OREGON STATE LIBRARY

Library Services and Technology Act
Grant Activities Report

(check one)

quarterly reports must be filed even if there is no activity in that quarter

___1st Quarter Report ___ 3rd Quarter Report

___2nd Quarter Report __x_ Final Report

(send e-copy to State Library)

Project Name: Hood River County Library District Planning and Development Grant

Grant Project Number: 10-17-1p Date Submitted: June 24, 2011

Submitted By: Sara Duckwall Snyder, Library District President Phone: 541-806-1800
David Meriwether, County Administrator 541-387-6827

1. Summarize the overall purpose of the grant project:

At the November 2, 2010 election, the people of Hood River County voted to create a Library Special District, elected a Board of Directors and established a permanent property tax levy. However, due to the closure of the system in June 2010, there was no existing staff or infrastructure in place that would allow the new Board to plan for reestablishing a library system or for transitioning into a new local government entity. Further, proceeds from the approved permanent rate levy will not be available until November 2011. The LSTA grant will be used to identifying pertinent state laws and guidelines for establishment and operation of a special district and a public library system, develop necessary processes, procedures, and operational models based upon best practices and available funding, and develop and implement a timeline for re-establishing library services. The district will be guided in these efforts by hiring library consultant, Michael Gaston.

2. Summarize the project results to date:

Outputs Summary – please report as appropriate depending upon your grant
(double click Word table to enter data- table can be altered to record appropriate outputs)

Phase I Action Plan for Initiating Services
Consultant will:
1) Prepare a draft action plan and timeline for the transition
2) Provide an outline for a recruitment process for our new director
2) Analyze our model budget and provide feedback
3) Conduct onsite meetings with the Board to go over the budget, action plan and timeline After a two day work session with the library board, consultant produces "Guide to Initiating Services for a Newly Formed Library District" and "Action Plan" (see attached)
Completed December 31, 2010

Phase 2 Budget and Priorities Bootcamp
Consultant produces "Salary and Benefits Analysis" which is presented at a work Session with Library Board. Purpose of work session is to develop basic budget and service priorities for the district. After getting input from Board, consultant produces "Hood River Services Priorities Report" (see attached) which:

1) Outlines a methodology that can be used identify outcomes, identify measurements, and set performance targets.
2) Suggests specific short-term priorities that can be used as place-holder priorities as the Board works with the director to further define the program.
3) Recommends and costs a minimal staffing levels and structure that are sufficient for the initial budget and are sustainable. Includes a sample "real-world" budget
Completed March 11, 2011

Narrative summary:

Consultant Michael Gaston was tasked with developing a plan to start our district on the right foot--including timeline, priorities and analysis for creating legal, fiscal and governance infrastructure of district. The December work sessions and subsequent "deliverables" focused on developing a productive board, identifying needed infrastructure (hiring the director, governance and fiscal policies, accounting and legal services etc) and an action plan to get it done.

The February work session was to establish broad priorities to drive the budget process and to do a salary/benefit analysis for district employees. This work session was attended by our budget officer as well as the Library Board. Mr. Gaston provided a very detailed salary report analyzing similar sized districts across the state and made recommendations to the district based on available funding.

Mr. Gaston also presented the beginnings of a “visioning process” for the board. Because we prioritized developing necessary structures for the district, this process was very abbreviated. We plan on doing a formal, in-depth process with our new director.

3. Report on specific project objectives to date:

Objective:	% Progress / Results:
Activity Summary: *(type below this table)*	100%

Come up with Action Plan and Timeline for District Infrastructure and Services. Consultant produces “Guide to Initiating Services for a Newly Formed Library District” and “Action Plan”. The Board implements the Action plan and completes the tasks required on the recommended timetable.

Objective:	% Progress / Results:
Activity Summary: *(type below this table)*	100%

Consultant prepares “Salary and Benefit Analysis”. Board reviews and approves a salary and benefit schedule (retirement and health benefit plan) for district employees.

Objective:	% Progress / Results:
Activity Summary: *(type below this table)*	70% complete

Budget and Service priorities.
Consultant prepares “Hood River Services Priorities Report”.
We opted to pass a placeholder budget for this first year because we wanted to get input from the new Library Director before prioritizing services for the district. Our new director, started June 1 and we have begun the collaborative process of goal-setting and visioning for the district. On June 23 we had a Goal Setting work session where we developed mission, vision and value statements for the district as well as setting short-

term 6-month goals for the district during the transition period June to November when we are operating entirely on grants and donations. In November we will embark on a comprehensive public vision process and development of a long-term strategic plan.

4. Significant developments:

Mr. Gaston’s expertise and deep knowledge of special district formation and library services has been invaluable to the board. We have accomplished all tasks on his action plan on schedule, we have a very cooperative and high functioning board, we have hired a new Library Director and are on target to re-open our library at the start of the new fiscal year, July 1, 2011.