

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
Wednesday, February 19, 2020, 7:00pm  
Columbia Room

502 State St, Hood River  
Jean Sheppard President

Notes prepared by Library Director Rachael Fox



- |  |          |
|--|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                       | Sheppard |
| <b>II. Actual or potential conflicts of interest</b>                         | Sheppard |
| <b>III. Consent agenda (ACTION)</b>  | Sheppard |
| <b>i. Minutes from the January 21, 2020, regular meeting</b>                 |          |
| <b>IV. Open forum for the general public</b>                                 | Sheppard |
| <b>V. Reports</b>  |          |
| <b>VI. Previous business</b>   |          |
| <b>i. Earthquake insurance (ACTION)</b>                                      | Fox      |
| <b>VII. New business</b>   |          |
| <b>i. Budget calendar approval and budget committee discussion (ACTION)</b>  | Fox      |
| <b>ii. Contract renewal Ruben Cleaveland District legal counsel (ACTION)</b> | Fox      |
| <b>iii. Meeting room policy (ACTION)</b>                                     | Fox      |
| <b>iv. Gardens Maintenance contract renewal</b>                              | Fox      |
| <b>v. Preventative Maintenance agreement with Hunter-Davisson, Inc.</b>      | Fox      |
| <b>vi. Library reader board sign discussion</b>                              | Fox      |
| <b>vii. Art installation request discussion</b>                              | Fox      |
| <b>viii. Library crosswalk discussion</b>                                    | Fox      |
| <b>VIII. Agenda items for next meeting</b>                                   | Sheppard |
| <b>IX. Adjournment</b>   |          |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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

502 State Street  
Hood River - OR 97031  
**541 386 2535**

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

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**Regular Meeting Agenda**  
**Supplementary information**  
Wednesday, February 19, 2020, 7:00pm  
Columbia Room  
502 State St, Hood River  
Jean Sheppard President

Notes prepared by Library Director Rachael Fox



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

Sheppard

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

Sheppard

**III. Consent agenda (ACTION)**

Sheppard

**i. Minutes from the January 21, 2020, regular meeting**

*Attachments:*

- III.ii. Minutes of January 21, 2020 regular meeting

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

Sheppard

**V. Reports**

**i. Friends update**

Fox

- The Friends of the Library will hold their annual book sale Thursday, May 27-Saturday, May 30.
- The Friends are looking for volunteers to help with a special task. Almost every month of the year they have had volunteers set up a display on the small table in the main foyer of the library. Currently they are in need of some more volunteers to help with this task. The volunteer has to set up a display on the table or wall that is welcoming to the patrons on a monthly basis. The display can be flowers, paintings, a banner, etc., the display can be seasonal or have a theme. If a patron volunteers for this task they would be asked to help out 1-3 times a year for setting up a display.
- The Friends of the Library members discussed their holiday social at their last meeting and decided to make a few minor adjustments next year. Overall, everyone loved having the event at the library during the day, instead of another venue in the evening.

**ii. Foundation update**

Fox

- The Library Foundation held their fundraiser at pFriem in January. Over 40 people attended the event. They are still waiting for the results of the funds raised through drink sales at pFriem.
- The Library Foundation board is busy planning the upcoming Feast of Words fundraiser. The fundraiser will be held Saturday, March 14, 6pm. At the 2020 Feast of Words, the Library Foundation's goal is to raise \$30,000 in order to improve infrastructure at our facilities so as to protect our prior investments and continue to enhance library services for everyone. In particular, repairs are needed in the masonry of the original Hood River Library building, which has served us well for over 100 years! This is an important project so that the Library District can provide regular library

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service to the all areas of our County in accessible, safe facilities with modern amenities. The money raised will also fund the popular Makerspace and Library of Things collection.

- The Library Foundation Board will hold their annual donor thank you event at the Hood River Library in the fall. The board discussed the change from a morning breakfast event to evening event increased attendance.
- The Foundation is looking for volunteers to help out at the Feast of Words scheduled for Saturday March 14th. Volunteers are needed for morning, afternoon, and evening shifts. In the morning or afternoon shifts volunteers may be helping prep food trays, move tables, chairs or bookcases, help with displays, put up a stage, or decorate tables. In the evening volunteers may be asked to monitor the food situation, fill food trays, take food to and from the tables, clean up, help check in patrons, register participants for the auction. Clean up involves moving tables and chairs, taking down displays, cleaning up etc. Volunteers can contact: Dawn Fitchen [dawnfitchen@gmail.com](mailto:dawnfitchen@gmail.com).

### **iii. January 2020 financial statements**

Fox

#### *Attachments:*

- V.iii. January financial statements

We are tracking well and have paid for several of our large annual invoices for this fiscal year.

This month we transferred \$80,000 from contingency to the Capital Equipment Reserve Fund to pay for the HVAC unit. Next month we will transfer the \$43,000 planned transfer from the General Fund into the Capital Equipment Reserve Fund. The transfer will be reflected on the February financial statements.

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

Fox

#### *Administration*

- I would like to discuss the Feasibility and Scoping Exercise in Odell at our March 18 board meeting. In the meantime, I'm consulting with library staff and consultants to determine how to proceed.

#### *Facilities*

- Our new HVAC roof top has been installed. The installation went smoothly. As part of the installation package we also received new controls for the system.
- I recently discovered a corner of the children's library floor had slightly sunk. The section of the floor was built on top of the old stairwell. Our buildings maintenance person Michael Peterson has filled in the area and it is now stabilized. He also had to pull up the carpet and fix the floor inside the library.

#### *Personnel*

- We have also hired Kathy Philbin as our new Public Service Clerk substitute. Kathy has many years of customer service experience and comes to us most recently from

Rite Aid. She has also worked at the Mid Columbia Children's Council and as an accountant.

- Assistant Director Arwen Ungar and her partner Andrew Myers welcomed Rosie Josephine Myers February 13 at 6:49pm. She was 20 inches long and weighed 7.2 pounds. Ungar will return to work Tuesday, May 5.

### *Programs*

- AARP tax aide – Mondays, February – April 13, 2:00-6:00pm at the Hood River Branch.
- Black History month – Wednesday programs at the Hood River Branch at 5:30pm.
- Raptors in love - Raptor Love Stories: An Intimate Exploration into the Lives of Avian Couples and Families – Hood River Branch, February 14, 5:00-6:00pm.
- Makerspace: Card board armor class. Saturday, February 22, 10am-2pm. A local teen will lead participants through a simple process of constructing a pauldron (shoulder armor) from cardboard and other simple materials. Must register ahead. 8 yrs and up only, please.
- 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. This program has been wildly popular.
- Teens will have a chance to make a heart shaped cake and attend a movie night this month.
- The Hood River County Reads program will start in March. This year the selection is *The Highest Tide* by Jim Lynch. "In his superb first novel, Olympia's Jim Lynch has achieved a unique literary Triple Crown: 1) best coming-of-age novel set in the Pacific Northwest in recent memory; 2) best novel to resurrect the writing of the visionary Rachel Carson; 3) best novel to educate people about that mysteriously awesome place where freshwater meets the sea."-*Oregonian*
- Hood River Reads Programs and events
  - Saturday, March 7, 2:00pm - *Kick-off at the Hood River Library*. Book distribution, art, and refreshments.
  - Tuesday, March 10, 5-7pm – *Kick-off at the Parkdale and Cascade Locks Libraries*. Book distribution.
  - Thursday, March 21, 11:00am – *Makerspace: Hood River's Giant Squid*. Participants can help create a giant squid for the library teen area.
  - Saturday, March 26, 6:30pm – Presentation: *Powered by Science: from Rachel Carson to Greta Thunberg*. There will be a movie and discussion with Dr. Antonio Baptista.
  - Thursday, April 2, 6:30pm-8:00pm – *Hood River Library Book Club*.

- Saturday, April 4, 2:00pm – *Warming of the Gorge and the Impact on Mountains, Mammals, and Humans* with Bill Weiler and Darryl Lloyd.
- Saturday, April 11, 10:00am;12:00pm – *Earth Month Tree Planting with Bill Weiler*. Barrett Park: bring shovel, gloves: see parking instructions on the library website.
- Saturday, April 18, 10:00am – *Writing Workshop with author Jim Lynch*. Reservations start Saturday, March 7 at 2pm. Call, email, or visit the library.
- Sunday, April 19, 2:00pm – *Public Presentation with author Jim Lynch*.

## Statistics

- Our Library of Things food preservation equipment has seen 152 checkouts from May-December 2019. We partnered with the Hood River County Oregon State University Extension Service to loan their food preservation equipment to our patrons through our Library of Things collection. The OSU Extension Service had been running the program out of the Extension office since 2014. They averaged 20-30 rentals a year for a total over the first 6 years of about 130 rentals. In just the first 7 months of circulation the library has seen 152 checkouts.

## VI. Previous business

### i. Earthquake insurance (ACTION)

Fox

At the January 21, 2020 Library Board meeting the board discussed adding earthquake insurance to our policy in the amount of \$3,323. This is in addition to the \$9,669 we will be paying this fiscal year for property and liability insurance. Sheppard requested Fox review our budget and determine if we have the funds available to add the insurance to our policy this month. I reviewed our General Fund and we have funds available in the Building Maintenance line item. We have allocated spending \$20,000 in buildings maintenance this year. As of January 31, 2020 we have spent \$8,741 and I estimate we will spend an additional \$6,000 by the end of the fiscal year for a total of \$14,741.

## VII. New business

### i. Budget calendar approval and budget committee discussion (ACTION)

Fox

Attachment: VII.i. Proposed 2020-21 budget calendar

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Monica Zorza Hockett and Lani Roberts terms ended in 2019. I would like to discuss if the board would like me to contact them and inquire if they would like to renew for another 3-year term. Currently, our Budget Committee is Jen Bayer, Erick VonLubken, and Amber Bello. I have received confirmation from Bayer and VonLubken they can attend our meetings in May. I hope to connect with Amber Bello before our meeting on Wednesday.

I'm asking the board to approve the budget calendar. The board can approve the budget committee at our meeting in March.

**ii. Contract renewal Ruben Cleaveland District legal counsel (ACTION)**

Fox

Attachment:

VII.ii. Attorney services contract renewal Ruben Cleaveland

Our legal contract with VanKoten and Cleaveland for legal services expires February 29, 2020. Ruben Cleaveland took over providing service to the District in 2016. Cleaveland's services have been invaluable, and he has also been easy to work with. The payable rate is \$175/hour and will not increase with a contract renewal. I recommend we renew the contract for an additional year.

**iii. Meeting room policy (ACTION)**

Fox

Attachment:

- VII.iii. Meeting room policy

I recently reviewed our procedures and policy for scheduling our meeting room for users. Our current policy states groups using the meeting room are required to complete a meeting room use form if they are using the room when the library is normally closed or if conducting an event that requires the District be paid a fee. I want to eliminate the use of the application form.

Our meeting room is heavily used by our community. Last year 593 groups used our meeting room. Patrons have been using the library meeting room since 2004 and we have never had a theft or damage by patrons. To increase efficiency for library staff and patrons I request we no longer require patrons to fill out a form. Patrons accept responsibility when they use our meeting room as stated in our meeting room policy.

I consulted with our lawyer Ruben Cleaveland and he agreed to keep the process simple with the realization that the risk is actually quite low based on history of use and the fact that patrons are using the room for their benefit.

I'm asking the board to approve the updated meeting room policy which eliminates the following sentence, "Groups wishing to use the Meeting Room are required to complete a meeting room use form if using the room when the library is normally closed or if conducting an event that requires the District be paid a fee."

**iv. Gardens Maintenance contract renewal**

Fox

Attachments:

- VII.iv. Gardens Maintenance contract renewal

Mora's Lawn Maintenance has been taking care of our grounds since 2019. I recommend we extend our contract for another year. The rate will remain the same at \$1,100 per month for \$13,200 per year.

It is good practice to go through the bidding process every three to five years. I recommend we rebid next year. The contract renewal has been prepared by our lawyer Ruben Cleaveland. The contract will be for services from March 1, 2020 to February 28, 2021.

**v. Preventative Maintenance agreement with Hunter-Davisson, Inc.** Fox  
Attachment:

- VII.v. Preventative Maintenance agreement with Hunter-Davisson

Hunter-Davisson recently completed the installation of our new HVAC and controls. I was impressed by their service and expertise. They also recently worked on our boiler which had been shutting off intermittently. Two other companies could not identify the issue with the boiler. Hunter-Davisson made adjustments to the unit and we have not experienced any issues in the past few months. The technician they sent to work on the boiler had over 30 years experience with boilers.

It is extremely important we regularly maintain our HVAC and boiler. We have funds to pay for a preventative maintenance plan. The annual cost of the plan is \$4,980. They will visit quarterly. We have budgeted \$15,000 this year for HVAC/boiler repairs. As of January 21, 2020 we have spent \$6,720. I recommend we use Hunter-Davisson for our Preventative Maintenance plan. The contract is for one year and can be renewed. In addition, we can cancel anytime with 30 days notice.

**vi. Library reader board sign discussion** Fox

I recently received feedback from a library patron named Marga Sarriugarte regarding our new reader board sign. She has requested the sign be moved to another location on the property. Sarriugarte expressed the current placement of the sign cheapens the aesthetic appeal of the old building and degrades the authenticity of the unique and historical piece of architecture. It's not the sign exists but it's the placement of the sign. She believes the sign should be moved to another location on library's property like the library lawn or grounds since this would inform the public but not as loudly as it does now which detracts from the beauty of the original building.

I gave the option that Sarriugarte could attend our board meeting or I could bring her request to the library board and report back to her. Sarriugarte stated it would work for me to share her opinion with the board. I would like to discuss her feedback and request.

**vii. Art installation request discussion** Fox

Attachment:

- VII.vii.a. Description of the art project
- VII.vii.b. Photo of proposed sculpture
- VII.vii.c. Resume Chas Martin

I have been approached by a former resident of the gorge named Chas Martin. He is applying for a grant to create a sculpture through the Oregon Community Foundation's Creative Heights program. The project will be accomplished in partnership with Columbia Center for the Arts which will manage the finances.

Martin is currently trying to identify a location for the finished sculpture. Art of Community (Big Art), the organization that manages the placement of most of the public sculptures in Hood River has suggested the Hood River County Library as a potential location.

I informed Chas Martin we currently do not have a policy in place regarding donations or installation on library grounds. I told him I would take his request to the library board for discussion. I also recommend we explore adding a policy in the near future to address requests by the public regarding donations and art installations.

#### **viii. Library crosswalk discussion**

Fox

Recently you may have read three letters to the editor which discussed the safety at the crosswalk in front of the library. Two patrons have been recently hit in the cross walk within the past few months. I reached out the Hood River City administrator Rachael Fuller and told her I would be discussing this issue with the board and we would like to address the safety issues at the crosswalk. Fuller stated she the city is aware of the issue and they are happy to work with us. I'd like to discuss this further.

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

Sheppard

- Timeline for Library Director Evaluation
- Staff presentation Children's Librarian Jana Hannigan
- Renewal contract Tedene Enterprises for Janitorial services
- Budget committee approval
- Library policy

#### **IX. Adjournment**

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
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- ORS 192.660 (1) (i) Personnel

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**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, January 21, 2020, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Jean Sheppard President

Present: Rachael Fox (staff), Jean Sheppard, Karen Bureker (phone), Megan Janik, Sara Marsden, Jon Davies, and Tiffany Elvum (phone).

**I. Additions/deletions from the agenda (ACTION)** Sheppard  
Board President Jean Sheppard called the meeting to order at 7:05pm. Fox stated she had an updated version of *Resolution 2019-20.06* for the board to approve. Marsden moved to approve the agenda as amended. Janik seconded. The motion carried unanimously.

**II. Actual or potential conflicts of interest** Sheppard  
None stated.

**III. Consent agenda (ACTION)** Sheppard  
Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously.

**IV. Open forum for the general public** Sheppard  
Jon Davies was present.

**V. Audit presentation** Kamp  
Attachments:

- V.a. Audit 2018-19 – Communication to the governing body
- V.b. Audit 2018-19 – Financial report

Tiffany Elvum from our auditing firm Pauly, Rogers, and Co. attended the January library board meeting by phone. The District Board received a Letter to the Governing Board and the audit report which included financial statements. Elvum gave the District a clean opinion with no reservations and there were no separate management issues. Elvum stated overall it was very good. She reported no difficulties in performing the audit.

**VI. Property and Liability insurance discussion** Davies  
Sheppard mentioned there was a large price increase. Davies directed the board to the figures in the renewal documentation included in the board packet. The main areas of increase were for the general liability and property. Davies mentioned there were more employees. Sheppard asked Fox did we increase employees. Fox stated we hired a few more substitutes this year. Davies stated there was an increase in the budgeted Materials and Services. The Property insurance increased 2.4% which was in line for all the Districts.

Davies stated the building is insured for 4.5 million and the collection for 1.7 million. He stated

these numbers went back to the former library director's Buzzy Nielsen's time. Sheppard stated we should have the property and contents accessed. Davies stated Special Districts Insurance Services (SDIS) is currently visiting all the properties and will be reassessing the property and contents in the near future.

Davies stated we could eliminate the rental car coverage and it will save the District a little money. He also mentioned there is a rate lock and SDIS can not raise our rates more than 5% over the next two years.

Davies also mentioned employment practices and board defamation claims. He stated SDIS offers free legal advice and the requirement for coverage is to contact SDIS before any disciplinary measures or any action taken by the District. Otherwise, the District will have to pay the first \$25,00 of a law suite. Fox stated she contacts SDIS with any questions regarding employees in regards to possible disciplinary measures.

The board then discussed adding earth quake insurance. Sheppard asked Davies if all Special Districts covered by SDIS have earthquake insurance and Davies stated most of them do have it. Fox asked Davies to explain the coverage offered in the event of the earthquake. Davies stated if the total damage statewide to entities covered exceeds 100 million, the payment for damage will be prorated to the entities.

Marsden stated she recommended coverage because if there was damage and the building was not covered it would be difficult to ask tax payers for funds to assist with the damage. Sheppard asked Fox to review the budget and determine if the District could afford to add the insurance this fiscal year. Fox stated she would review the budget and report back at the next board meeting.

## **VII. 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. December 2020 financial statements**

Fox

There was nothing to add to the written report.

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

Fox

There was nothing to add to the written report.

## **VIII. Previous business**

### **i. Board Planning Session – Marketing and Auditing discussion**

Fox

The board discussed the Library consultant Penny Hummel's writeup. They identified the following steps to achieve the goals

#### **Goal #1 Develop a meaningful library presence in Odell**

- Action:
  - Feasibility Study

## **Goal #2: Increase adult and teen use of the Cascade Locks Library**

- Action:
  - Survey to CL residents and combine with hours survey
  - Connect with Cascade Locks coalition (comprised of Cascade Locks organizations) to cross promote and partner

## **Goal #3: Do the best job we can telling the library's story**

- Action:
  - Redesign informational brochure (Fall 2020)
  - Send out annual report (September 2020)
  - Review and redesign enewsletter (Fall 2020)
  - Conduct a community/hours survey (Fall 2020)
  - Fox will review the storytelling toolkit and gather ideas (Fall 2020)

## **Goal #4: Increase use of the Hood River Library by Latinx Community members**

- Action:
  - Brainstorm with Bilingual Outreach Librarian Yeli Boots (Ongoing)
    - Identify and address barriers to access like privacy concerns, etc. Alternative options like free items or uncatalogued items.
  - Explore collection statistics to tell how the collection is or isn't being used (Fall/Winter 2020)
  - Hire more bilingual staff (ongoing)
  - Change signage in Hood River Library – Bilingual (2020-2021)

The board also brainstormed other possible ways to advertise services. Sheppard suggested advertising in the Catholic Church bulletin and the One Community Health and Health Department bulletin boards. Sheppard also suggested ad Catholic church across the river. Fox stated she would contact Bilingual Outreach Specialist Yeli Boots to discuss these additional avenues for marketing.

### **ii. Review Feasibility and Scoping Exercise Proposals**

Fox

Sheppard stated the proposals were over our target budget. Marsden agreed. Fox stated she consulted with Assistant Director Arwen Ungar and Bilingual Outreach Librarian Yeli Boots and we recommended re-scoping the project and having staff take on tasks to reduce the budget. Fox stated she would consult Special District Association Oregon to determine if we can negotiate with current bidders to re-scope the project or if we would need to go out for bid again.

### **iii. Resolution 2019-20.06, Amend Resolution No. 2019-20.04 transferring appropriations between the General Fund & Capital Equipment Fund to include authorizing expending funds from the Capital Equipment Fund for the HVAC unit**

Fox contacted the Oregon Department of Revenue, our District accountant at Onstott, Broehl & Cyphers and our auditors Pauly Rogers and Co to review the resolution. The auditors approved the final resolution which Fox distributed to library board members. Janik moved to approve the updated Resolution 2019-20.06. Marsden seconded. The motion carried unanimously.

**IX. Agenda items for next meeting**

Sheppard

**X. Adjournment**

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements January 31, 2020

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

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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

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American Institute of c.p.a.'s  
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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 January 31, 2020, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the seven 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*  
February 13, 2020

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**January 31, 2020**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$143,211			\$143,211
Cash with Hood River County	823,123	\$103,783	\$97,805	1,024,711
Petty cash	416			416
Other	1,702			1,702
Total Current Assets	<u>968,452</u>	<u>103,783</u>	<u>97,805</u>	<u>1,170,040</u>
TOTAL ASSETS	<u><u>\$968,452</u></u>	<u><u>\$103,783</u></u>	<u><u>\$97,805</u></u>	<u><u>\$1,170,040</u></u>

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$169			\$169
Total Current Liabilities	<u>169</u>	<u>0</u>	<u>0</u>	<u>169</u>
Total Liabilities	<u>169</u>	<u>0</u>	<u>0</u>	<u>169</u>
Fund Balances:				
Unassigned	<u>968,283</u>	<u>103,783</u>	<u>97,805</u>	<u>1,169,871</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$968,452</u></u>	<u><u>\$103,783</u></u>	<u><u>\$97,805</u></u>	<u><u>\$1,170,040</u></u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Seven Months Ended January 31, 2020**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$200	\$24,164		\$24,364
Property tax revenues - current year	876,541			876,541
Property tax revenues - prior year	14,142			14,142
Fines and fees	9,772			9,772
Intergovernmental revenue	2,637	5,114		7,751
Interest revenue	9,923		\$1,391	11,314
Miscellaneous	2,064			2,064
Total Revenues	<u>915,279</u>	<u>29,278</u>	<u>1,391</u>	<u>945,948</u>
<b>Expenditures:</b>				
Personal services:				
Wages and salaries	276,578	1,613		278,191
Employee benefits	92,905	7		92,912
Total Personal Services	<u>369,483</u>	<u>1,620</u>	<u>0</u>	<u>371,103</u>
Materials and services:				
Bank charges	110			110
Building rental	8,163			8,163
Building maintenance	8,741	6,298		15,039
HVAC	6,720			6,720
Elevator	1,029			1,029
Telephone	3,541			3,541
Internet	1,325			1,325
Collection development	43,869	10,720		54,589
Technology	7,892	1,430		9,322
Accounting and auditing	17,565			17,565
Courier	1,334	27		1,361
Custodial services	13,460			13,460
Technical services	5,157			5,157
Library consortium	13,069			13,069
Copiers	(117)			(117)
Elections expense	0			0
Furniture and equipment	2,621	6,508		9,129
Insurance	0			0
Georgiana Smith Memorial Garden	11,735			11,735
Legal services	3,429			3,429
Professional services	0	1,148		1,148
Dues and subscriptions	2,808			2,808
Miscellaneous	1,578	300		1,878
Postage and freight	481			481
Printing	277			277
Programs	10,533	7,647		18,180
Advertising	439			439
Supplies - office	6,844			6,844
Travel	2,442			2,442
Training	1,232			1,232
Board development	81			81
Parking reimbursement	200			200
Electricity	10,058			10,058
Garbage	898			898
Natural gas	2,163			2,163
Water & sewer - building	2,559			2,559
Total Materials and Services	<u>192,236</u>	<u>34,078</u>	<u>0</u>	<u>226,314</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>79,816</u>	<u>79,816</u>
Total Expenditures	<u>561,719</u>	<u>35,698</u>	<u>79,816</u>	<u>677,233</u>
Revenues Over Expenditures	<u>353,560</u>	<u>(6,420)</u>	<u>(78,425)</u>	<u>268,715</u>
Other Financing Sources (Uses)				
Operating transfers in	0		80,000	80,000
Operating transfers out	(80,000)			(80,000)
Total Other Financing Sources (Uses)	<u>(80,000)</u>	<u>0</u>	<u>80,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>273,560</u>	<u>(6,420)</u>	<u>1,575</u>	<u>268,715</u>
Fund Balance - July 1, 2019	<u>694,723</u>	<u>110,203</u>	<u>96,230</u>	<u>901,156</u>
Fund Balance - January 31, 2020	<u>\$968,283</u>	<u>\$103,783</u>	<u>\$97,805</u>	<u>\$1,169,871</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 Seven Months Ended**  
**January 31, 2020**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$8,794	\$876,541	\$928,493
Tax revenues - prior year	792	14,142	15,000
Interest revenue	1,505	9,923	12,000
Fines and fees	991	9,772	13,500
Intergovernmental revenue	0	2,637	0
Donations	200	200	0
Miscellaneous	1,937	2,064	0
<b>Total Revenues</b>	<b>14,219</b>	<b>915,279</b>	<b>968,993</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	591	4,170	7,376
Library clerk II	9,053	58,757	103,314
Library assistant I	4,732	31,798	54,228
Library assistant II	10,083	64,506	100,477
Librarian I	5,189	38,927	68,801
Librarian II	4,847	33,402	58,157
Library director	6,462	45,018	77,542
Payroll taxes and benefits:			
Retirement	3,387	20,506	34,977
Social security	3,092	21,130	35,947
Workers' compensation	14	113	1,200
Health insurance	6,036	49,479	100,800
Unemployment insurance	28	1,677	4,229
<b>Total Personal Services</b>	<b>53,514</b>	<b>369,483</b>	<b>647,048</b>
Materials and services:			
Bank charges	41	110	250
Building rental	944	8,163	14,530
Building maintenance	545	8,741	20,000
HVAC	757	6,720	15,000
Elevator	0	1,029	2,350
Telephone	357	3,541	5,100
Internet	225	1,325	5,800
Collection development	6,155	43,869	83,000
Technology	1,900	7,892	13,000
Accounting and auditing	0	17,565	27,000
Courier	180	1,334	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 Seven Months Ended**  
**January 31, 2020**

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	1,823	13,460	23,000
Technical services	0	5,157	4,000
Library consortium	0	13,069	13,070
Copiers	440	(117)	2,400
Elections expense	0	0	0
Furniture and equipment	17	2,621	4,000
Insurance	0	0	9,000
Georgiana Smith Memorial Garden	1,140	11,735	25,000
Legal services	471	3,429	4,000
Professional services	0	0	0
Dues and subscriptions	312	2,808	4,000
Miscellaneous	403	1,578	1,000
Postage and freight	146	481	1,200
Printing	0	277	500
Programs	1,347	10,533	20,000
Advertising	0	439	1,500
Supplies - office	976	6,844	14,000
Travel	172	2,442	5,000
Training	70	1,232	4,000
Board development	81	81	1,500
Parking reimbursement	0	200	1,000
Electricity	1,261	10,058	21,000
Garbage	130	898	1,600
Natural gas	920	2,163	10,000
Water & sewer - building	421	2,559	5,200
 Total Materials and Services	 21,234	 192,236	 364,300
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 20,000
 <b>Total Expenditures</b>	 74,748	 561,719	 1,031,348
 <b>Other Financing Sources (Uses)</b>			
Operating transfers in	0	0	0
Operating transfers out	(80,000)	(80,000)	(123,000)
 Total Other Financing Sources (Uses)	 (80,000)	 (80,000)	 (123,000)
 <b>Change in Fund Balance</b>	 (\$140,529)	 \$273,560	 (\$185,355)

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Seven Months Ended**  
**January 31, 2020**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$20,935	\$24,164	\$410,000
Intergovernmental revenue	0	5,114	0
<b>Total Revenues</b>	<u>20,935</u>	<u>29,278</u>	<u>410,000</u>
<b>Expenditures:</b>			
Personal services	102	1,620	5,500
Materials and services:	11,810	34,078	235,000
Capital outlay	0	0	169,500
<b>Total Expenditures</b>	<u>11,912</u>	<u>35,698</u>	<u>410,000</u>
<b>Change in Fund Balance</b>	<u><u>\$9,023</u></u>	<u><u>(\$6,420)</u></u>	<u><u>\$0</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 Seven Months Ended**  
**January 31, 2020**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
<b>Revenues:</b>			
Interest revenue	\$150	\$1,391	\$1,500
<b>Other Financing Sources</b>			
Transfer from General Fund	80,000	80,000	123,000
<b>Total Revenues and Other Sources</b>	<u>80,150</u>	<u>81,391</u>	<u>124,500</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	73,950	79,816	155,000
<b>Total Expenditures</b>	<u>73,950</u>	<u>79,816</u>	<u>155,000</u>
<b>Change in Fund Balance</b>	<u><u>\$6,200</u></u>	<u><u>\$1,575</u></u>	<u><u>(\$30,500)</u></u>

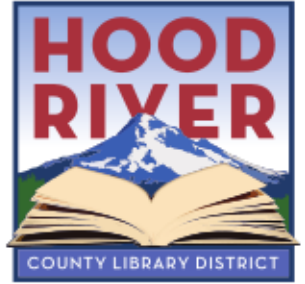
See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**Grants Funds**  
**For the Seven Months Ended January 31, 2020**

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety	RTR 2018	RTR 2019	RTR 2020	Total
<b>Revenues:</b>												
Donations and grants	\$0	\$0	\$1,694	\$290	\$13,050	\$500	\$5,500	\$3,130	\$0	\$0	\$0	\$24,164
Intergovernmental revenue												5,114
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>1,694</u>	<u>290</u>	<u>13,050</u>	<u>500</u>	<u>5,500</u>	<u>3,130</u>	<u>0</u>	<u>0</u>	<u>5,114</u>	<u>29,278</u>
<b>Expenditures:</b>												
Personal services:												
Wages and salaries:												
Library clerk I					649						96	745
Library assistant II					772						95	867
Employee benefits:												
Retirement					(7)						15	0
FICA												8
Workers compensation												0
Health insurance					(1)						1	0
Unemployment insurance												0
<b>Total Personal Services</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,413</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>207</u>	<u>1,620</u>
Materials and services:												
Building maintenance			6,298									6,298
Collection development			9,473		918		329					10,720
Technology			229		1,200							1,429
Courier					27							27
Programs			2,581		3,650	395			147	875		7,648
Furniture and equipment	0		2,512		3,996							6,508
Professional services				1,148								1,148
Miscellaneous			300									300
<b>Total Materials and Services</b>	<u>0</u>	<u>0</u>	<u>21,393</u>	<u>1,148</u>	<u>9,791</u>	<u>395</u>	<u>329</u>	<u>0</u>	<u>147</u>	<u>875</u>	<u>0</u>	<u>34,078</u>
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>21,393</u>	<u>1,148</u>	<u>11,204</u>	<u>395</u>	<u>329</u>	<u>0</u>	<u>147</u>	<u>875</u>	<u>207</u>	<u>35,698</u>
Net Change in Fund Balance	0	0	(19,699)	(858)	1,846	105	5,171	3,130	(147)	(875)	4,907	(6,420)
Fund Balance - July 1, 2019	825	3,000	99,732	105	5,089	0	0	0	147	1,305	0	110,203
<b>Fund Balance - January 31, 2020</b>	<u>\$825</u>	<u>\$3,000</u>	<u>\$80,033</u>	<u>(\$753)</u>	<u>\$6,935</u>	<u>\$105</u>	<u>\$5,171</u>	<u>\$3,130</u>	<u>\$0</u>	<u>\$430</u>	<u>\$4,907</u>	<u>\$103,783</u>

See Independent Accountants' Compilation Report

## 2020-2021 Budget Calendar



### **Wednesday, April 15, 2020**

Publish Website Notice of First Budget Committee Meeting  
(5 - 30 days before hearing)

### **Wednesday, April 22, 2020**

Publish Newspaper Notice of First Budget Committee Meeting  
(5 - 30 days before hearing, at least 5 days apart)

### **Tuesday, May 12, 2020, 6.00 - 8.00p**, at Hood River Library First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

### **Tuesday, May 19, 2020, 6.00 - 7.00p**, at Hood River Library Second Budget Committee Meeting (if necessary)

- Budget Committee deliberations and questions

### **Saturday, May 30, 2020**

Publish financial summaries and Notice of Budget Hearing  
(one publication, 5 – 30 days before hearing)

### **Tuesday, June 16, 2020, 7.00p**, at Hood River Library Public hearing

- Meeting to adopt budget, appropriate funds, and levy property taxes

### **Thursday, July 2, 2020**

Deliver notice of property tax form LB-50 to County Tax Assessor  
(by July 15)

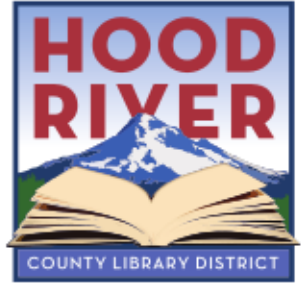
- LB-50 (2 copies)
- Resolution passing budget (2 copies with original signatures)
- Budget (2 copies)
- Affidavits of publication (Budget Committee meeting & Budget Hearing)

502 State Street  
Hood River · OR 97031  
**541 386 2535**

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



# Meeting and Study Rooms Policy



Meeting room space is provided in the Jeanne Marie Gaulke Community Meeting Room and study rooms of the Hood River Library in order to promote the Hood River County Library District's mission to provide access to the power of information and imagination.

## Purpose and Scope of the Meeting Room

Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities.

Nonprofit, civic, and community organizations or government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.

Organizations or individuals may use the Meeting Room for commercial activities or private events - which include selling products or services, fundraising, events where a fee is charged, private parties, or depositions - for \$20 per hour, billable in hour increments. The maximum daily cost for using the Meeting Room shall be \$160.

-Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes or for staff meetings and trainings at the discretion of the Library Director.

Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by users of the space. Events will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any event except those sponsored by the District or affiliate groups.

## Rules on using the Meeting Room

The Jeanne Marie Gaulke Community Meeting Room is considered a limited public forum and thus is open to all legal content and viewpoints, with the restrictions noted in this policy.

Space is available to the public on a first-come, first-served basis and may be reserved up to six months in advance. In order to allow maximum access to the room, regular weekly bookings are only allowed at the sole discretion of District Staff, taking into account the requested duration of the booking and the foreseeable availability of the room.

~~Groups wishing to use the Meeting Room are required to complete a meeting room use form if using the room when the library is normally closed or if conducting an event that requires the District be paid a fee.~~ Event organizers are responsible for abiding by the terms of this policy, other District policies, any accompanying rules of use, and local, state, and federal laws. Violation of these terms may result in denial of future access to the space per the

502 State Street  
Hood River · OR 97031

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## Library Use Restrictions Policy.

An event organizer wishing to book the room must be a responsible adult over age seventeen. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When an event includes people younger than age eighteen, the following number of adults are required for each age group of children, per Oregon regulations regarding childcare:

Ages 0-2: 1 adult per 4 children

Age 2: 1 adult per 5 children

Ages 3-4: 1 adult per 10 children

Ages 5-17: 1 adult per 15 children

People attending events must make their own provisions for childcare and supervision.

~~Children under the age of ten must not be left unattended in the library.~~ Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety

Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Room users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the organizers or participants in events scheduled in District facilities.

Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.

Unauthorized reproduction or public display of any material in the Meeting Room is prohibited if it is not covered by a public performance license for the District or the event organizer or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Room is open for use at any time. However, certain after-hours usage may require additional approval by the Library Director or designee. When not scheduled, anyone may use the Meeting Room on a first-come, first-served basis, but priority is given to groups over individuals.

Maximum room capacity is 49 people, including organizers/presenters. Meeting organizers are responsible for crowd control. Meetings must be confined to the Jeanne Marie Gaulke Community Meeting Room. Programs must not interfere with District operations.

### **Use of Study Rooms**

The District provides the Kimber and Parker rooms in the Hood River Library as study rooms for public use. They can be used on a first-come, first-served; the District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: ~~April 16, 2019~~ February 19, 2020

Last reviewed: ~~April 16, 2019~~ February 19, 2020





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2/10/2020

Hood River County Library District  
502 State St  
Hood River, OR 97031-2042

Attn: Rachael Fox

Re: Hood River County Library District  
502 State St  
Hood River, OR 97031-2042

Dear Rachael Fox,

To keep these mechanical systems operating efficiently, we recommend our periodic Preventative Maintenance Program. We have found this eliminates many unnecessary emergency service calls and prolongs equipment life.

Equipment List:

- 1) Boiler - Water (1)
- 2) Trane Unit (1)

Our Preventative Maintenance Program consists of the following periodically performed maintenance tasks as stated below:

**All Equipment**

Check and tighten electrical connections	Quarterly
Check fan and mount. bolts for tightness	Quarterly
Check for air leaks	Quarterly
Check for power	Quarterly
Check operating conditions	Quarterly
Lubricate bearings	Quarterly
Test unit for proper operation	Quarterly

### Boiler - Water

Blow down suspended solids	Quarterly
Check OSA temperature lockout	Quarterly
Check and tighten electrical connections	Quarterly
Check for proper water level	Quarterly
Inspect and clean burners	Quarterly
Test unit for proper operation	Quarterly

### Trane AC

Change filters and date	Quarterly
Check OSA damper operation and lubricate	Quarterly
Check and clean drain pan and p-trap	Quarterly
Check and tighten electrical connections	Quarterly
Check belts and replace as required	Quarterly
Check crankcase heater	Quarterly
Check motor and blower bearings	Quarterly
Check oil level in comp. (where applic.)	Quarterly
Check operation of t-stat	Quarterly
Check unit for refrigerant leaks	Quarterly
Clean OSA filter	Quarterly
Clean condenser coils	Quarterly
Inspect coils for blockage, clean as req	Quarterly
Lubricate bearings	Quarterly
Record temperature split _____	Quarterly
Test unit for proper operation	Quarterly
Lubricate bearings	Quarterly
Record temperature split _____	Quarterly
Test unit for proper operation	Quarterly

### EXCLUSIONS:

Third-party fees: Textura, Service Channel, Compliance Depot, etc., After-hours labor, Federal, state, local, sales, use, excise, or similar taxes

We will provide the aforementioned scope of work for a total sum of:

Per Visit: \$1,245.00

Annual Cost:\$4,980.00.

Thank you for the opportunity to provide this proposal. Please let me know if you have any questions.

Sincerely,



Nate Bell

Preventative Maintenance Sales

Acceptance of Proposal:

**LABOR RATE:**

Regular Labor Rate 8:00 a.m. – 5:00 p.m. is currently \$123.00 per hour. Overtime Labor Rate is currently \$184.50 per hour. All services will be performed during Hunter-Davisson, Inc.'s normal business hours, which are Monday through Friday 8:00 a.m. to 5:00 p.m. Services rendered outside normal business hours, or on holidays, will be billed at one and a half times the Regular Labor Rate. All service calls are subject to a Truck Charge and Travel Time. Service Rates and Truck Charge are subject to change.

**AGREEMENT TERMS:**

The Term of this Agreement shall commence on the Effective Date hereof and continue for an initial period of one (1) year, and shall be renewed automatically each year thereafter, unless this Agreement has been terminated as provided herein. Agreements will be reviewed annually and may be subject to an increase in price. At such time, a revised agreement will be issued by Hunter Davisson, Inc. for approval. This agreement may be canceled by either party at any time by submitting a 30 day written notice. No cancellation fee shall apply.

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](http://www.hunterdavisson.com/terms) dated March 30, 2016 V1.0 and am duly authorized to bind above Company to such provisions.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

## **“THE KNOWN UNIVERSE”**

A project in development  
by Chas Martin

A community is comprised of individuals. Its strength comes from the collective power of diverse individuals working in collaboration. Conversation is the heart of that connection.

“The Known Universe,” is a sculpture that triggers a variety of interpretations. The four individual figures have no apparent gender, race or religion. Each faces a different direction. Their connection is through the unifying circle symbolizing community.

The title references what we know as the boundary of possibilities we perceive. As knowledge expands, so does the realm of possibilities. That inclusive potential is vital to the community’s health and sustainability.



**"The Known Universe" by Chas Martin**

I am proposing to create a larger than life version of this sculpture. It will be funded primarily by a grant through the Oregon Community Foundation’s Creative Heights program. The project will be accomplished in partnership with Columbia Center for the Arts which will manage the finances.

If this grant is awarded, work will begin in August of this year. Fabrication and installation will take about one year. The full program, however, is larger than the sculpture. A series of activities in collaboration with CCA will include talks, workshops, and a year-long project display documenting the process as it evolves from concept to completion. The theme of the talks and display will focus on “Visualization to Realization” – the process of seeing the invisible and bringing that vision into tangible form.

The next step is identifying a location for the finished sculpture. Art of Community (Big Art), the organization that manages the placement of most of the public sculptures in Hood River has suggested the Hood River County Library as a potential location. Talks have been initiated with the City Planning Department and several supportive community individuals to help move this project forward.

A tentative commitment from Columbia Center for the Arts fulfills the nonprofit partnership requirement established by OCF. A letter of support from the Hood River County Library would be a valuable addition to my grant application.

I will gladly make a short presentation to the board to explain my vision, the process and my credentials. I anticipate public relations opportunities for the Library and CCA to advance their respective agendas and enhance connections with the community.

**A few details about the execution:**

- Proposed location is the circular seating area to the right of the Library's entrance
- The sculpture will be approximately 7' x 7' x 7'
- The supporting concrete base will be about 4' in diameter and 3' tall permitting foot traffic
- Fabrication will be a welded steel armature covered with a permanent, durable surface

**Contact Information:**

Chas Martin  
7830 SW 40<sup>th</sup> Ave.  
Studio #7  
Portland, OR 97219

503 459 1009  
Chas@ChasMartin  
<https://www.ChasMartin.com>







# CHAS MARTIN

## **Sculptor – Painter - Instructor**

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## **Education**

Pratt Institute, Visual Communications Major - 1970-1972

University of Dayton, Fine Art Major – 1968-1970

Dayton Art Institute, Fine Art Major – 1968-1970

## **Professional Experience**

### **2011-present Chas Martin Studio Artist, Portland, OR**

Sculpture, painting, instruction.

### **2017-present Part-time Studio Assistant, Eichinger Sculpture Studio/ESS Gallery, Portland, OR**

Manage communications and studio gallery. Contribute to variety of sculpture projects.

### **2006-2011 Principal, InnovativEye, Portland, OR**

Visual communication consultancy focused on brand and presentations.

Clients included U.S. Bank, Mentor Graphics, Tektronix, Intel, multiple startups

### **1998-2006 Creative Director, BetterManagement.com (SAS Institute), Cary, NC**

Managed concept and production of all communications, publications, events, exhibits and web promotions for a division of SAS Institute, a \$2B international software company.

### **1981-1998 Principal, Creative Director, Martin Communications, Hood River, OR**

Owned and managed communications for clients including USDA Forest Service, Columbia Gorge National Scenic Area, Sprint

### **1977-1981 Creative Director, Rainoldi Bowles, San Francisco, CA**

Tech and pharma-focused design firm. Designed and managed exhibit production.

Clients included Cutter Laboratories, multiple Silicon Valley startups

### **1975-1977 Art Director, Humphrey Browning MacDougall, Boston, MA**

Designed and managed production print and TV for national clients

Clients included NYC Toy Fair for Parker Brothers Games, Lionel Trains, Gillette

## **Activities**

Featured artist - Visions of My Former Self "Chaleur Magazine," Morristown, NJ July 2019

Board Member/Vice President, Pacific Northwest Sculptors 2017-present

Co-Curator, Pacific Northwest Sculptors "Making Space" ArtReach Gallery, Portland, OR 2019

Curator, Pacific Northwest Sculptors "Mixed Pairs" Multnomah Art Center, Portland, OR 2019

Juror, "International Sculpture Day" The Cave, Vancouver, WA – 2018

Curator, "The Hero's Journey" show, Columbia Center for the Arts, Hood River, OR – 2017

Recipient, Professional Development Grant, Regional Arts & Culture Council – 2016

Contributor, Professional Artist Magazine "Finding Your Creative Zone" – Dec 2015

Former Board Member/President, Portland Bonsai Society 2008-2012

Former Board Member/President, Columbia Art Gallery, Hood River, OR – 1982 – 1988

Instructor, Sitka Center for Art and Ecology, Otis, OR - 2009

Instructor, Northwest Academy, Portland, OR - 1998 – 2000

Instructor, Pacific Northwest College of Art, Portland, OR - 1996-1997

Instructor, San Francisco Academy of Art College, San Francisco - 1979-1980

Instructor, Boston Art Institute, Boston MA - 1974-1976

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### **Solo Shows**

- 2019 The Cave, "Mirrors" – Vancouver, WA
- 2018 Multnomah Art Center "Playful Spirits ~ Vibrant Visions" Portland, OR
- 2017 Columbia Center for the Arts, Hood River, OR

### **Juried Exhibitions**

- 2019 ArtReach Gallery, "Making Space" – Portland, OR  
Multnomah Art Center, "UnMatched Pairs – Portland, OR  
Verum Ultimum Gallery, "Chasing Ghosts IV" – Portland, OR  
Columbia Center for the Arts "Off the Wall" – Hood River, OR  
Gallery 114 "Winter in America" – Portland, OR
- 2018 The Cave, "Mirrors" (solo show) – Vancouver, WA  
Multnomah Art Center "Playful Spirits ~ Vibrant Visions" (solo show) – Portland, OR  
Verum Ultimum Gallery "Chasing Ghosts III" – Portland, OR  
Sacrosanct Gallery "Submerged" – East Hampton, CT  
Gallery 114 "Everything We Do Is Music" – Portland, OR  
Sacrosanct Gallery "The Grotto" – East Hampton, CT  
Verum Ultimum "Living Mark" – Portland, OR  
The Cave "Alchemy 3D" – Vancouver, WA  
Sacrosanct Gallery "Votive" Show – East Hampton, CT  
Verum Ultimum Gallery "Abstract Sanctuary" – Portland, OR  
Verum Ultimum Gallery "Chasing Ghosts II" – Portland, OR  
Newport Center for the Arts "Variety of Visions" – Newport, OR  
Verum Ultimum Gallery "Chasing Ghosts II" – Portland, OR  
Newport Center for the Arts "Variety of Visions" – Newport, OR
- 2016 Columbia Center for the Arts "Day of the Dead" – Hood River, OR  
Portland'5 "Fire on the Water Dragon Boat Art Show" – Portland, OR
- 2015 Lake Oswego Festival of the Arts Open Show – Lake Oswego, OR  
Lake Oswego Festival of the Arts "Artist's Vision" – Lake Oswego, OR  
Coos Art Museum "Expressions West 2015" – Coos Bay, OR  
Columbia Center for the Arts "Rain" – Hood River, OR

### **Invitationals and Group Shows**

- 2017-19 Pacific Northwest Sculptors Annual Shows, Portland, OR
- 2016-17 Gallery House (Pratt Institute) Alumni Show, Brooklyn, NY
- 2015 Lake Oswego Festival of the Arts Open Show – Lake Oswego, OR
- 1979-86 Columbia Art Gallery, Hood River, OR
- 1981 Blue Sky Gallery, Ashland, OR
- 1979-80 Guilty Bystander, San Anselmo, CA

### **Commissions**

- 2017 Bang & Olufsen – Portland, OR
- 2017 The Goldsmith Building – Portland, OR