

Board of Directors
Regular Meeting Agenda
Tuesday, November 19, 2019, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



I. Additions/deletions from the agenda (ACTION)	Sheppard
II. Actual or potential conflicts of interest	Sheppard
III. Consent agenda (ACTION)	Sheppard
i. Minutes from October 15, 2019 meeting	
IV. Open forum for the general public	Sheppard
V. Reports	
i. Friends update	Fox
ii. Foundation update	Fox
iii. October 2019 financial statements	Fox
iv. Director's report	Fox
VI. Previous business	
i. Odell Feasibility and Scoping Exercise proposal	
ii. Annual planning session	
iii. Boiler bids	
VII. New business	
i. Dental Insurance Renewal	
ii. Special Districts Association Annual Conference Discussion	Sheppard
iii. Staff safety discussion	Sheppard
VIII. Agenda items for next meeting	Sheppard
IX. Adjournment	Sheppard

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

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, November 19, 2019, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from October 15, 2019 meeting | |

Attachments:

- III.i. Minutes of October 15, 2019 regular meeting

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| IV. Open forum for the general public | Sheppard |
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V. Reports

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| i. Friends update | Fox |
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- The Friends annual holiday potluck party will be held on Sunday, December 8, 2pm at the Hood River Library in the Reading Room. The library board is invited to attend.
- The Friends are exploring donating a percentage of their income each year to the Friends of the Library Pat Hazlehurst Endowment fund.
- The Dirty Book Club meets twice monthly to clean dirty kids books. They are almost finished with the entire children's library, which took them over two years. They are ready to make another pass at cleaning the entire kids collection.

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| ii. Foundation update | Fox |
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- The Library Foundation annual donor appreciation event was a success! There was approximately 25 people in attendance. Library Director Rachael Fox, Children's Services Librarian Jana Hannigan, and Bilingual Outreach Specialist Yeli Boots presented a slide show to donors discussing the many projects and ongoing support they provide to the District and how their support positively impacts our patrons and community.
- The Library Foundation has accepted an invitation from pFriem to be part of their Fundraising series. pFriem offers their Library room in their building to hold an event, which includes free appetizers and a percentage of their beer sales to a local organization. The Foundation is looking at holding a Trivia event on a Wednesday at the end of January or beginning of February. Teen Services Librarian Rachel Timmons will run the Trivia event.
- Foundation members are starting to plan the Feast of Words 2020. They are brainstorming changes to the program and have started designating the point person

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for specific tasks.

- The Foundation Board is looking for new members. If you know of anyone, please let me know and I can pass on the information to Library Foundation President Jen Bayer.
- The Endowment/Legacy Giving committee will have their first meeting in December.

iii. October 2019 financial statements

Fox

Attachments:

- V.iii. Minutes of October 15, 2019 regular meeting

The District has received \$131,332 of the tax revenue during the month of October. The bulk of the remaining tax revenue will arrive this month.

Good news! We have received the October tax assessment for FY 2019-20 and we will receive \$26,655 more in tax revenue than we anticipated. Each year in March, we receive an estimate from Hood River County regarding the amount of property tax we will receive for the following fiscal year. We use this estimate to set our annual budget.

We are ready to pay for the roof top unit and installation after the job is completed. We will use \$80,000 from contingency and \$23,659 from the Capital Fund for a total of \$103,569. The cost of the electrician to unhook the old unit and hook up the new unit is \$1,267 and is not included in the project. The additional cost of the electrician will come from the Capital Fund.

Our Capital Equipment Reserve Fund is currently \$91,296. I will make the allocated transfer \$43,000 from the General Fund to the Capital Fund after we receive the bulk of our revenue. This will bring the Capital Equipment Reserve Fund to \$134,296.

iv. Director's report

Fox

Administration

- Due to a need to allocate my time and energy in other areas of my job this past month and the amount of time required to gather data for the Pay Equity Analysis, I am still working on the analysis.

I've discovered there are two areas we most likely will need to make adjustments. I'm working with a firm called HR Answers, which provides free support for human resource questions and reviewing job descriptions and HR policies. This service is provided free with our membership to Special Districts Association of Oregon. They are assisting me with the analysis and will assist with any changes we need to our written procedures and policies.

Due to the possibility we will also need to update sections of our personnel policy to comply with the Pay Equity, I'm working on updating our 43 page Personnel Policy at the same time. This way I can present the recommendations of the analysis and the updated Personnel Policy at the same time for review.

Due to the length of the Personnel Policy and amount of time involved to update it, I do

not have a policy for review for the November board meeting.

- We had our annual audit on October 23, 2019. They stated everything looked good. As a reminder at our interim visit in June, they discovered one item which they will reference on the final report. Our auditors discovered at the Hood River Library District has been paying a staff member the incorrect wage. They recommended the wage be corrected for the staff member. The issue was immediately addressed and corrected.
- I have completed the 2019 Special Districts Insurance Services Best Practices Program. We will receive 10% off our insurance premium. To qualify we have to do the following:
 - Affiliate Organization Membership, 2%
 - Oregon Library Association
 - Public Records Checklist, 2%
 - Complete a checklist on their website to ensure we are in compliance with the recent changes to Oregon law in regard to public records.
 - Public Records Policy, 2%
 - We updated our Public Records Policy at the September board meeting to include the new changes in the law pertaining to the timeframe for responding to requests.
 - Online training, 2%
 - I completed a 1 hour online Public Records training
 - SDAO/SDIS training, 2%
 - We completed an onsite risk management assessment of our three facilities in January 2019.
- The Friends of the Library Pat Hazlehurst Endowment Committee met to discuss the allocation of funds for this fiscal year. The committee has approved the following projects.

- ***Hood River County Reads, \$750***

The Friends of the Library Hood River County Reads program has selected *The Highest Tide* by Jim Lynch for Hood River County Reads 2020.

- ***People counters, \$2,295***

These devices will provide valuable information for our overall operations. It will allow the library to explore options for maximizing our hours, which is a sub goal for Strategic Goal #5, Continue to develop the library as a cultural and educational hub for people of all ages and backgrounds.

The people counters will also provide valuable information for our State Library Report and Library Annual Report to show the actual use of our three branches. It will provide data regarding peak high traffic times, which will be required to explore changing hours in the future.

- ***Marketing goal setting facilitation, \$1,148.***

This year, we are continuing to work on Strategic Goal #4, Increase library awareness throughout our county. Our Library District Board discussed hiring a consultant to develop clear goals for library staff to implement. Library Consultant Penny Hummel will conduct an audit of current marketing procedures, facilitate a planning session for the library board and then provide a written report with goals for library staff.

This plan will help support our library to effectively communicate the positive impact of the library district and develop a plan for long-term funding sustainability. It will also identify ways we can better market our programs and services to our patrons.

- **Staff team building activities and training, \$1,000.**

I have received feedback from library staff regarding the desire for more team building activities and training. By building a stronger and connected team, we can provide better services to our patrons.

- **Free books and programs to vulnerable populations, \$1,057.**

We will purchase high quality materials to distribute freely to the vulnerable populations in our county including the homebound and those experiencing homelessness. We will also explore library programs to serve vulnerable populations. This will support our Strategic Goal #3, Expand outreach activities to continue to grow the library's active users and subgoal #3, reach out to vulnerable populations (including the homebound and homeless) through ongoing staff outreach.

- *Collection*

- We have launched our mobile WiFi hotspot lending initiative, expanding free internet access to patrons beyond its physical locations. Hotspots are available to borrow at all three branches of the library district.

Each WiFi hotspot kit contains a hotspot device, Micro USB cable, and instructions in English and Spanish. Hot spots can be used to connect any wifi enabled device to the internet, including in many rural areas. Wifi hotspots check out for one week, can be returned at any branch and must be returned inside the library (not in library book drops). This program is funded by the Friends of the Hood River County Library.

- *Facilities*

- We are on schedule to replace our HVAC roof top unit by the end of November or beginning of December.
- Our new indoor, electronic donor recognition monitor located next to the Parker room is now in operation. We will be adding more photos to the slide show soon.
- Our new outdoor reader board will be installed soon in front of the Hood River Library. This project was funded by the Library Foundation.
- Our building maintenance person Michael Peterson-Love discovered wet insulation

behind the wall in our Makerspace. The wet insulation is at the top of the wall, near ground level and the insulation at the bottom of the wall is not wet. He thinks it may be related to a leak in a water line, but is unsure of the cause. Our water bill has not increased significantly. I am currently investigating the next course of action to hire a company to further investigate the issue.

Facilities

- The planting of the new Himalayan birch trees in front of the library has been postponed until the spring. Based upon the recommendation of John Stevens and our building maintenance person Michael Peterson-Love they suggested removing the stump from the Norway Maple and planting the new trees in that area. Columbia Tree Service was unable to remove the stump until Friday, November 15.

Personnel

- Library staff have watched an online training program paid for by the Oregon State Library called Librarians Guide to Homelessness: An Empathy Driven Approach to Solving Problems, Eliminating Conflict and Serving Everyone by Ryan Dowd.

Library staff feel better equipped to deal with issues and how to develop better relationships with all our patrons.

Amazon.com: "Homelessness is a perennial topic of concern at libraries. In fact, staff at public libraries interact with almost as many homeless individuals as staff at shelters do. Empathy and understanding, along with specific actionable advice that's drawn from experience, makes all the difference in working with this group. In the training Dowd, executive director of a homeless shelter, spotlights best practices drawn from his own shelter's policies and training materials. Filled with to-the-point guidance that help front line public library staff and managers understand and serve this population better, this resource.

- Includes facts about homelessness every librarian should know;
- Debunks widespread myths about these individuals, explaining how they see themselves, what issues they struggle with, and how libraries can shift towards supporting them;
- Shares de-escalation techniques like showing respect, ways to avoid making things personal, and using proper body language;
- Walks library staff through dealing with common issues like a sleeping patron, questionable hygiene, offensive behavior, and asking a patron to leave; and advises on how to provide backup to a colleague and when to call the police."

Programs

- Writing Group Weekly on Thursdays from 3-4:30. Patrons can join writers in the Gorge for this informal writing group. The group is located in the Columbia Room in the library.
- Makerspace Open play, Saturdays, 10a.m. to 2p.m. Patrons can come check out all the tools in the Makerspace. This is an opportunity to explore the tools without instruction.
- Teen events book clubs, trivia, college prep, and movies!
- Native American History Month

- Legends of the Coyote puppet show, Wednesday, November 20, 5:30 p.m. Two hilarious misadventures about Coyote, the infamous trickster, Performed by Pegasus Puppet Theater of Portland.
- Movie Showing: *Allah made me Funny*, Saturday, November 23, 4 p.m. This film follows three acclaimed Muslim comedians on stage and off as they lift the veil to reveal the humorous truth of what it's really like to be Muslim in America.

VI. Previous business

i. Odell Feasibility and Scoping Exercise proposal

Attachments:

- VI.i. Requests for proposals for Feasibility and Scoping Exercise Odell

As discussed at the last board meeting, I hired Heidi Venture, a local consultant to research and write a grant to the Ford Family Foundation, Ford Institute for Community Building, called Listen to Learn. If we are awarded the grant, we could receive up to \$5,000 to pay for the consultant for the Feasibility and Scoping Exercise in the community of Odell.

I was instructed by our consultant to submit the application. I was informed by the Ford Family Foundation we are required to hire a consultant prior to applying for the grant. I recommend we move forward with hiring a consultant. Once the board selects the consultant, I will resubmit the grant for approval. Based upon this time line, the Scoping Exercise will occur January-June 2019.

ii. Annual planning session

Attachments:

- VI.ii. Proposal facilitation of marketing goal-setting discussion

This year, we are continuing to work on Strategic Goal #4, Increase library awareness throughout our county. At the October 15, 2019 board meeting we discussed hiring consultant Penny Hummel to develop clear goals in regards to marketing and outreach for library staff and the library board to implement. Library Consultant Penny Hummel has submitted a proposal. She will conduct an audit of current marketing procedures, facilitate a planning session for the library board and then provide a written report (optional) with goals for library staff. The cost will be \$1,148 for the planning session and written report.

The Friends of the Library Pat Hazlehurst Endowment committee has voted to fund the entire cost of the session. I recommend we accept this proposal and discuss potential dates. I would like Assistant Director Arwen Ungar to also attend the session. Due to her upcoming leave, I request we meet either Tuesday, December 17 or Tuesday, January 21, at 6pm, prior to our regularly scheduled board meeting. Penny Hummel prefers December 17, if that will work for the board.

iii. Boiler bids

Attachments:

- VI.iii. Hunter Davisson Bid for boiler replacement

As we discussed at the October 15, 2019 board meeting, the Energy Trust of Oregon contacted me about an incentive and potential bonus for replacing the boiler by December 31, 2019. The typical incentive for installing a 94% thermal efficiency boiler would be \$5,751. With the bonus, the incentive amount goes up to \$8,307. We discussed at the board meeting requesting bids for replacing the boiler this year.

We have been experiencing issues with our boiler intermittently shutting off and needing manual restart. I received a quote from A & E Heating and Cooling for over \$5,000 to replace two parts which *may* be causing the intermittent shut off issues. The boiler is almost 17 years old and they typically do not seize up but instead individual parts start needing to be replaced.

We did not receive any bids the first time I contacted companies. In the second round, we received a bid from Hunter Davisson (same company replacing RTU) in the amount of \$59,971. I had received a ballpark figure of \$40,000 from Mark Jones, the mechanical engineer during the Energy Trust of Oregon study. I was informed by Hunter Davisson the new high efficiency boilers are larger and require drainage. Additional adjustments would need to be made to the existing area to accommodate the new unit. The unit Hunter Davisson could get would only have 93.9% thermal efficient, not 94%. I'm not sure is this would qualify for the incentive.

Dave McCotter from Hunter Davisson told me our boiler has a lot of life left in it and he would not recommended replacing it. He stated cast iron sectional boilers life expectancy is 35 years per the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

McCotter stated the payback for a high efficiency boiler will take years and years. The boiler serves the heating coil in the air handler and is primarily used for morning warm up and run at 180 degrees. A high efficiency boiler running at 180 degrees is like the 80% efficient boiler we currently have now. It only gets its efficiency from running at low fire / low temperature which works well on a condenser loop but not necessarily in a hot water heating loop.

McCotter stated his boiler representative did make a suggestion that we could install two smaller boilers and that would get us the efficiency we are looking for and it would have a very good turn down (20:1) but that may be cost prohibitive at this time due to venting and all the re-piping that would be required but maybe a good idea in the next 10 years or so when we start thinking about replacing the existing boiler.

To follow up on Brian Hackett's question from our last board meeting regarding whether running the older boiler will be taxing on the new RTU, Mark Jones informed me our rooftop unit is cooling only and all the heating in the building is done by the boiler. That being said, the old boiler should not be taxing for the new RTU. Upgrading the boiler to a high-efficiency 95%+ condensing boiler would be a good thing to do in order to save heating energy, but it should not affect the operation of the new rooftop unit.

Based upon this information and the cost of a new unit, I recommend with do not replace the boiler at this time. We have not experienced any further issues with the unit going down. In the meantime, I do recommend contacting Hunter and Davisson for a second opinion if we do

continue to experience issues with the boiler. We should also start planning on saving funds for a replacement in the future.

I have requested a quote from Hunter Davisson for preventative maintenance plans for the RTU and boiler. This will ensure we are regularly maintaining both units. If the price is acceptable, I recommend we start an agreement with them after they install our RTU. I would like to access their work during the installation and make sure we want to continue an ongoing relationship with them for our entire system. If we do not chose them, I will find another company to work with to ensure our units are properly maintained.

VII. New business

i. Dental Insurance Renewal

Attachment:

- VII.i. Employee Health Care Benefits Policy

The District has used Lincoln Financial Insurance for the past year. This year, Lincoln Financial rates have increased. Another provider, Pacific Source came in at a lower rate with the same level of benefits. By switching to Pacific Source, we will pay \$72 less per year on the premium than we are currently paying Lincoln Financial.

Due to a deadline for submitting our applications, we have moved forward with Pacific Source dental insurance. If the board decides they would like to pursue other options, please let me know. We need to formally approve the PacificSource Bend Chamber dental plan.

Next year, the open enrollment period will occur at the same time for medical/vision and dental. We will be able to approve both plans at our October board meeting.

ii. Special Districts Association Annual Conference Discussion

Sheppard

The SDAO annual conference will be held February 7-9 in Seaside, Oregon. Registration opens December 2nd but we can reserve hotel rooms now.

In the past, we have sent one board member and one staff member. I highly recommend attending the conference. They have a variety of sessions geared toward board members. I'd like to discuss a board member possibly attending the conference this year. They do not have the conference session brochure available yet, but you can access the session brochure from last year to get an idea of the type of sessions they offer.

<https://www.sdao.com/S4/Events/annual-conference.aspx>

iii. Staff safety discussion

Sheppard

Library staff have recently been discussing safety concerns for all our branches. Library staff members have requested to have a panic button which will automatically call police or emergency dispatchers with the press of a button. This is particularly useful at the smaller branches where library staff are often alone in the entire building at night.

In addition, our Hood River building can also be a safety risk due to the size. Staff in the evenings at the service desks are often alone on the floor. We have numerous entrances and exits which are not visible from the service desks.

We are all connected by SLACK, which is a chat software installed on every computer in the building. Staff would like a device which allows them to immediately call 911, if they are unable to access a computer or phone.

I have identified a company Solo Protect which sells a device connected to a cellular network. The device has a button to push or can be pulled off a lanyard which activates a call center which records the interaction taking place and notifies the proper response team, e.g. police, EMS, fire department, etc.

I would like to purchase 4 units for \$200 total and then we will have a monthly fee \$120 for all four devices. The units will be located at Parkdale, Cascade Locks, the Hood River front desk and kids desk. I think this is a reasonable cost for staff to feel safe and provide an extra level of security. We can sign a contract for one year. I'd like to discuss this further at the meeting.

VIII. Agenda items for next meeting

Sheppard

- Pay Equity Analysis report
- Personnel Policy
- Ethics training video

IX. Adjournment

Sheppard

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

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Board of Directors
Regular Meeting Minutes
Tuesday, October 15, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Notes prepared by Library Director Rachael Fox

Present: Rachael Fox (staff), Yeli Boots (staff), Karen Bureker, Megan Janik, Sara Marsden, Brian Hackett, and Thomas Hackett (Public).

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

Vice President Karen Bureker called the meeting to order at 7:00pm. Fox stated she received a letter from library patron Thomas Hackett and had copies available of the letter and statistics she gathered. Marsden moved to approve the agenda. Janik seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest Bureker

None stated.

III. Consent Agenda (ACTION) Bureker

i. Minutes from September 17, 2019 meeting

ii. Invoice for Sage Library Consortium

Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public Bureker

A member from the public Thomas Hackett, PO Box 1921, Hood River, Oregon was present at the meeting. Hackett mailed a letter to the Library Foundation board and Library Director Rachael Fox requesting the Hood River Library be opened on Mondays. The letter to the Foundation was intended for the Library District Board. Thomas Hackett stated in his letter the hours could be redistributed across six days per week. Thomas Hackett provided examples of nine different libraries in Oregon which had more open hours at their main branches than the Hood River Library.

Fox stated this request involves first looking at how the District allocates their funds. The founding Library District Board decided to place emphasis on serving our entire county in a variety of ways. This meant there would be a certain amount of open hours at the main branch, open hours at the Parkdale and Cascade Locks branches, and time for staff to conduct outreach in the community, in particular the community of Odell which has over 2,300 residents and no physical branch.

Many users can not get to main branch and our smaller branches, so we meet our patrons where they are. We provide a variety of outreach services:

- Outreach senior facilities
- Programs and services in Odell
- Reading buddy program – Wy'East apartments
- Odell Library Express bus, which buses children weekly summer and monthly school year to the Hood River Library and back to Odell.
- Attend events, e.g. Children's fair, STEM hub events, etc.
- Outreach schools, provide story time and programs

In addition, staff need off desk time to plan and provide many programs in the library and outside. They need time to select materials for the collection and weeding.

The service desks are busy and it's challenging to do side work while on desk. We have had an increase in useage at our smaller branches. The Cascade Locks Branch had 2,652 visitors, which was an increase of 51% over FY 2017-18 and the Parkdale Branch had 2,152 visitors, which was an increase of 41% patrons over FY 2017-18.

There are also current budget constraint like we have a low permanent tax rate for \$.39 per thousand, we are expanding services in Odell, minimum wage and health care cost increases, and the upcoming replacement of boiler, roof, carpet, and items wearing out.

Fox addressed the comparison between other libraries. Fox stated seven of the branches Thomas Hackett addressed in his letter only have one branch. Fox provided statistics to the board which showed the Hood River Library actually provides almost double the service hours of the other libraries when you add the hours for all three branches. We serve almost the same population size of many of the other libraries but we are spread out more geographically. Please see chart below.

The Hood River Library District has 3 branches and 5 service desks to cover each day, in addition to requiring multiple Person-In-Charge of the building each days. The minimum we can have scheduled is seven staff members for one day.

It's important to look at the amount of population served and our low tax rate. The two outliers in the libraries addressed by Thomas Hackett are Baker County and Tillamook County. Baker County offers more annual service hours but they have a smaller population and higher tax rate. They also only offer a smaller amount of programs, which mean staff can spend more time on desk. Their attendance at programs is 3,262 while ours is 23,901. Baker spends \$771,472 on their staff expenditures compared to our \$551,644. They spend \$219,828 more per year on staff

Tillamook County has a similar size population but they spend three times the amount on their budget (\$3,078,779) and receive over five times the revenue (\$5,500,33). They are open 3 times the amount of service hours than Hood River. The main reference Thomas Hackett made to the Manzanita model is not comparable. They have a small one room branch which serves 651 residents, so they need less staff in the building to keep the library open on more days at the same number of hours as the Hood River main branch.

Oregon State Library Statistics 2017-18

Library name	Population served	County	Central library	Branches	Bookmobiles	Total paid staff	Total main library hours in a typical week	Annual public service hours for main library	Total annual public service hours	Total library revenue	Tax rate Library District	Total capital revenue	Total staff expenditure	Total expenditures on collection	All other operating expenditures	Total library expenditures	Total circulation	Total number of programs	Total program attendance
BAKER COUNTY LIBRARY DISTRICT	16,750	Baker	1	5	1	14.70	59	2,959	7,014	\$1,149,085	\$.5334	\$0	\$771,472	\$91,539	\$297,053	\$1,160,064	146,167	215	3,262
HERMISTON PUBLIC LIBRARY	25,752	Umatilla	1	0	0	7.92	46	2,328	2,328	\$742,894		\$0	\$617,831	\$38,682	\$83,103	\$739,616	90,314	454	9,226
HOOD RIVER COUNTY LIBRARY DISTRICT	25,145	Hood River	1	2	0	11.25	43	2,166	4,246	\$1,131,390	\$.39	\$29,868	\$551,644	\$75,861	\$313,280	\$940,785	145,900	391	23,901
LA GRANDE PUBLIC LIBRARY	20,262	Union	1	0	0	5.00	44	2,288	2,288	\$628,386		\$0	\$391,952	\$56,102	\$100,340	\$548,394	147,889	326	6,773
NEWPORT PUBLIC LIBRARY	17,928	Lincoln	1	0	0	11.50	62	3,134	3,134	\$1,161,072		\$31,272	\$825,503	\$119,150	\$216,419	\$1,161,072	261,557	552	15,548
ONTARIO LIBRARY DISTRICT	26,645	Malheur	1	0	1	8.00	47	2,444	2,817	\$657,421	\$.55	\$0	\$314,404	\$99,396	\$126,427	\$540,227	89,484	421	9,180
PENDLETON PUBLIC LIBRARY	24,184	Umatilla	1	0	0	7.50	54	2,808	2,808	\$703,719		\$0	\$419,464	\$40,212	\$188,024	\$647,700	101,357	293	4,408
THE DALLES-WASCO COUNTY LIBRARY	23,455	Wasco	1	0	0	11.00	58	2,912	2,912	\$1,247,629	\$.68	\$0	\$775,161	\$143,207	\$426,782	\$1,345,150	230,107	364	4,494
TILLAMOOK COUNTY LIBRARY	26,175	Tillamook	1	5	1	21.00	65	3,380	11,544	\$5,500,333		\$0	\$1,965,133	\$202,823	\$910,823	\$3,078,779	336,866	1,145	18,225
UNION CARNEGIE PUBLIC LIBRARY	3,300	Union	1	0	0	2.00	50	2,340	2,340	\$107,141		\$0	\$66,660	\$5,000	\$25,197	\$96,857	14,016	301	6,853

■

Fox stated it is not feasible for our staff and current funding to redistribute our hours at this time to include Mondays. We would have an Increase janitorial services by adding additional days. There would also be an increase in electricity, heat, and water. We would also need to align our hours with smaller branches we would need staff at small branches connect with the main branch for questions and safety.

The District currently has four full-time positions, five positions 25-32 hours per week (staff work 4 days per week), seven positions 19.5 hours or less, and five on-call substitutes.

It would be challenging at our current level of staffing to require our many part-time staff to spread their hours over five days and it would not be feasible for some due to other jobs and commitments. We would need to hire additional staff.

Thomas Hackett stated the District could save money by redistributing hours like eliminating slow hours in the evenings on Saturdays.

Fox stated, there are three service desks in Hood River and we do not always need two staff during our busy hours. If we shifted hours by eliminate less busy desk shifts with one person and add hours during the day on Monday, we would need to staff two people on desk, because Monday would then be our busiest day of the week due to the closure on Sunday.

Overall, it would cost the District more more money to add another day to our current schedule or we would have to cut services in various departments.

Fox stated it would be beneficial to determine what it would cost to open additional hours on Monday in Hood River. This way if have a donor willing to support additional hours, we would know what it costs. Fox stated she would work on determining a ball park figure.

Brian Hackett stated it does come down to funding. Bureker stated there would be a time we may need to go out for a levy because \$.39 per thousand would not be sufficient to fund the library indefinitely. Bureker asked if the library has people counters. Fox stated she and Assistant Director Arwen Ungar are looking into counters for Hood River. Fox stated the first step is to determine which hours we are busy. Then we can explore options in the future like changing hours, if the budget allows it. This would also involve seeking community input in regards to open hours.

V. Presentation Bilingual Outreach Specialist Yeli Boots

Boots

Boots provided a slide show presentation to the board highlighting all the programs and services in the community of Odell.

VI. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. September 2019 financial statements

Fox

Bureker asked if there was funds available for upcoming RTU replacement. Fox stated the carryover has increased the past two years and we also still have the \$83,000 donation from former library employee.

iv. Director's report

Fox

There was nothing to add to the written report. Bureker commented the daily New York Times (NYT) was hard to find in town. Thomas Hackett commented they sell the NYT at Rosauers. Fox stated it was cost prohibitive to add 7 day subscription. It would cost around \$1,300. The Sunday NYT cost around \$380 per year.

VII. Old Business

VIII. New Business

i. Technology Use Policy (ACTION)

Fox

Marsden made a motion to approve the updated Technology Use Policy. Janik seconded. The motion carried unanimously.

ii. Appointing agents of record (ACTION)

Bureker

Hackett moved to adopt Resolution 2019-20.03, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as Century Insurance Group, LLC. Marsden seconded. The motion carried unanimously.

iii. HVAC replacement bids (ACTION)

Fox

Board members discussed the two lowest bids between A&E and Hunter and Davisson, Inc. Hackett asked if there was anything included on the bid with TCMS. Fox stated she did not think there was. Hackett asked if there was a charge for travel time for using the company for repairs. Burker stated there is a benefit with a local firm since we will not have to pay travel time and we would support a local business. Fox stated there would be a travel charge with Hunter and Davisson but any repairs should be covered under warranty in the first year. We would only need to use the company we select for installation for one year due to our warranty and then we could switch to a local company for repairs.

Hackett asked if there could possibly be a discount if we chose one company for both the boiler and HVAC replacement. Fox stated she would prefer to move forward now with HVAC replacement because our one compressor could fail and then we would have no way to circulate and regulate the heat. The estimate to bring in air conditioners during the summer was \$10,000 for one month, so it would be best if we do not have to bring in heaters to heat the building. Since we had already went through the bid process for RTU and are not sure if we will replace the boiler now, it would be best to proceed with the replacement. Thomas Hackett asked is we would need to go through the bid process again for the boiler. Fox stated we would have to go through the process again since the project will exceed \$10,000.

Bureker stated it would be best to save \$6,000 now. The rest of the board agreed. Marsden moved to approve the agenda. Janik seconded. The motion carried unanimously.

iv. Boiler discussion

Fox

Hackett asked if there would be added value to replace both units and if it will be taxing to the new RTU to work with an older boiler. Fox stated she would look into the question. Fox stated she would work on getting an estimate and thinks it may be around \$40,000. Bureker stated we may need to call a special meeting. Fox stated she would keep everyone updated.

v. Medical Insurance renewal (ACTION)

Fox

Fox stated she recommended the PacificSource \$1,000 plan. Bureker asked if staff paying out of pocket are okay with increase. Fox stated she and the other two staff members would be okay with the increase. Marsden made a motion to approve the selection of PacificSource \$1,000. Janik seconded. The motion carried unanimously.

vi. Snow removal contract (ACTION)

Bureker

Marsden stated it is a good idea to provide snow removal daily. Fox stated she also added ice melt removal to save staff time. Janik made a motion to approve the contract with Ayles for snow removal services. Hackett seconded. The motion carried unanimously.

vii. Annual Planning Session discussion

Fox

Hackett stated he would prefer a robust report. Fox stated she would like clear goals to work towards. Marsden stated the price of the report might change their decision. Fox stated she would ask Consultant Penny Hummel for quotes and report back to the board.

IX. Agenda items for the next meeting

Bureker

Bureker asked for a staff presentation. Fox stated she would see if a staff member is available.

X. Adjournment

Bureker

The meeting was adjourned 8:26pm.

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 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
October 31, 2019**

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

KENNETH L. ONSTOTT, c.p.a.
JAMES T. BROEHL, c.p.a.
RICK M. CYPHERS, c.p.a.

WILLIAM S. ROOPER, c.p.a. retired

MEMBERS:
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of October 31, 2019, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the four months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C.
November 12, 2019

Hood River County Library District
Balance Sheet - Cash Basis
October 31, 2019

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$247,268			\$247,268
Cash with Hood River County	286,480	\$93,796	\$91,286	471,562
Petty cash	416			416
Total Current Assets	534,164	93,796	91,286	719,246
TOTAL ASSETS	\$534,164	\$93,796	\$91,286	\$719,246

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,403			\$2,403
Total Current Liabilities	2,403	0	0	2,403
Total Liabilities	2,403	0	0	2,403
Fund Balances:				
Unassigned	531,761	93,796	91,286	716,843
TOTAL LIABILITIES & FUND BALANCES	\$534,164	\$93,796	\$91,286	\$719,246

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Four Months Ended October 31, 2019

	<u>General Fund</u>	<u>Grants Fund</u>	<u>Capital Equipment Reserve Fund</u>	<u>Total</u>
Revenues:				
Donations and grants	\$0	\$2,794		\$2,794
Property tax revenues - current year	132,646			132,646
Property tax revenues - prior year	8,670			8,670
Fines and fees	6,428			6,428
Intergovernmental revenue	2,615			2,615
Interest revenue	4,925		\$922	5,847
Miscellaneous	126			126
Total Revenues	<u>155,410</u>	<u>2,794</u>	<u>922</u>	<u>159,126</u>
Expenditures:				
Personal services:				
Wages and salaries	152,581	1,349		153,930
Employee benefits	49,424	116		49,540
Total Personal Services	<u>202,005</u>	<u>1,465</u>	<u>0</u>	<u>203,470</u>
Materials and services:				
Bank charges	54			54
Building rental	5,331			5,331
Building maintenance	6,120	6,298		12,418
HVAC	5,963			5,963
Elevator	512			512
Telephone	1,919			1,919
Internet	650			650
Collection development	24,337	3,147		27,484
Technology	4,473	1,429		5,902
Accounting and auditing	4,200			4,200
Courier	708			708
Custodial services	7,292			7,292
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	(1,184)			(1,184)
Elections expense	0			0
Furniture and equipment	1,105	1,804		2,909
Insurance	0			0
Georgiana Smith Memorial Garden	7,180			7,180
Legal services	2,293			2,293
Professional services	0			0
Dues and subscriptions	1,971			1,971
Miscellaneous	1,131	300		1,431
Postage and freight	310			310
Printing	256			256
Programs	6,987	4,758		11,745
Advertising	339			339
Supplies - office	4,591			4,591
Travel	2,214			2,214
Training	593			593
Board development	0			0
Parking reimbursement	200			200
Electricity	6,158			6,158
Garbage	508			508
Natural gas	650			650
Water & sewer - building	1,280			1,280
Total Materials and Services	<u>116,367</u>	<u>17,736</u>	<u>0</u>	<u>134,103</u>
Capital outlay	0	0	5,866	5,866
Total Expenditures	<u>318,372</u>	<u>19,201</u>	<u>5,866</u>	<u>343,439</u>
Revenues Over Expenditures	<u>(162,962)</u>	<u>(16,407)</u>	<u>(4,944)</u>	<u>(184,313)</u>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>(162,962)</u>	<u>(16,407)</u>	<u>(4,944)</u>	<u>(184,313)</u>
Fund Balance - July 1, 2019	694,723	110,203	96,230	901,156
Fund Balance - October 31, 2019	<u>\$531,761</u>	<u>\$93,796</u>	<u>\$91,286</u>	<u>\$716,843</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$130,120	\$132,646	\$928,493
Tax revenues - prior year	1,212	8,670	15,000
Interest revenue	814	4,925	12,000
Fines and fees	1,592	6,428	13,500
Intergovernmental revenue	2,615	2,615	0
Donations	0	0	0
Miscellaneous	126	126	0
Total Revenues	<u>136,479</u>	<u>155,410</u>	<u>968,993</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	516	2,539	7,376
Library clerk II	7,464	32,869	103,314
Library assistant I	4,171	17,735	54,228
Library assistant II	7,868	32,790	100,477
Librarian I	5,211	22,133	68,801
Librarian II	4,751	18,883	58,157
Library director	6,462	25,632	77,542
Payroll taxes and benefits:			
Retirement	5,505	13,439	34,977
Social security	2,771	11,604	35,947
Workers' compensation	(35)	28	1,200
Health insurance	6,193	23,232	100,800
Unemployment insurance	226	1,121	4,229
Total Personal Services	<u>51,103</u>	<u>202,005</u>	<u>647,048</u>
Materials and services:			
Bank charges	16	54	250
Building rental	944	5,331	14,530
Building maintenance	2,061	6,120	20,000
HVAC	2,345	5,963	15,000
Elevator	171	512	2,350
Telephone	604	1,919	5,100
Internet	225	650	5,800
Collection development	6,323	24,337	83,000
Technology	687	4,473	13,000
Accounting and auditing	0	4,200	27,000
Courier	104	708	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2019

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	1,823	7,292	23,000
Technical services	0	5,157	4,000
Library consortium	13,069	13,069	13,070
Copiers	(1,685)	(1,184)	2,400
Elections expense	0	0	0
Furniture and equipment	217	1,105	4,000
Insurance	0	0	9,000
Georgiana Smith Memorial Garden	1,404	7,180	25,000
Legal services	402	2,293	4,000
Professional services	0	0	0
Dues and subscriptions	1,574	1,971	4,000
Miscellaneous	35	1,131	1,000
Postage and freight	128	310	1,200
Printing	256	256	500
Programs	770	6,987	20,000
Advertising	0	339	1,500
Supplies - office	568	4,591	14,000
Travel	532	2,214	5,000
Training	114	593	4,000
Board development	0	0	1,500
Parking reimbursement	0	200	1,000
Electricity	1,497	6,158	21,000
Garbage	130	508	1,600
Natural gas	505	650	10,000
Water & sewer - building	431	1,280	5,200
Total Materials and Services	<u>35,250</u>	<u>116,367</u>	<u>364,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>86,353</u>	<u>318,372</u>	<u>1,111,348</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(43,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(43,000)</u>
Change in Fund Balance	<u>\$50,126</u>	<u>(\$162,962)</u>	<u>(\$185,355)</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$0	\$2,794	\$340,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>2,794</u>	<u>340,000</u>
Expenditures:			
Personal services	186	1,465	5,500
Materials and services:	3,002	17,736	235,000
Capital outlay	0	0	169,500
Total Expenditures	<u>3,188</u>	<u>19,201</u>	<u>410,000</u>
Change in Fund Balance	<u><u>(\$3,188)</u></u>	<u><u>(\$16,407)</u></u>	<u><u>(\$70,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Four Months Ended
October 31, 2019

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$289	\$922	\$1,500
Other Financing Sources			
Transfer from General Fund	0	0	43,000
Total Revenues and Other Sources	<u>289</u>	<u>922</u>	<u>44,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,664	5,866	75,000
Total Expenditures	<u>1,664</u>	<u>5,866</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$1,375)</u></u>	<u><u>(\$4,944)</u></u>	<u><u>(\$30,500)</u></u>

See Independent Accountants' Compilation Report

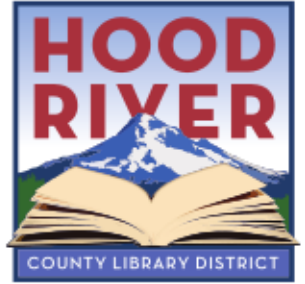
HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Four Months Ended October 31, 2019

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	RTR 2018	RTR 2019	Total
Revenues:									
Donations and grants	\$0	\$0	\$1,694	\$0	\$600	\$500	\$0	\$0	\$2,794
Total Revenues	<u>0</u>	<u>0</u>	<u>1,694</u>	<u>0</u>	<u>600</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>2,794</u>
Expenditures:									
Personal services:									
Wages and salaries:									
Library clerk I					589				589
Library assistant II					760				760
Employee benefits:									
Retirement									0
FICA					103				103
Workers compensation					1				1
Health insurance									0
Unemployment insurance					12				12
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,465</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,465</u>
Materials and services:									
Building maintenance									6,298
Collection development					545				3,147
Technology					1,200				1,429
Programs					1,975		94	28	4,758
Furniture and equipment	0								1,804
Miscellaneous									300
Total Materials and Services	<u>0</u>	<u>0</u>	<u>13,499</u>	<u>0</u>	<u>3,720</u>	<u>395</u>	<u>94</u>	<u>28</u>	<u>17,736</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>13,499</u>	<u>0</u>	<u>5,185</u>	<u>395</u>	<u>94</u>	<u>28</u>	<u>19,201</u>
Net Change in Fund Balance	0	0	(11,805)	0	(4,585)	105	(94)	(28)	(16,407)
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	147	1,305	110,203
Fund Balance - October 31, 2019	<u>\$825</u>	<u>\$3,000</u>	<u>\$87,927</u>	<u>\$105</u>	<u>\$504</u>	<u>\$105</u>	<u>\$53</u>	<u>\$1,277</u>	<u>\$93,796</u>

See Independent Accountants' Compilation Report

Request for proposals for Feasibility and Scoping Exercise

Enhance Library Services for Odell Phase II



Proposals due: Monday, January 13, 2020 at 5:00pm
Email: rachael@hoodriverlibrary.org
Phone: 541-387-7062

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead a feasibility and scoping exercise in the community of Odell and develop a final product.

The purpose of the exercise is to identify library needs and services desired by the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The ideal candidate will facilitate meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services in the community of Odell.

About the District

HRCLD is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 25,000 people, who checked out over 147,000 items in 2018-19. It includes three branches: Cascade Locks, Hood River, and Parkdale. Staff also do extensive outreach to other areas of the county, especially in Odell, a rural community of approximately 2,478 people, 67% of who are Latinx. There is a weekly Pop-Up Library in Odell. The three libraries are crucial sources of free public Internet access and electronic information, with over 6,000 Internet sessions logged in 2018-19 by residents and visitors alike on the district's computers as well as thousands of wireless internet sessions. HRCLD enjoys a very supportive Friends group, Foundation, and volunteers.

The district is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia River Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district that was created in 2011 following the yearlong closure of the previously county-run library system.

Background

The District has a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services,

502 State Street
Hood River · OR 97031
541 386 2535

www.hoodriverlibrary.org

including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

Requirements

HRCLD seeks a professional facilitator to:

- Oversee and guide all stages of the feasibility and scoping exercise, including meetings with stakeholders, community leaders, library staff, Board of Directors, and community members.
- Collaborate with HRCLD staff members, including Library Director, Assistant Director, and Bilingual Outreach Specialist.
- Identify and seek to engage a broad spectrum of sectors of the community, such as families with young children, young adults, older adults, business community, Spanish speakers and other public service providers to seek input regarding preferences and provisions for library services and how best to provide the services in the community of Odell.
- Effectively communicate with community members, which will require various technological and in-person approaches and use of bilingual materials.
- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- A draft outreach plan shall be approved by District staff and Board prior to start of public outreach.
- Mutually agreed upon milestones shall be established to monitor progress.
- Provide a written report of findings, including description of methods, participants, summary of input received and recommendation of library services for the community of Odell.

Proposed timeline and milestones

Initial stages of the feasibility and scoping process are expected to start in January 2020 with an expected completion in June 2020.

Task	Due Date To Be Determined
Prepare draft outreach plan	
Discuss draft outreach plan with District Staff and Board	
Complete outreach	
Complete written report	
Discuss report with District Staff and Board	

Selection criteria

Proposals will be evaluated by HRCLD staff, with final approval by the Board of Directors. Staff may conduct interviews via phone or streaming video. Proposals will be evaluated on the following criteria:

- Relevant experience and success in facilitation and qualitative/quantitative integration skills
- Cost to complete the process
- Prior experience working with both public and staff committees
- Demonstrable facilitation
- Creativity and ingenuity
- Bilingual (Spanish/English) desired

Proposal requirements

To be considered, proposals must include:

- Cover letter including a brief description of the firm or individual.
- Brief summary of the facilitator's qualifications and experience.
- Basic project plan that includes a description of the methodology, tasks, and timeline.
- Schedule of costs to complete the project.
- References and contact information for previous clients for whom comparable work was completed.
- Copy of your standard contract, if applicable.

Proposals addressing the above criteria shall be directed via the contact information below.

Rachael Fox
Library Director
Hood River County Library District
502 State St.
Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Proposals will be received by HRCLD until 5:00pm on Monday, January 13, 2020. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Feasibility and Scoping Exercise."

PENNY HUMMEL
Consulting

penny@pennyhummel.com 316 NE 24th Avenue, Portland OR 97232 503.890.0494

October 29, 2019

Rachael Fox
Director
Hood River County Library District
502 State Street
Hood River, OR 97031

Dear Rachael,

Thank you for contacting me recently regarding facilitation of a marketing goal-setting discussion with your library board. My hourly fee is \$175. For a project of this scope, I would request the following:

- 2 hours prep time to do an audit of your current marketing efforts, which would include review of documentation as well as potentially a phone discussion (\$175 x 2): \$350
- 1 hour discussion facilitation time: \$175
- Mileage from Portland to Hood River (63 x 2 x .58): \$73
- Lodging, dinner and breakfast (assuming meeting is in the evening): \$200
- *OPTIONAL: 2 hours to prepare writeup of discussion and overall recommendations (\$175 x 2): \$350*
- TOTAL: \$1,148 (\$798 without writeup)

Attached is a more detailed description of my qualifications. If I can provide any additional information, please let me know. Thank you!

Sincerely,



Penny Hummel

Penny Hummel: Summary of my qualifications and experience.



The 2013-14 president of the Oregon Library Association, I have twelve years of management experience in public libraries both large and small, as well as prior volunteer experience as a library advocate, Friends president and Library Foundation trustee. My current areas of practice include organizational development, marketing, fundraising, and library facility planning. I am based in Portland, Oregon and my company's website, which includes a list of my past projects and clients, is www.pennyhummel.com

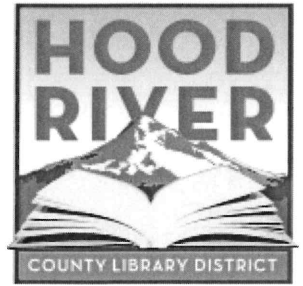
I established Penny Hummel Consulting in late 2013, and thus far, have worked with 40 clients on 49 projects in seven states, including facilitating successful library strategic planning processes for eight Oregon libraries and library systems (Coos Bay, Florence, Hood River, St. Helens, Lincoln City, Springfield, Lake County and Reedsport).

I am experienced in meeting facilitation with various library stakeholder groups (staff, friends groups, foundations and library boards), public presentations and data analysis. I have also researched and written a public library needs assessment for the Oregon Community Foundation, as well as a comprehensive library needs assessment for the state of New Mexico.

In 2013, I was selected as a fellow in the Public Library Association's Leadership Academy, participating in a multi-day intensive training focused on enhancing the position of libraries within their communities. From 2009-2013, I was director of the Canby Public Library, which serves a population of 25,000. With the goal of revitalizing the Canby library's staffing, collections, programming and services, I increased the library's circulation by 20% within two years, comprehensively improved services to Spanish speakers, and raised over \$562,000 to support library services and capital improvements. From 2001 – 2009, I was a member of Multnomah County Library's senior management team, serving as the system's Marketing and Communications Manager and overseeing the library's website and system wide programming.

My educational background includes a BA in Russian Literature from Reed College and an Executive Master's in Library and Information Science from San Jose State University.

Bid Request Replacement of Boiler



Hood River County Library District seeks bids to replace our boiler. We are currently working with Energy Trust of Oregon to receive an incentive for the replacement. We seek two bids for comparison.

- Bid 1: Boiler with similar thermal efficiency
- Bid 2: Boiler 94% thermal efficiency

The project consists of furnishing all labor, materials, equipment, and performing all work necessary and incidental to remove and dispose of the existing Weil-McLain Model 80 Series 1 boiler and supply and install one new unit and connect the unit to our existing controls.

The bid for the boiler with 94% thermal efficiency unit must meet the following criteria:

<p>Commercial Hot Water Condensing Boiler, Space Heating</p>	<p>Primary boiler for space heating Meet minimum efficiencies at AHRI test conditions Minimum efficiencies based on boiler capacity: < 300 kBtu/h input: 94% AFUE ≥ 300, ≤ 2,500 kBtu/h input: 94% thermal efficiency > 2,500 kBtu/h input: 94% combustion efficiency</p>	<p>\$10/kBtu/h input \$9/kBtu/h input \$8/kBtu/h input</p>
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Please provide warranty information with the bid.

Bids are due by Wednesday, November 13, by 5:00pm. Please email bids to rachael@hoodriverlibrary.org mail or deliver to the Hood River County Library District, 502 State St, Hood River, OR 97031.

TOTAL BID PRICE: \$ NO BID

TOTAL BID PRICE: \$ 59,971⁰⁰

Bidder Name: Dave McEttter

Bidder Signature: [Signature]

Company Name: Hunter Davisson, Inc

Date: 11-13-19

Questions? Call or email Library Director Rachael Fox at 541-387-7062 or rachael@hoodriverlibrary.org

502 State Street
Hood River - OR 97031
541 386 2535

HUNTER-DAVISSON, INC.

Heating • Air Conditioning • Refrigeration • Controls • Contractors • Engineers

1800 S.E. PERSHING STREET • PORTLAND, OREGON 97202

PHONE (503) 234-0477 • FAX (503) 236-1625

www.hunterdavison.com CCB #1612

11/13/2019

Hood River Library
502 State St
Hood River, OR 97031

Attn: Rachael Fox

Re: Hood River Library – Boiler Replacement
502 State St
Hood River, OR 97031

Dear Rachael,

We are pleased to present this proposal to replace the existing 80% cast iron boiler with new high efficiency boiler.

Scope of Work:

Disconnect, removal and recycle of existing boiler.

Provide new Weil-McLain model Slimfit 550 aluminum block high efficiency boiler.

Delivery and setting of new boiler in boiler room.

Reconnect gas piping to new boiler.

Piping modifications to provide primary / secondary loop piping.

Reconnect loop piping to existing.

Condensate drain pumped to approved termination point - condensate neutralizer included.

Reconnect existing controls.

Coordinate with electrical contractor to disconnect and reconnect power wiring.

Anchoring down of new boiler.

Core drill through wall for combustion air and venting.

Factory start up and new unit and commissioning.

1 year parts and labor warranty – factory equipment warranty.

Applicable permits.

EXCLUSIONS:

Power wiring disconnect and reconnect, Third-party fees: Textura, Service Channel, Compliance Depot, etc.,

After-hours labor, Federal, state, local, sales, use, excise, or similar taxes, prevailing wage, seismic or structural engineering, condensate termination point by others, prevailing wage, bonds.

We will provide the detailed scope of work for a total sum of \$59,971.00.00.

Sincerely,



Dave McCotter
Senior Account Manager

Acceptance of Proposal:

By my signature below, I certify that I have read and agree to the provisions set forth in this agreement and to the terms and conditions posted at www.hunterdavisson.com/terms dated March 30, 2016 V1.0 and am duly authorized to bind above Company to such provisions. This proposal may be withdrawn by us if not accepted within 30 days from the date of this proposal.

Date of Acceptance: _____ Signature: _____



Condensing High-Efficiency Gas Boiler 550-750 MBH

SUBMITTAL SHEET

JOB NAME _____

LOCATION _____

ARCH. / ENGR. _____

WHOLESALER _____

MECH. CONTRACTOR _____

MODEL NO. _____ GAS TYPE _____

BTU/HR INPUT _____ BTU/HR OUTPUT _____

NOTES

Standard Equipment

Standard Features:

- Sectional Aluminum Block
- 30 PSI ASME Relief Valve Standard
- Stainless Steel Burner with Woven Steel Fiber Mesh
- Direct Spark Ignition
- Variable Speed Blower Assembly
- Venturi Mixing System
- Negative Pressure Regulated Gas Valve
- 50 VA Transformer
- Temperature and Pressure Gauge
- Outlet Water Temperature Sensor
- Inlet Water Temperature Sensor
- Flue Gas Temperature Sensor
- Outdoor Temperature Sensor
- System Water Temperature Sensor
- 10-Year Heat Exchanger Warranty
- 2-Year Parts Warranty
- Common venting is allowed in an engineered Category II vent system

CSD-1 Compliant:

- Manual Reset LWCO
- Manual Reset High & Low Gas Pressure Switches
- Manual Reset High Limit
- UL 353 Certified Control

Complete Jacket Assembly with:

- Fully Removable Front Jacket
- On/Off Power Switch
- Line Voltage Service Receptacle
- Condensate Trap with Drain Tee Assembly
- Propane Conversion Orifice
- Vent Screens

Optional Equipment/Venting Options:

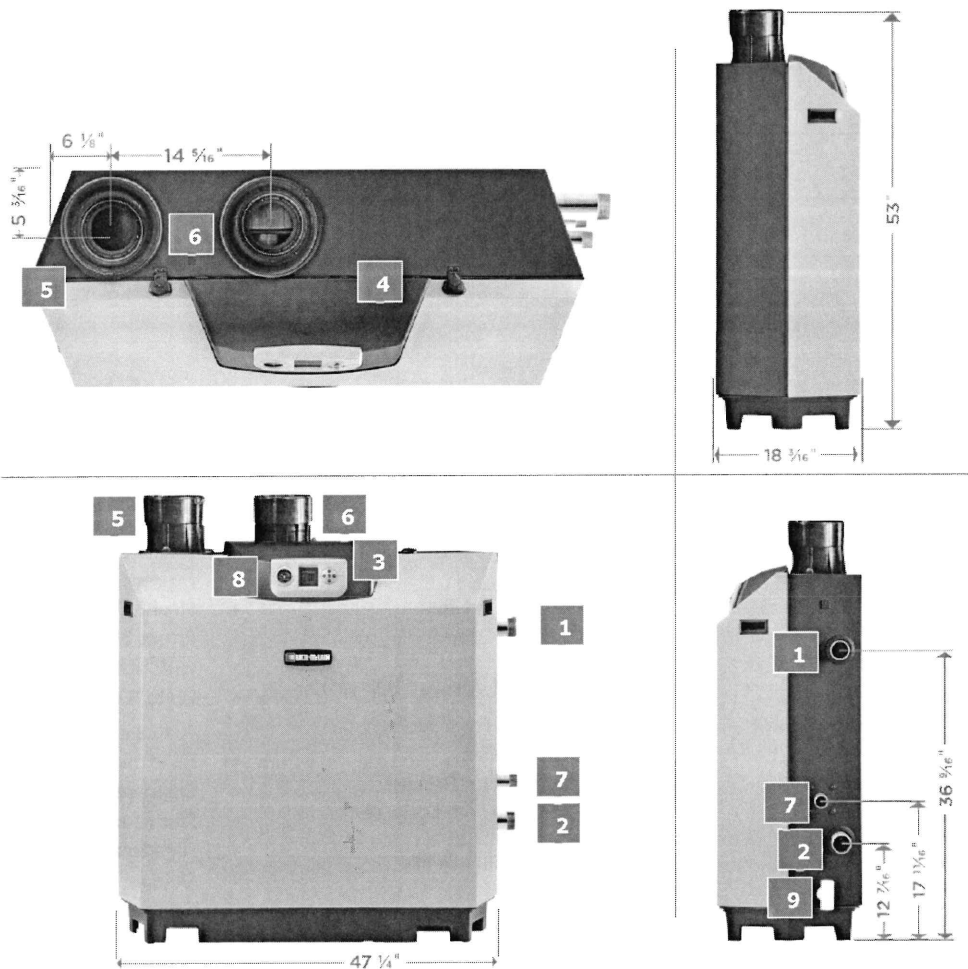
- Pressure Relief Valve 50 PSI
- Pressure Relief Valve 80 PSI
- Intake Air Filter Kit for Direct
- Condensate Neutralizer Kit
- Direct Exhaust – Sidewall
- Direct Exhaust – Vertical
- Direct Vent – Sidewall
- Direct Vent – Vertical

Smart Controls:

- 3.5" LCD screen
- Intuitive, color coded display
- Express set up or fully customizable options
- Modbus® standard, BACnet® optional
- Preset typical heating systems
- 0-10 VDC output signal to control other boilers
- Up to 8 boiler cascading and lead / lag rotation
- Multiple boiler operation with up to 24 circulators
- Zone and priority options, up to 24 zones
- Smart sequencing
- Alarms and advanced diagnostics
- High limit and modulating temperature control
- Outdoor reset and warm weather shutdown
- Boiler schedule and contractor information
- Low water protection
- High temperature limit with manual reset
- Ignition control
- Adjustable priorities

Specifications

1. Supply Connection (2" NPT)
2. Return Connection (2" NPT)
3. Control Panel
4. Electrical Entrance Opening
5. Vent Connection (6" PVC)
6. Air Connection (6" PVC)
7. Gas Connection (1.25" NPT)
8. Pressure/Temperature Gauge
9. Condensate Drain (1" PVC)



AHRI Ratings						Data							Dimensions	
Input Maximum (MBH)	Input Minimum (MBH)	Gross Output (MBH)	Net AHRI (MBH)	Combustion Efficiency (%)	Thermal Efficiency (%)	Vent Size up to 100'	Vent Material	Combustion Air up to 100'	Water Volume (Gal.)	Minimum Gas Pressure	Approx. Shipping Weight (Lbs.)	Approx. Operating Weight (Lbs.)	Supply/Return Tappings	Gas Connection Size
550	110	517	450	94.7	93.9	6"	PVC, CPVC, PP, SS (AL29-4C)	6"	5.5	3.5"	505	478	2" NPT Male	1.25" NPT Male
750	150	702	610	94.0	93.6	*6" or 8"	PVC, CPVC, PP, SS (AL29-4C)	*6" or 8"	6.5	3.5"	550	529	2" NPT Male	1.25" NPT Male

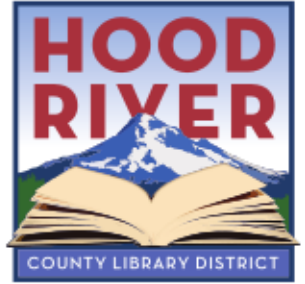
*Model 750 extends a maximum of 30 feet at 6", 100 feet at 8"

Note 1: Relief valve is slipped loose and mounts on supply pipe of supply tee

Note 2: Circulator must be mounted in return piping

In the interest of continual improvements in product and performance, Weil-McLain reserves the right to change specification without notice. For reference use only – see product manual for detailed information.

Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount 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. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place

their own limits and conditions on employee eligibility and benefits, so these

restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012
Last revised, November 18, 2014