	15,507	21,693	Custodial services	21,000	21,000	
36	3,574	1,697	5,867	4,000	Technical services	4,000	4,000	
37	10,500	4,200	10,500	11,500	Library consortium	12,000	12,000	
38	1,019	1,012	754	1,250	Copiers	1,100	1,100	
39	2,416	-	-	3,000	Elections	-	-	
40	5,659	6,682	2,599	3,000	Furniture and equipment	5,000	5,000	
41	3,237	3,497	3,872	4,000	Property and liability insurance	4,000	4,000	
42	1,917	3,072	10,831	8,000	Georgiana Smith Memorial Gardens	20,000	20,000	
43	1,813	3,587	1,475	2,500	Legal Services	2,500	2,500	
44					Professional services	15,000	15,000	
45	2,824	3,286	2,372	3,500	Membership dues	3,500	3,500	
46	336	700	404	1,000	Miscellaneous	1,000	1,000	
47	1,307	693	660	1,500	Postage/freight	1,000	1,000	
48	568	1,056	556	1,000	Printing	1,000	1,000	
49	6,213	15,715	9,988	25,000	Programs	25,000	25,000	
50	855	1,095	523	1,000	Advertising	1,000	1,000	
51	4,867	-			Supplies, programs	-	-	
52	16,369	24,750	13,320	17,500	Office supplies	17,000	17,000	
53	2,957	4,087	3,842	4,000	Travel	5,000	5,000	
54	1,837	1,337	904	2,000	Training	2,000	2,000	
55		461	764	1,000	Board development	1,000	1,000	

56	33,380	33,718	28,631	38,725	Utilities	-	-	
57					Electricity	20,500	20,500	
58					Garbage	1,500	1,500	
59					Natural gas	11,500	11,500	
60					Water and sewer (building)	4,400	4,400	
61								
62	253,920	273,782	209,223	290,468	TOTAL MATERIALS & SERVICES	327,440	327,440	-
63								
64	25,000	25,000	50,000	50,000	TRANSFER TO CAPITAL RESERVE	50,000	50,000	
65								
66	-	-	-	100,000	CONTINGENCY	90,000	90,000	
67								
68	675,657	746,269	637,795	1,000,873	Total expenditures	988,823	988,823	-
69								
70	-	-	-	-	Vacation Reserve	10,000	10,000	
71	530,626	578,382			Ending Balance (Prior Years)			
72				326,860	UNAPPROPRIATED ENDING FUND BALANCE	347,318	347,318	-
73	1,206,283	1,324,651		1,327,733	TOTAL REQUIREMENTS	1,346,141	1,346,141	-

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

Fund review year: 2021

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

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	30,135	55,426	98,301	58,000	Cash on hand	78,301	78,301	
3	291	475	273	400	Interest	400	400	
4	25,000	25,000	50,000	50,000	Transfer from General Fund	50,000	50,000	
5								
6	55,426	80,901	148,574	108,400	TOTAL RESOURCES	128,701	128,701	-
7								
8					REQUIREMENTS			
9	-	23,328	9,545	60,000	Capital outlay	50,000	50,000	
10								
11	55,426	57,573			Ending balance (prior years)			
12				48,400	RESERVED FOR FUTURE EXPENDITURE	78,701	78,701	-
13	55,426	80,901		108,400	TOTAL REQUIREMENTS	128,701	128,701	-

GRANTS FUND
Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	2,443	25,523	42,444	8,440	Cash on hand	35,000	35,000	
3	30,314	23,021	23,331	243,000	Grants (specific purposes)	250,000	250,000	
4	-	10,449	8,350	10,000	Friends of the Library donations	10,000	10,000	
5	-	20,000	40,000	40,000	Library Foundation donations	15,000	15,000	
6	-	-	-	1,000	Pat Hazelhurst Fund donations	1,000	1,000	
7								
8	32,757	78,993	114,125	302,440	TOTAL RESOURCES	311,000	311,000	-
9								
10					REQUIREMENTS			
11					Personal services			
12					<i>Salaries</i>			
13	-	2,636	11,351	17,376	Library Assistant II	12,239	12,239	
14								
15	-	1,320	5,270	-	<i>Benefits</i>			
16	-	-	-	1,564	Retirement	1,102	1,102	
17	-	-	-	6,000	Health insurance	4,000	4,000	
18								
19	-	-	-	3,128	Other personal services	-	-	
20								
21	-	3,956	16,621	28,068	Total personal services	17,340	17,340	-
22								
23					Materials and services			
24	1,808	23,247	14,221	20,000	Collection development	20,000	20,000	
25	-	2,663	-	-	Technology	5,000	5,000	
26	3,352	8,031	5,152	10,000	Programs	10,000	10,000	
27	104	-	-	-	Travel			
28	-	6,319	1,294	10,000	Furniture and equipment	25,000	25,000	
29	1,970	562	4,798	5,000	Other materials and services	30,000	30,000	
30								
31	7,234	40,822	25,465	45,000	Total materials and services	90,000	90,000	-

32								
33	-	21,346	-	225,000	Capital outlay	175,000	175,000	
34								
35	25,523	12,869			Ending balance (prior years)			
36				4,372	UNAPPROPRIATED ENDING FUND BALANCE	28,660	28,660	-
37	32,757	78,993		302,440	TOTAL REQUIREMENTS	311,000	311,000	-

SAGE LIBRARY SYSTEM FUND
Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	-	-	-	-	- Cash on hand	-		
3	-	-	-	-	- Intergovernmental revenue	65,875	65,875	
4								
5	-	-	-	-	- TOTAL RESOURCES	65,875	65,875	-
6								
7					REQUIREMENTS			
8					Personal Services			
9					<i>Salaries</i>			
10	-	-	-	-	- Librarian I	40,953	40,953	
11								
12					<i>Benefits</i>			
13	-	-	-	-	- Retirement	3,686	3,686	
14	-	-	-	-	- FICA	3,133	3,133	
15	-	-	-	-	- Workers' compensation insurance	66	66	
16	-	-	-	-	- Health insurance	6,000	6,000	
17	-	-	-	-	- Unemployment insurance	737	737	
18								
19	-	-	-	-	- Total personal services	54,575	54,575	-
20								
21					Materials and services			
22	-	-	-	-	- Membership dues	300	300	
23	-	-	-	-	- Travel	3,000	3,000	
24	-	-	-	-	- Training	1,000	1,000	
25	-	-	-	-	- Other materials and services	2,000	2,000	
26								
27	-	-	-	-	- Total materials and services	6,300	6,300	-
28								

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

Resolution No. 2014-15.011

**Resolution adopting the budget, making appropriations,
imposing taxes, and categorizing taxes**

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2015-16 in the total of \$1,851,737, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2015, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated.

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2015-16 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

	<u>General government limitation</u>	<u>Excluded from limitation</u>
General Fund	\$0.3900 / \$1,000	\$0.00

Adopted by the Board of Directors of Hood River County Library District this 16th day of June, 2015.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director

Resolution No. 2014-15.011
2015-16 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$521,383	\$327,440	\$0	\$0	\$50,000	\$90,000	\$0	\$357,318	\$1,346,141
<i>Capital Reserve Fund</i>	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$78,701	\$128,701
<i>Grants fund</i>	\$17,340	\$90,000	\$175,000	\$0	\$0	\$0	\$0	\$28,660	\$311,000
<i>Sage Library System Fund</i>	\$54,575	\$6,300	\$0	\$0	\$0	\$5,000	\$0	\$0	\$65,875
<i>TOTALS</i>	\$593,298	\$423,740	\$225,000	\$0	\$50,000	\$95,000	\$0	\$464,679	\$1,851,717

Resolution No. 2014-15.012

Resolution authorizing vendors for online and automatic payment of bills in 2015-16

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

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

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

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2015-16.

- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Gorge.net (telecommunications)
- Guardian Life Insurance Company of America (dental insurance)
- Hood River Electric Co-op (telecommunications)
- HRA VEBA (employee in-lieu health benefits)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- PacificSource (medical and vision insurance)
- Stamps.com (postage)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Waste Connections/Hood River Garbage (garbage/recycling)

Adopted by the Board of Directors of Hood River County Library District this 16th day of June, 2015.

ATTEST:

Suzanne VanOrman, President

Buzzy Nielsen, Library Director

Intergovernmental Agreement
 between the
City of Cascade Locks, Oregon
 and the
Hood River County Library District (HRCLD)
 regarding space for the
Cascade Locks Branch of the Hood River County Library District

This Agreement is entered into this 22nd day of June, 2015, by and between the City of Cascade Locks of Hood River County, Oregon, and the Hood River County Library District of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2015.

RECITALS

- A. ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B. ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C. The City of Cascade Locks in Hood River County, OR agrees to continue to provide the current space occupied by the Cascade Locks Library Branch in the Cascade Locks City Hall, 140 SE Wa-Na-Pa St., Cascade Locks, OR, 97014, to the Hood River County Library District for branch library services in Cascade Locks. The Hood River County Library District agrees to continue branch library services to the City of Cascade Locks, OR, in the space provided except as provided in (D) below.
- D. The Hood River County Library District is currently in conversations with the Hood River County School District to move the Cascade Locks Library Branch to the Cascade Locks School, as part of Cascade Locks Community School Concept, as approved by Cascade Locks Downtown Revitalization Steering Committee on March 29, 2012, and attached in Appendix A. Should this move occur, the Cascade Locks Branch Library could move out of the space at 140 SE Wa-Na-Pa St, prior to expiration of this Agreement.

THEREFORE, IT IS AGREED: No. 1 HRCLD voluntary addition, changes to nos. 4, & 5 per CL request.

- A. The Hood River County Library District will:
 - 1. pay an annual rent of \$1,600 to the City of Cascade Locks for the Cascade Branch Library space in the City Hall. The rent will be due on January 1, 2016. Should the Cascade Locks Branch Library be moved as provided in Recital D above, the Library District shall pay a rent prorated based on the number of months in the year the space was occupied.
 - 2. provide adult and children's library branch services in the space described in Recital C above.
 - 3. provide staff for library operations.
 - 4. provide at least 15 hours/week of open time.
 - 5. maintain equipment relating to library operations – computers, printers and the items comprising the library collection housed in the Cascade Locks Branch Library.
- B. The City of Cascade Locks will:
 - 1. provide the space currently occupied by the Cascade Locks Library Branch in the City Hall of Cascade Locks to the Hood River County Library District for continued use as the Cascade Locks Branch Library, except as provided in Recital D.
 - 2. provide utilities, phone and Internet service required to operate the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.
 - 3. provide janitorial and maintenance services for the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.

REVENUE

- A. The Hood River County Assessor's Office estimates that the property tax revenue that will be paid to the Hood River Library District by the property owners of the City of Cascade Locks in November, 2014 will be \$31,755.
- B. All fees, fines and charges, collected by the Hood River County Library District, shall be the property of the Hood River County Library District. [ORS 190.020(1)(b)].

REAL OR PERSONAL PROPERTY

- A. There shall be no transfer of title or possession to any real or personal property pursuant to this to this Agreement at the time this Agreement is entered into by the City of Cascade Locks and the Hood River County Library District:
- B. The City of Cascade Locks is the owner of the Cascade Locks Branch Library space in the City Hall of Cascade Locks.
- C. The Hood River County Library District is the owner of all the computers, printers and the library collection materials in the branch library space, including but not limited to books, AV, furniture, shelves and other library equipment.

DURATION [ORS 190.020(1)(E)]

The term of this Agreement shall begin on July 1, 2015, and after approval and execution by both parties, and shall expire on June 30, 2016.

The Hood River County Library District approves of the terms of the Memorandum of Understanding that was agreed to and approved by the City of Cascade Locks and Hood River County on December 20, 2009. This includes the section that states, "If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district." A copy of this Memorandum of Understanding is attached hereto as Appendix B and incorporated herein by this reference.

TERMINATION

- A. **TERMINATION By Mutual Consent:** This Agreement may be terminated by any time by mutual consent of both parties.
- B. **TERMINATION for Default or Breach:** Either District or City may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract. Moving of the Cascade Locks Branch Library as provided in Recital D shall not be considered a breach of contract.

AMENDMENTS

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

INDEMNIFICATION

Hood River County Library District agrees to defend, hold harmless and indemnify City of Cascade Locks from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the District while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for

activities arising out of this contract.

The City of Cascade Locks agrees to defend, hold harmless and indemnify Hood River County Library District from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the City while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

MEDIATION

The Parties agree that, before resorting to any formal dispute resolution process concerning any dispute arising from or in any way relating to this Agreement (a "Dispute"), they will first attempt to engage in good faith negotiations in an effort to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship. Party-principals agree to participate directly in the negotiations. Unless otherwise agreed in writing, the Parties shall have five (5) business days from the date the questioning party gives Notice (defined below) of the particular issue to begin these negotiations and 15 business days from the Notice date to complete these negotiations concerning the Dispute.

If the negotiations do not take place within the time provided above, or if the negotiations do not conclude with a mutually agreed upon solution within that time frame (or its agreed upon extension), the Parties agree to mediate any Dispute. If the Parties cannot agree upon a mediator, each shall select one name from a list of mediators maintained by any bona fide dispute resolution provider or other private mediator; the two selected shall then choose a third person who will serve as mediator. The Parties agree to have the principals participate in the mediation process, including being present throughout the mediation session(s). The Parties shall have 45 days within which to commence the first mediation session following the conclusion of their good faith negotiations or expiration of the time within which to negotiate (as stated above). The Parties agree that any mediated settlement agreement may be converted to an arbitration award or judgment (or both) and enforced according to the governing rules of Oregon civil procedure. The Parties further confirm their motivating purpose in selecting mediation is to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship.

City of Cascade Locks, Oregon

Hood River County Library District

Tom Cramblett
Mayor of Cascade Locks

Suzanne VanOrman
Board President, Hood River County Library District

Date: _____, 2015

Date: _____, 2015

Attest: _____

Attest: _____

City of Cascade Locks
Downtown Steering Committee
Magnet School Concept
3/20/12

The Cascade Locks Community School Concept

(Approved March 29, 2012 by the DRSC)

Purpose: To make greater use of local school facilities to educate citizens of all ages, to meet job training needs and to take advantage of all resources available to the community while enhancing the quality of life in the community for citizens of all ages. **Initial focus will be on children and families.**

1. Get the Downtown Revitalization Steering Committee to include the school and education in the community VISION process and statement.
2. Under the umbrella of the Downtown Revitalization Steering Committee, create a “Community School” concept.
3. Create a “Sub-Committee” of the Steering Committee to take the lead to create a plan and program to make more positive use of the school resources.
4. Bring MHCC, CGCC, CGRA (sailing), the SBDC’s, environmental groups, the Hood River County School District Community Education Program, Hood River County Health Department, Commission on Children and Families, Boys and Girls Club, FFA, 4H, Scouts, Work Source Oregon (employment service), Hood River County United Way, County Library District, City Recreation Program, SMART and other resources into a sub-committee effort to design the program and services.
5. Meet with all the resources and design the action plan.
6. Bring a proposal back to the Steering Committee for action.
7. Publicize and promote the services and programs throughout the community.

How We Will Measure Success: 1. The school will better utilized.
2. Programs and services will be provided for citizens of all ages. 3. School use will enhance downtown revitalization.4. The community will have a written plan for the school and grounds.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) dated December 20, 2009 is by and between HOOD RIVER COUNTY, a home rule county and political subdivision of the State of Oregon (the “**County**”) and the City of Cascade Locks, a municipal corporation of the State of Oregon (the “**City**”) for the purpose of setting forth the parties’ understanding of their respective rights and obligations pursuant to the provisions of ORS 198.870 relating to withdrawal of territory from a district. County and City are referred to herein as the **Parties**.

RECITALS:

- A. The County intends to form a county-wide library district pursuant to ORS Chapter 198 and ORS Chapter 357, whose boundaries would include the cities of Hood River and Cascade Locks;
- B. ORS 198.835 provides that if any part of the territory subject to formation of a district is within a city, the order initiating formation of the district shall be accompanied by a certified copy of a resolution of the governing body of the city approving the order;
- C. The County has requested such a resolution from the City, recognizing that the City’s consent is required for inclusion in the proposed library district;
- D. The City has expressed reservation that its citizens would be subject to assessments and taxes levied by the district without any guarantee that it would continue to receive library services from the district at its local branch;

E. The County understands the City's concerns regarding the future of its library services and has therefore offered to enter into this MOU to acknowledge the City's right to withdraw from the district in the event the City no longer received library services from the district.

NOW THEREFORE, THE PARTIES ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district.

2. Pursuant to the requirements set forth in ORS 198.755(3), a petition for withdrawal must be signed by not less than 15 percent of the electors, or 100 electors, whichever is the lesser, registered within the district, or in the alternative, 15 owners of land or the owners of 10 percent of the acreage, whichever is the greater number of signers, within the district. The petition would be filed with the County board.

3. Pursuant to the criteria set forth in ORS 198.870(4), the County must approve the petition "[i]f it has not been, or is not or would not be, feasible for the territory described in the petition to receive services from the district."

4. The County recognizes that closure of the library branch in Cascade Locks would satisfy these criteria.

5. The City recognizes that an election on a withdrawal petition may or may not be required pursuant to the provisions of ORS 198.875.

6. The Parties recognize that if withdrawn, the City's electors would thereafter be free from assessments and taxes levied by the district pursuant to the provisions of ORS 198.880

and ORS 198.882.

7. The County further agrees to consult with the City should a dispute over allocation of resources or level of service at the Cascade Locks branch arise between the City and the district.

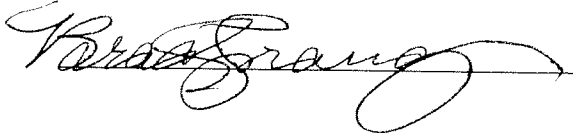
8. This MOU constitutes a statement of the current intent of the Parties, who acknowledge that it does not create a binding agreement and may not be relied upon as a basis for a contract by estoppel or serve as a basis for a claim based on detrimental reliance or any other theory.

9. Either party may terminate this MOU in writing stating the reasons for such termination.

10. This MOU shall be effective as of the date and year written above.

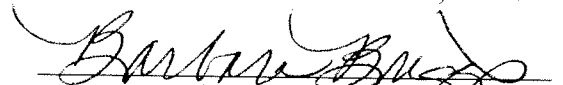
AGREED AND APPROVED:

City of Cascade Locks



Hood River County

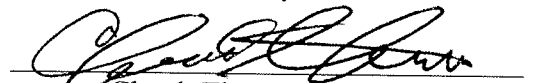
Ron Rivers, Chair




Barbara Briggs, Commissioner



Maui Meyer, Commissioner



Chuck Thomsen, Commissioner



Les Perkins, Commissioner

**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: June 16, 2015

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, 2015 and shall terminate on June 30, 2016. 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 \$65,875 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: _____, 2015

HRCLD:

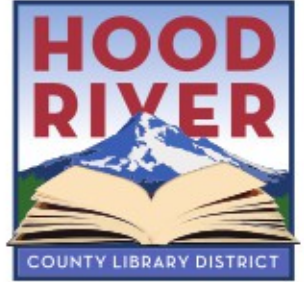
HOOD RIVER COUNTY LIBRARY
DISTRICT BOARD

By _____
Suzanne VanOrman, Board President

Date: _____, 2015

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

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	-	-	-	-	- Cash on hand	-		
3	-	-	-	-	- Intergovernmental revenue	65,875	65,875	
4								
5	-	-	-	-	- TOTAL RESOURCES	65,875	65,875	-
6								
7					REQUIREMENTS			
8					Personal Services			
9					<i>Salaries</i>			
10	-	-	-	-	- Librarian I	40,953	40,953	
11								
12					<i>Benefits</i>			
13	-	-	-	-	- Retirement	3,686	3,686	
14	-	-	-	-	- FICA	3,133	3,133	
15	-	-	-	-	- Workers' compensation insurance	66	66	
16	-	-	-	-	- Health insurance	6,000	6,000	
17	-	-	-	-	- Unemployment insurance	737	737	
18								
19	-	-	-	-	- Total personal services	54,575	54,575	-
20								
21					Materials and services			
22	-	-	-	-	- Membership dues	300	300	
23	-	-	-	-	- Travel	3,000	3,000	
24	-	-	-	-	- Training	1,000	1,000	
25	-	-	-	-	- Other materials and services	2,000	2,000	
26								
27	-	-	-	-	- Total materials and services	6,300	6,300	-
28								

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

**HOOD RIVER COUNTY LIBRARY DISTRICT
LIBRARY DIRECTOR CONTRACT**

PARTIES:

HOOD RIVER COUNTY LIBRARY DISTRICT, an ("District")
Oregon Special District
502 State Street
Hood River, OR 97031

Matthew "Buzzy" Nielsen ("Director")
PO Box 659
Cascade Locks, OR 97014

RECITALS:

- I. The District desires to employ Buzzy Nielsen as Director and Buzzy Nielsen desires employment as Director for the District.
- II. The parties desire to create an agreement that comprehensively details the terms and conditions of the Director's employment with the District.

TERMS CONDITIONS AND COVENANTS:

A. Employment.

1. The District agrees to employ Buzzy Nielsen as Director to perform the functions and duties of Director as specified in the position description, policies and procedures, rules, and regulations of the District, as may be prescribed by the Board of the District ("District Board" or "Board") periodically. The District Board vests in the Director day-to-day control of District operations, and reserves to the District Board sole policy making authority and exclusive control over matters of fiscal policy, budget, and financial matters of the District.

2. The authority of the Director shall include, without limitation, the following: (a) management, administration, and direction of District operations; (b) hiring, disciplining and discharging of District employees, and volunteers ~~subject to approval by the District Board~~; (c) execution and administration of District policies within budget appropriations pursuant to District policy, ordinance, or resolution; (d) policy advice to District Board; and (e) such additional and further duties as the District Board may require from time to time.

B. Performance Goals and Evaluation. The District Board shall meet with the Director annually to establish performance goals for the coming year and to evaluate and assess the performance of the Director in meeting goals of the past year and progress toward achieving the District's current strategic plan.

C. Hours of Work and Outside Activities.

1. Director's Time. The parties acknowledge that the performance of the duties of Director constitutes a full-time job. It is recognized that the Director must devote time outside of normal office hours to the business of the District and, to that end, the parties recognize that the Director is exempt as a professional from the overtime provisions of the Federal Fair Labor Standards Act, and its counterpart in Oregon law.

2. Outside Business. The Director shall not be engaged in teaching, consulting, or other non-district related business without the prior written approval of the District Board. In this event, the District Board approves this non-district related business, the Director must, to the greatest extent possible, utilize his/her vacation or other leave time to perform such outside business.

3. Civic Involvement. The parties agree it is necessary for the Director to be an active participant in community activities, and the Director agrees to be actively involved in community and civic organizations.

D. Term of Employment.

1. The term of this agreement is for twelve months, beginning on the 1st day of July, 2015 and continuing through the 30th day of June, 2016, unless sooner terminated as provided herein. In the event this contract is renewed, the parties anticipate that the renewal term will be for a twelve-month term from July 1 to June 30 each year hereafter.

2. Nothing in this Agreement shall grant the Director a property right in his/her position, nor prevent, limit, or otherwise interfere with the right of the District to terminate the services of the Director at any time, with or without cause, subject only to the provisions of this Agreement pertaining to termination and severance pay. The Director is an at-will employee of the District.

3. The Board may suspend the Director with full pay and benefits at any time during the term of this agreement if it deems that this action is in the best interests of the District and reasonably necessary.

E. Termination and severance.

1. Termination without Cause. This Agreement may be terminated either by the District or the Director for any reason whatsoever upon the giving of sixty (60) days written notice to the other party.

2. Termination For Cause. This Agreement may be terminated immediately at the discretion of the District upon a determination by the Board that:

a. The Director failed or has refused to comply with the policies, standards or regulations of the District.

b. There is probable cause to believe that the Director is guilty of fraud, dishonesty, or misappropriation of funds, embezzlement, or other act of misconduct or dishonesty in the rendering of the services on behalf of the District.

c. The Director has failed or refused to perform his/her duties as provided for in this Agreement.

3. Severance Pay. If the District terminates the Director without cause before the expiration of the initial term of employment as set forth in paragraph A (1) and while the Director is willing and able to perform assigned duties, then in that event the District agrees to pay the Director a lump sum equal to two (2) months pay (computed upon current annual salary).

4. Severance for Termination with Cause. Upon termination for cause by the District the Director shall not be entitled to receive any severance pay. The Director will be entitled to receive compensation for all earned but unused vacation leave and accrued holidays, subject to the general guidelines of the District.

F. Compensation.

1. Salary. The base salary for the Director shall be \$72,643 per year payable by the District on a monthly basis.

a. The District agrees to review the base salary and other benefits of the Director at the Director's annual performance review with any salary increase to be effective if and when determined by the District Board.

b. Based upon the review, the parties will negotiate any desired changes, subject to the economic realities facing the District and the results of the performance evaluation. Raises will be based on merit and availability of funds.

2. Automobile. The Director may submit mileage reimbursement requests for business-related automobile use, which, following approval by the Board, will be paid at the IRS rate.

3. General Reimbursements. The District may reimburse the Director for expenses of non-personal and job-related nature that are incurred, upon receipt of expense vouchers or receipts, accompanied by a written explanation.

4. Professional Development and Organizations. In accordance with District policy and subject to available funds, the District may budget and pay reasonable registration, travel and subsistence expenses of the Director for professional and official travel, meetings and occasions deemed necessary or desirable by the Board to continue the professional development of the Director and to carry out official functions of the District.

5. Membership Dues for Professional Organizations: The District will pay for the Director's membership dues in the Oregon Library Association, ~~the American Library Association and/or the Public Library Association and other organizations, subject to the Board's approval.~~

6. Membership dues for Civic Organizations: The District will pay for the Director's membership in one or more civic organizations, subject to the Board's approval of the Director's choice of civic organization(s).

G. Benefits. The Director shall receive the benefits as the District has provided and may hereafter provide. These include:

1. Vacation. Fifteen (15) working days per year of vacation leave, scheduled in advance with the District Board President. In the event the Director does not use all of these fifteen days in any year,

he/she may carry over up to tenfive unused vacation days in any year to the following year and any additional vacation days will be deemed forfeited. Upon termination, the Director will be paid for any accrued vacation up to a total of fifteen (15) days.

2. Sick Leave. Accrual of one (1) day per month of sick leave during the term of this contract. The Director will not be paid for accrued and unused sick leave upon termination of employment with the District.

3. Holidays: The Director shall be entitled to time off for holidays that are applicable to other employees of the District, but no additional compensation shall be due to the Director. Upon termination, the Director will be paid for any unused holiday leave.

4. Retirement: The District will contribute 6% of the Director's salary to 403(b) retirement plan (or such other mutually acceptable retirement plan) and will match a contribution by the Director of up to 3% of his/her salary to such retirement plan.

5. Health Insurance: The District shall contribute to the Director's health insurance in an amount up to the monthly cap laid out in the Employee Health Care Benefits Policy (See Appendix A). If the Director opts out of the health benefits plan she/he will receive monthly deposits to an Health Reimbursement Account Voluntary Employee Beneficiary Association (HRA VEBA) equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap.

H. Residency. The Director agrees to reside in Hood River County during the term of this Contract. The Director shall be allowed a reasonable period of time after execution of this Contract to achieve such residency.

I. General Provisions.

1. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall be deemed severable and shall not be affected but shall remain in full force and effect.

2. Amendments to this Agreement shall be in writing and signed by both parties.

3. It is agreed that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon.

4. Any notice provided for or concerning this agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this agreement, or such other address as a party may provide by written notice to the other party.

5. By the Director's signature below, the Director acknowledges that he/she is an at will employee and that his or her employment may be terminated without cause by the District Board, at any time.

6. The Director's employment shall also be governed by the terms and conditions of the District's Personnel Policies to the extent the policies therein are not contrary to the foregoing terms and

conditions. In the event of a conflict between the policies and this agreement, the terms and conditions of this agreement shall control.

Approved by the Hood River County Library District at an open, public meeting on the 16th day of June, 2015.

Hood River County Library District

_____ Date _____
Suzanne VanOrman, President

Director

_____ Date _____
Matthew "Buzzy" Nielsen

Approved as to form:

_____ Date _____
Jeffrey Baker
Library District Legal Counsel