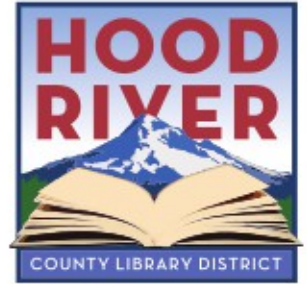


**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, September 15, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



- |  |          |
|--|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                 | Vaivoda  |
| <b>II. Conflicts or potential conflicts of interest</b>                | Vaivoda  |
| <b>III. Approval of minutes from August 18, 2015, meeting (ACTION)</b> | Vaivoda  |
| <b>IV. Review of Summer Reading Program 2015</b>                       | Boots    |
| <b>V. Odell bus project</b>  | Boots    |
| <b>VI. Open forum for the general public</b>                           | Vaivoda  |
| <b>VII. Reports</b>  |          |
| i. Friends update  | VanOrman |
| ii. Foundation update  | Snyder   |
| iii. July and August financial statements                              | Nielsen  |
| iv. Director's report  | Nielsen  |
| <b>VIII. Previous business</b>   |          |
| <b>IX. New business</b>  |          |
| i. Magazine and newspaper order (ACTION)                               | Nielsen  |
| ii. Library Card Policy revision (ACTION)                              | Nielsen  |
| iii. Policy review: Board Governance Policy                            | Nielsen  |
| <b>X. Agenda items for next meeting</b>                                | Vaivoda  |
| <b>XI. Adjournment</b>   | Vaivoda  |

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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
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon.

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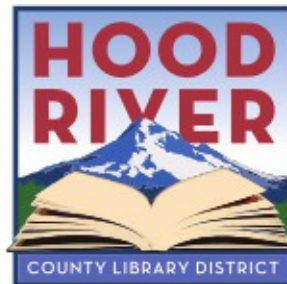
**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

Tuesday, September 15, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President



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

Vaivoda

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

Vaivoda

**III. Approval of minutes from August 18, 2015, meeting (ACTION)**

Vaivoda

**Attachments:**

- III. Minutes of the August 18, 2015, meeting

**IV. Review of Summer Reading Program 2015**

Boots

Children's Services Assistant Yeli Boots will give an overview of how the kids 2015 Summer Reading Program went this year, including a new initiative at Parkdale Library.

**V. Odell bus project**

Boots

**Attachments:**

- V.2016 Ready to Read grant application

Boots will give an overview of the District's proposed 2016 Ready to Read grant. The Ready to Read grant is an allocation from the Oregon State Legislature, administered through the Oregon State Library. Every legally-established public library in the state receives a grant to use either for early literacy activities or the Summer Reading Program. For 2016, we are receiving \$4,606 that we plan to use to provide twice-monthly bus service between Odell and the Hood River Library. A bilingual storytime will be offered shortly after the bus arrives at Hood River, as well as snacks and free books. Boots will provide more details.

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

Vaivoda

**VII. Reports**

**i. Friends update**

VanOrman

The Friends of the Library held their first meeting of the season on September 8. Friends who volunteer are still going strong, processing new materials, shelving, couriering materials among branches, cleaning dirty materials, and much more. Recently, the Friends transferred over \$3,000 to the District from the Sydney Burkhart memorial funds. Burkhart was a longtime library volunteer and Treasurer of the Friends. She died in 2012. The memorial funds will be used to remodel the circulation area upstairs at Hood River Library to provide more space for new materials. The Hood River County Reads committee has been planning a visit by *Martin Marten* author Brian Doyle. He'll come to Hood River May 21-22, 2016. There will be a kickoff event for Hood River County Reads on April 17, where free copies of the book will be distributed. They also have events planned to discuss the ecology of Mount Hood, which figures prominently in the book. The book currently is available for checkout through Sage Library System. However, paperback copies won't be available until April, hence the

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later-than-usual start to Reads next year.

## **ii. Foundation update**

Snyder

The Library Foundation came back from their summer hiatus on September 2. Much work has been done on the Georgiana Smith Memorial Gardens. New plants have been put into some existing beds, with other beds slated to receive new plantings soon. With the new furniture, we plan to relocate some of the existing teak benches and sell the remainder. The irrigation system recently was repaired, at much lower cost than expected. The Foundation Gardens committee has been so frugal that they still have approximately \$14,000 of the \$30,000 allocated to improve the Gardens. There are ongoing discussions on how to spend those funds.

Soon, the Foundation will send out a call for membership renewals and new memberships. It has been their tradition to give out a custom bookmark to members, featuring a piece of artwork in the District's collection. This time, the Foundation will feature a painting of the East Fork of the Hood River painted by Fred Takasumi. The piece currently hangs over the magazines at Hood River Library.

## **iii. July and August financial statements**

Nielsen

*Attachments:*

- VII.iii.a. July 2015 financial statements

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

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

Nielsen

*Attachments:*

- VII.iv.a. August 2015 use statistics
- VII.iv.b. August 2015 programs

*Facilities and grounds*

- Walker's Landscape Maintenance, our new Gardens contractors, have been cleaning up and maintaining the plant beds. They assisted the Foundation and are diligent about checking with staff on how to best maintain the grounds.
- The fire alarm system for Hood River Library will be installed starting in mid to late October. Contractor ASET, Inc., is working on the architectural drawings. The process likely will last a couple of weeks, but they will work section-by-section to not interrupt library operations.
- The remodel of the Hood River Library circulation area will begin on Monday, September 28<sup>th</sup>. The large wooden furniture unit across from the circulation desk will be removed. Gorge Electric will install new floor outlets. The new tables, made by Oregon Correctional Enterprises, will arrive that week. New items will be shelved behind the furniture unit. Some new shelving will be ordered as well, though likely not installed right when the project occurs.

*Personnel*

- I have asked that District employees and volunteers no longer use the Hood River County parking lot, just west of 6<sup>th</sup> St. The County is finding it challenging for their employees to find parking, the primary purpose of the lot. They plan to make the upper portion a permit-only lot soon. The lower portion has been sold and will be developed soon. In order to assist the County, which has given much to the District, I've asked that District people no longer use it.

Other free parking options are on State St. west of 6<sup>th</sup>., or on Sherman Ave. south of State. The county and Hood River News parking lots are available any time other than regular business hours, Monday through Friday, 8.00a to 5.00p.

#### Services

- We received a tithe from Mid-Columbia Medical Center thanks to a Friends volunteers. The \$379.49 we received will be used to purchase new medical books and movies.
- New pieces are being put up as part of the Art of Community project, which placed public art around the City of Hood River. The Georgiana Smith Memorial Gardens will continue to host Midori Spring (by Ann Fleming of White Salmon) on the upper west seating area.
- The prop tree currently in our dumpster area will be reused! CAST from Columbia Center for the Arts will use the frame to build a new tree for the upcoming production of *Romeo and Juliet*. The tree started was made for a 2011 production of *To Kill a Mockingbird* and was used later in *Avalon: A Steampunk Musical* at Hood River Valley High School. It resided in Hood River Library until the teen area was created, after which it has been outside awaiting dismantling.
- Columbia Gorge Arts in Education of Hood River has been chosen to administer the ArtPlace America grant recently received by Libraries of Eastern Oregon. The grant will be used to bring art and art projects into libraries around Eastern Oregon.

#### Statistics

- August 2015 circulation of District-owned items was 2.4% higher than last year.
- August 2015 program involvement was 27% higher than August 2014.

### VIII. Previous business

#### IX. New business

##### i. Magazine and newspaper order (ACTION)

Nielsen

#### Attachments:

- IX.i.a. Quote from Rivistas Subscription Services

The District has over 170 periodicals subscriptions. This includes newspapers and magazines, for adults, teens, and children, at all three branches, in English and Spanish. To save staff time and District funds, we purchase the vast majority of subscriptions through a subscription agent. Currently we use EBSCO Subscription Services. This allows us to pay a single invoice for several titles rather than having to deal with hundreds of separate invoices.

This year, I re-bid the contract with three subscription agents: EBSCO, Rivistas, and WT Cox. Based on that process, I recommend that we switch vendors to Rivistas. Rivistas bid \$4,940.14, compared to WT Cox at \$5,077.72 and EBSCO at \$5,890.08. EBSCO is a large company and occasionally can be challenging to work with. My interactions with Rivistas has been positive, and they receive good reviews from other libraries. They also specialize in serving public libraries.

The Rivistas quote includes the titles we plan to purchase in 2016. In addition to those titles, we also receive area newspapers and *Gorge Magazine*. We are adding several new titles this year: *Alternative Medicine*, *Boating World*, *Bridal Guide*, *Christianity Today*, *Men's Fitness*, *Mental Floss*, *Wine & Spirits*, and extra subscriptions for some titles. We are canceling some titles this year, too, due to low use. These include *Esquire*, *Forbes*, *Ladies Home Journal*, *Ms.*, *Oregon Business*, *Scrapbooking and Beyond*, and extra

subscriptions of some titles. Some stopped publishing including *Cosmopolitan en Español*, *Iguana*, *Macworld*, and *ShopNotes*. I seek approval of the *Revistas* quote for up to \$5,500.

ii. **Library Card Policy revision (ACTION)**

Nielsen

Attachments:

- IX.ii.a. Proposed revisions to Library Card Policy
- IX.ii.b. Resolution 2015-16.06, revising the Library Card Policy

The Library Card Policy governs who can get library cards at the District and how items can be checked out. It addresses such issues as card eligibility, card requirements, loan periods, how many items can be checked out and for how long, non-resident cards, etc. For the most part, the District follows the general suggestions from the Sage Library System for our item limits and restrictions: people can check out 50 items at once, have up to 9 active holds at once, late fines are \$0.10 per day, etc. Using Sage's suggestions helps ensure patrons a more consistent experience when they use other Sage libraries.

The reasons for revising this policy are threefold: 1) Sage recently increased the number of items patrons can have checked out at once from 35 to 50; 2) the Board recently revised the District's fines & fees schedule, which impacts this policy; and 3) we try to review policies regularly to ensure that they meet patron and District needs and conform with current practices. These reasons are reflected in my proposed revision. I also have tried to simplify some of the policy's language in a continuing effort to make our policies more comprehensible.

Because the Library Card Policy includes fees in it, it requires a resolution to amend. If you have any further suggestions for revising the policy, please let me know.

iii. **Policy review: Board Governance Policy**

Nielsen

Attachments:

- IX.iii. Board Governance Policy

The Board tries to review its policies regularly to ensure that they're meeting the District's needs. The Board Governance Policy – basically the Board's bylaws – have not been revised for about a year-and-a-half. I present the policy here as the start of a conversation to review it. I do not have any suggested revisions presently, but I wanted to check with you to see if you'd like me to look into possible changes. Much of this policy is governed by Oregon Revised Statutes 198 (covering special districts generally) and 357 (covering library districts particularly). However, some is up to the Board's wishes. The Board may also desire to codify some regular practices it follows. We will discuss the policy at the meeting.

**X. Agenda items for next meeting**

Vaivoda

- Presentation by Cataloging Specialist Sarah Samuels
- Strategic planning consultant proposal

**XI. Adjournment**

Vaivoda

**Board of Directors  
Regular Meeting Minutes**

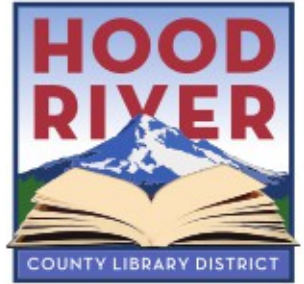
Tuesday, August 18, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Minutes prepared by Library Director Buzzy Nielsen



*Present:* Buzzy Nielsen (staff), John Schoppert, Jean Sheppard, Alexis Vaivoda, Suzanne VanOrman

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

VanOrman

President VanOrman called the meeting to order at 7.00p. Sheppard moved to approve the agenda as presented. Vaivoda seconded. The motion carried unanimously.

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

VanOrman

None stated.

**III. Approval of minutes from July 21, 2015, meeting (ACTION)**

VanOrman

Vaivoda moved to approve the minutes of the July 21, 2015, meeting as presented. Schoppert seconded. The motion carried unanimously.

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

VanOrman

No public present.

**V. Reports**

**i. Friends update**

VanOrman

In addition to the written report, Nielsen noted that Brian Doyle confirmed that he'd like to be the author for the 2016 Hood River County Reads, featuring his book *Martin Marten*. Doyle originally was scheduled to come out for a Columbia Center for the Arts (CCA) event in April. The HRC Reads committee will work with CCA on that. As it so happens, 2016 is the 10<sup>th</sup> anniversary of both HRC Reads and CCA.

**ii. Foundation update**

Nielsen

In addition to the written report, Nielsen noted that the new Gardens furniture has arrived and been assembled. The Board went outside to view it and consider potential re-use of some existing furniture that the new furniture is replacing.

**iii. June and July 2015 financial statements**

Nielsen

The July financial statements were unavailable at the time of the meeting due to a family emergency with the accountants' office. The board reviewed the June 2015 financial statements.

**iv. Director's report**

Nielsen

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

- Thanks to one of its many volunteers, the District will receive a "tithe" from Mid-Columbia

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Medical Center's employee volunteer giving program. VanOrman will attend an event to accept the donation on August 19.

- Also on August 19, Hood River Library will host the Hood River County Chamber of Commerce's first town hall meeting in several years. The meeting will focus on the Chamber's accomplishments over the last couple of years as well as its future direction.
- Plays for Nonprofits' production of *Inherit the Wind* and *The Night Thoreau Spent in Jail* will benefit the Friends of the Hood River County Library, among other local charities.
- A board member inquired how libraries will be chosen to participate in the Artplace America grant that Libraries of Eastern Oregon recently received. Nielsen responded that there was a survey that interested libraries complete to determine what kinds of programs they want.

## **VI. Previous business**

There was no previous business.

## **VII. New business**

### **i. SDAO online training: Public meetings**

Nielsen

The board viewed an online training provided by SafePersonnel, a service made available to Special Districts Association of Oregon (SDAO) members. The training, entitled "Public Meetings Law", summarized legal requirements for the District's board and board committee meetings. Following the training, the Board discussed the Oregon Ethics Commission and how it works as well as why it's inappropriate to conduct all-board discussions over email.

### **ii. Gardens maintenance bids (ACTION)**

Nielsen

In addition to the bid from FLI Landscaping in the meeting packet, Walker's Landscape Maintenance submitted a bid on Monday, August 17<sup>th</sup>, which was emailed to the board. They estimated that the 2016 season would cost about \$9,500, including mowing. Nielsen recommended going with Walker's Landscape Maintenance based on his interactions with them and recommendations from others. Sheppard moved to approve Walker's Landscape Maintenance's bid to maintain the Georgiana Smith Memorial Gardens for the remainder of the 2015 season and evaluate their work with the possibility of extending it to the 2016 season. Vaivoda seconded. The motion carried unanimously.

### **iii. Hood River Library fire alarm system (ACTION)**

Nielsen

Vaivoda moved to approve the quote from ASET, Inc., to install a fire alarm system at Hood River Library for up to \$37,500. Schoppert seconded. The motion carried unanimously.

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

VanOrman

- Strategic planning bids
- Policy review

## **IX. Adjournment**

VanOrman

The meeting adjourned at 7.59p.

## **EARLY LITERACY PROJECT PROPOSAL (BIRTH-6 YEAR OLDS)**

Grant-funded early literacy projects strive to achieve the following two outcomes:

- ✓ Young children develop the six early literacy skills by the time they start kindergarten.
- ✓ Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.

1. Describe the grant-funded early literacy activities your library plans to implement to achieve these two outcomes.

*As a library in a county with a high Latino population, we have focused intensely in the last four years exploring better ways to serve and engage this population in library services and children's literacy.*

*One of our special focuses has been Odell, a community of around 2,500 located about ten minutes north of Hood River. Odell residents are approximately 65% Latino. We have directed many efforts and resources toward Odell. We even have a full-time staff member who focuses specifically on serving the Latino community, especially Odell. A few years ago, we considered establishing a branch in Odell; however, as we reflected on the effects of our outreach efforts, it became clear that a branch library would have little impact on literacy in that community when considering lack of transportation, additional staff time, more collection development, acquiring a location, and additional funds.*

*Based on our experiences, we have seen great interest by the families we serve in early literacy. These families, many of whom work in the orchards or in fruit packing facilities, want their children to be educated and have opportunities the parents may not have had. We've seen this interest through our outreach efforts, where we sent staff and resources to where people were (schools, soccer games, employers, etc.). And the weekly Spanish-language radio show put on by our Outreach Specialist has proven a great interest in literacy. While we try to do regular storytimes and bring books for these families, we are somewhat limited in our ability to serve them given the lack of resources.*

*To expand on our successes and surmount these challenges, we have developed an idea that will bring literacy opportunities to this population in a totally new and much needed way. Our R2R grant funds will be used to provide a bi-monthly bus service from Odell to the Hood River Library. The bus would leave Odell at 11.00a and leave Hood River at 2.00p on two Saturdays a month. Upon the bus's arrival, the library will provide a bilingual storytime, free books, refreshments, and two summer performances for the children and families. The remaining time will give the families an opportunity to enjoy the Hood River Library, check out materials, and use our early learning computers. They also will have a chance to use our in-library learning kits purchased with our 2015 Ready to Read funds.*



*This service not only will directly provide early literacy services to this population, but will also solve the issue of transportation that has prevented many Odell families from using library services and attending events. It has also prevented them from enjoying any of the other aspects of our much larger Hood River branch.*

*We will work closely with Mid-Valley Elementary and Wy'East Middle School to not only promote the service but also to streamline parent permission forms. We will contract with Hood River Community Education, a department of Hood River County School District, to provide the buses and bus driver. Community Education already has proven their skill in this area, having for several years provided a ten-week summer swim bus from Odell to Hood River for the local parks and recreation district.*

2. Do the activities you described above include early literacy training? Read the attached definitions sheet to find out what is considered early literacy training.
- ☒ Yes  
☐ No
3. Do the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
- ☒ Yes  
☐ No
4. Do the activities you described above support a partnership project? Read the attached definitions sheet to find out what is considered a partnership.
- ☒ Yes  
☐ No
5. What changes related to early literacy skills do you hope to see young children make as a result of participating in the activities you described above?
- *Awareness of library services: movies, books, books in Spanish.*
  - *Increased familiarity with words and stories from the storytimes.*
  - *An affection for stories and books, being with adults who want to read to them.*
  - *Owning their own collection of books.*
  - *Developing a fondness of libraries as a positive third place.*
6. What changes related to reading, singing, talking, writing, and playing with their young children do you hope to see adults make as a result of participating in the activities you described above?
- *Parents sitting and reading with their children in the library*
  - *Empowerment to bring literacy into their homes by checking out materials and getting free books*
  - *Adults playing along with their children with the toys we have here in the library*
  - *A greater understanding that their children love to hear stories, to be read to*

7. Check the box next to one or more method you plan to use to evaluate whether or not young children and adults make the changes you hope to see. Read the back of the attached definitions sheet to learn more about these evaluation methods.

- ☐ Interview  
☒ Observation  
☐ Survey

8. How many people do you estimate will participate in your grant-funded early literacy project activities?

N/A (We aren't doing a project in which people will attend a program or participate in an activity.)

Birth - Preschool

Kindergarten - 3<sup>rd</sup> grade

4<sup>th</sup> grade - 5<sup>th</sup> grade

6<sup>th</sup> grade - 8<sup>th</sup> grade

9<sup>th</sup> grade - 12<sup>th</sup> grade

**400 Total birth - 12<sup>th</sup> grade youth**

**200 Adults**

**75 %** of birth - 12<sup>th</sup> grade youth who are participating with an adult

*We anticipate that most child participants will be preschool or younger, but we do not feel we have a good basis for predicting exact ages. Our primary marketing will be directed toward families with young children. Our figures are based on an assumption of 25 people per bus trip.*

9. How will you collect the above participation data when you implement your project?

- ☒ Sign-up/registration forms  
☒ Head counts at programs and staff will make best guess about age  
☐ Survey/completed activity log  
☐ Other, please explain

### EARLY LITERACY PROJECT BUDGET

|  | List things necessary for implementing your Ready to Read project   | Amount of <u>Ready to Read</u> funds used to pay for this | Amount of <u>Library Budget</u> used to pay for this | Amount of <u>other sources</u> used to pay for this | <u>TOTAL</u> |
|--|---|---|--|---|--------------|
| <b>Library Staff</b>                         | Hours by our Outreach Specialist, Children's Services Librarian, Children's Services Assistant, & Library Director to plan and execute the project. |   | \$4,304  |   | \$4,304      |
| <b>Materials for Circulating Collection</b>  | New Spanish and bilingual materials being added to our collection   |   | \$2,000  |   | \$2,000      |
| <b>Equipment, Furniture, and/or Fixtures</b> |   |   |  |   |              |
| <b>Contracted Programs</b>                   | Two Summer Reading performers who will perform on Saturdays during the bus visits.  | \$800   |  |   | \$800        |
| <b>Incentives</b>                            | Book giveaways. We anticipate a book a month for 25 children at \$5 per book. We plan to get some books donated.                                    | \$530   | \$220  | \$750   | \$1,500      |
| <b>Transportation</b>                        | Contracting Hood River Community Education to transport participants. Price includes mileage and bus driver's idle time.                            | \$3,036   |  |   | \$3,036      |
| <b>Snacks</b>                                | Snacks for event. We plan to get some donated.  | \$240   |  | \$240   | \$480        |
| <b>TOTAL</b>                                 |   | \$4,606   | \$6,524  | \$990   | \$12,120     |

# **HOOD RIVER COUNTY LIBRARY DISTRICT**

## **Compiled Financial Statements July 31, 2015**

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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

MEMBERS:  
American Institute of c.p.a.'s  
Oregon Society 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

We have compiled the accompanying balance sheet - cash basis of the Hood River County Library District, as of July 31, 2015 and the related statement of revenues, expenditures, and changes in fund balances - cash basis for the one month then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

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.

Management has elected to omit substantially all of the disclosures ordinarily included in a financial statement 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 expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

*Onstott, Broehl & Cyphers, P.C*  
August 24, 2015

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
July 31, 2015

**ASSETS**

|                                    | General<br>Fund  | Grants<br>Fund  | Capital<br>Equipment<br>Reserve<br>Fund | Sage<br>Library<br>System<br>Fund | Total            |
|------------------------------------|------------------|-----------------|---|-----------------------------------|------------------|
| Current Assets:                    |                  |                 |   |                                   |                  |
| Cash in bank - Columbia State Bank | \$101,964        |                 |   |                                   | \$101,964        |
| Cash with Hood River County        | 428,822          | \$56,261        | \$97,852                                | \$5,060                           | 587,995          |
| Petty cash                         | 416              |                 |   |                                   | 416              |
| Employee draws                     | 1,900            |                 |   |                                   | 1,900            |
| Total Current Assets               | <u>533,102</u>   | <u>56,261</u>   | <u>97,852</u>                           | <u>5,060</u>                      | <u>692,275</u>   |
| TOTAL ASSETS                       | <u>\$533,102</u> | <u>\$56,261</u> | <u>\$97,852</u>                         | <u>\$5,060</u>                    | <u>\$692,275</u> |

**LIABILITIES & FUND BALANCES**

|                                   |                  |                 |                 |                |                  |
|-----------------------------------|------------------|-----------------|-----------------|----------------|------------------|
| Liabilities                       |                  |                 |                 |                |                  |
| Current Liabilities               |                  |                 |                 |                |                  |
| Payroll liabilities               | \$987            |                 |                 |                | \$987            |
| Total Current Liabilities         | <u>987</u>       | <u>0</u>        | <u>0</u>        | <u>0</u>       | <u>987</u>       |
| Total Liabilities                 | <u>987</u>       | <u>0</u>        | <u>0</u>        | <u>0</u>       | <u>987</u>       |
| Fund Balances:                    |                  |                 |                 |                |                  |
| Unassigned                        | 532,115          | 56,261          | 97,852          | 5,060          | 691,288          |
| TOTAL LIABILITIES & FUND BALANCES | <u>\$533,102</u> | <u>\$56,261</u> | <u>\$97,852</u> | <u>\$5,060</u> | <u>\$692,275</u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the One Month Ended July 31, 2015**

|  | General Fund     | Grants Fund     | Capital<br>Equipment<br>Reserve<br>Fund | Sage Library<br>System Fund | Total            |
|--|------------------|-----------------|---|-----------------------------|------------------|
| <b>Revenues:</b>   |                  |                 |   |                             |                  |
| Donations and grants   |                  | \$1,700         |   |                             | \$1,700          |
| Property tax revenues - current year                                 | \$0              |                 |   |                             | 0                |
| Property tax revenues - prior year                                   | 3,608            |                 |   |                             | 3,608            |
| Fines and fees   | 1,005            |                 |   |                             | 1,005            |
| Intergovernmental revenue  |                  |                 |   | \$8,523                     | 8,523            |
| Interest revenue   | 112              |                 | \$22                                    |                             | 134              |
| Miscellaneous  |                  |                 |   |                             | 0                |
| <b>Total Revenues</b>  | <b>4,725</b>     | <b>1,700</b>    | <b>22</b>                               | <b>8,523</b>                | <b>14,970</b>    |
| <b>Expenditures:</b>   |                  |                 |   |                             |                  |
| Personal services:   |                  |                 |   |                             |                  |
| Wages and salaries   | 29,114           | 1,523           |   | 3,167                       | 33,804           |
| Employee benefits  | 12,727           | 881             |   | 296                         | 13,904           |
| <b>Total Personal Services</b>                                       | <b>41,841</b>    | <b>2,404</b>    | <b>0</b>                                | <b>3,463</b>                | <b>47,708</b>    |
| Materials and services:  |                  |                 |   |                             |                  |
| Bank charges   | 16               |                 |   |                             | 16               |
| Building rental  | 500              |                 |   |                             | 500              |
| Building maintenance   | 1,105            |                 |   |                             | 1,105            |
| HVAC   | 90               |                 |   |                             | 90               |
| Elevator   | 0                |                 |   |                             | 0                |
| Telephone  | 362              |                 |   |                             | 362              |
| Internet   | 425              |                 |   |                             | 425              |
| Collection development   | 5,907            | 2,523           |   |                             | 8,430            |
| Technology   | 552              |                 |   |                             | 552              |
| Accounting and auditing  | 10,080           |                 |   |                             | 10,080           |
| Couner   | 109              |                 |   |                             | 109              |
| Custodial services   | 1,873            |                 |   |                             | 1,873            |
| Technical services   | 0                |                 |   |                             | 0                |
| Library consortium   | 0                |                 |   |                             | 0                |
| Copiers  | 117              |                 |   |                             | 117              |
| Elections expense  | 0                |                 |   |                             | 0                |
| Furniture and equipment  | 0                |                 |   |                             | 0                |
| Insurance  | 0                |                 |   |                             | 0                |
| Georgiana Smith Memorial Garden                                      | 173              | 870             |   |                             | 1,043            |
| Legal services   | 1,037            |                 |   |                             | 1,037            |
| Professional services  | 0                |                 |   |                             | 0                |
| Dues and subscriptions   | 0                |                 |   |                             | 0                |
| Miscellaneous  | 145              |                 |   |                             | 145              |
| Postage and freight  | 132              |                 |   |                             | 132              |
| Printing   | 120              |                 |   |                             | 120              |
| Programs   | 1,258            | 1,652           |   |                             | 2,910            |
| Advertising  | 108              |                 |   |                             | 108              |
| Supplies - office  | 1,728            |                 |   |                             | 1,728            |
| Travel   | 0                |                 |   |                             | 0                |
| Training   | 70               |                 |   |                             | 70               |
| Board development  | 0                |                 |   |                             | 0                |
| Electricity  | 1,693            |                 |   |                             | 1,693            |
| Garbage  | 115              |                 |   |                             | 115              |
| Natural gas  | 66               |                 |   |                             | 66               |
| Water & sewer - building   | 328              |                 |   |                             | 328              |
| <b>Total Materials and Services</b>                                  | <b>28,109</b>    | <b>5,045</b>    | <b>0</b>                                | <b>0</b>                    | <b>33,154</b>    |
| Capital outlay   | 0                |                 | 0                                       |                             | 0                |
| <b>Total Expenditures</b>  | <b>69,950</b>    | <b>7,449</b>    | <b>0</b>                                | <b>3,463</b>                | <b>80,862</b>    |
| <b>Revenues Over Expenditures</b>                                    | <b>(65,225)</b>  | <b>(5,749)</b>  | <b>22</b>                               | <b>5,060</b>                | <b>(65,892)</b>  |
| Other Financing Sources (Uses)                                       |                  |                 |   |                             |                  |
| Operating transfers in   |                  |                 | 0                                       |                             | 0                |
| Operating transfers out  | 0                |                 |   |                             | 0                |
| <b>Total Other Financing Sources (Uses)</b>                          | <b>0</b>         | <b>0</b>        | <b>0</b>                                | <b>0</b>                    | <b>0</b>         |
| <b>Revenues and Other Financing Sources (Uses) Over Expenditures</b> | <b>(65,225)</b>  | <b>(5,749)</b>  | <b>22</b>                               | <b>5,060</b>                | <b>(65,892)</b>  |
| <b>Fund Balance - July 1, 2015</b>                                   | <b>597,340</b>   | <b>62,010</b>   | <b>97,830</b>                           | <b>0</b>                    | <b>757,180</b>   |
| <b>Fund Balance - July 31, 2015</b>                                  | <b>\$532,115</b> | <b>\$56,261</b> | <b>\$97,852</b>                         | <b>\$5,060</b>              | <b>\$691,288</b> |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and One Month Ended

July 31, 2015

|                                | Current Period |               |              | Year to Date  |               |              | Annual         |
|--------------------------------|----------------|---------------|--------------|---------------|---------------|--------------|----------------|
|                                | Actual         | Budget        | Variance     | Actual        | Budget        | Variance     | Budget         |
| <b>Revenues:</b>               |                |               |              |               |               |              |                |
| Donations and grants           | \$0            | \$42          | (\$42)       | \$0           | \$42          | (\$42)       | \$500          |
| Tax revenues - current         | 0              | 0             | 0            | 0             | 0             | 0            | 764,441        |
| Tax revenues - prior year      | 3,608          | 2,561         | 1,047        | 3,608         | 2,561         | 1,047        | 15,000         |
| Fines and fees                 | 1,005          | 975           | 30           | 1,005         | 975           | 30           | 11,700         |
| Interest revenue               | 112            | 333           | (221)        | 112           | 333           | (221)        | 4,000          |
| Miscellaneous                  | 0              | 42            | (42)         | 0             | 42            | (42)         | 500            |
| <b>Total Revenues</b>          | <b>4,725</b>   | <b>3,953</b>  | <b>772</b>   | <b>4,725</b>  | <b>3,953</b>  | <b>772</b>   | <b>796,141</b> |
| <b>Expenditures:</b>           |                |               |              |               |               |              |                |
| Personal services:             |                |               |              |               |               |              |                |
| Wages and salaries:            |                |               |              |               |               |              |                |
| Library clerk I                | 449            | 458           | 9            | 449           | 458           | 9            | 5,494          |
| Library clerk II               | 5,178          | 6,803         | 1,625        | 5,178         | 6,803         | 1,625        | 81,631         |
| Library assistant I            | 5,999          | 6,536         | 537          | 5,999         | 6,536         | 537          | 78,443         |
| Library assistant II           | 5,700          | 6,289         | 589          | 5,700         | 6,289         | 589          | 75,470         |
| Librarian I                    | 2,235          | 2,522         | 287          | 2,235         | 2,522         | 287          | 30,261         |
| Librarian II                   | 4,111          | 4,256         | 145          | 4,111         | 4,256         | 145          | 51,076         |
| Library director               | 5,442          | 6,054         | 612          | 5,442         | 6,054         | 612          | 72,643         |
| Payroll taxes and benefits:    |                |               |              |               |               |              |                |
| Retirement                     | 2,399          | 2,309         | (90)         | 2,399         | 2,309         | (90)         | 27,710         |
| Social security                | 2,227          | 2,518         | 291          | 2,227         | 2,518         | 291          | 30,219         |
| Workers' compensation          | 1,099          | 100           | (999)        | 1,099         | 100           | (999)        | 1,200          |
| Health insurance               | 6,523          | 5,010         | (1,513)      | 6,523         | 5,010         | (1,513)      | 60,125         |
| Unemployment insurance         | 479            | 593           | 114          | 479           | 593           | 114          | 7,110          |
| <b>Total Personal Services</b> | <b>41,841</b>  | <b>43,448</b> | <b>1,607</b> | <b>41,841</b> | <b>43,448</b> | <b>1,607</b> | <b>521,382</b> |
| Materials and services:        |                |               |              |               |               |              |                |
| Bank charges                   | 16             | 25            | 9            | 16            | 25            | 9            | 300            |
| Building rental                | 500            | 675           | 175          | 500           | 675           | 175          | 8,100          |
| Building maintenance           | 1,105          | 1,250         | 145          | 1,105         | 1,250         | 145          | 15,000         |
| HVAC                           | 90             | 500           | 410          | 90            | 500           | 410          | 6,000          |
| Elevator                       | 0              | 175           | 175          | 0             | 175           | 175          | 2,100          |
| Telephone                      | 362            | 445           | 83           | 362           | 445           | 83           | 5,340          |
| Internet                       | 425            | 450           | 25           | 425           | 450           | 25           | 5,400          |
| Collection development         | 5,907          | 5,833         | (74)         | 5,907         | 5,833         | (74)         | 70,000         |
| Technology                     | 552            | 833           | 281          | 552           | 833           | 281          | 10,000         |
| Accounting and auditing        | 10,080         | 1,850         | (8,230)      | 10,080        | 1,850         | (8,230)      | 22,200         |
| Courier                        | 109            | 250           | 141          | 109           | 250           | 141          | 3,000          |
| Custodial services             | 1,873          | 1,750         | (123)        | 1,873         | 1,750         | (123)        | 21,000         |
| Technical services             | 0              | 333           | 333          | 0             | 333           | 333          | 4,000          |

See Independent Accountants' Compilation Report



# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and One Month Ended

July 31, 2015

|                                     | Current Period    |                    |                  | Year to Date      |                    |                  | Annual             |
|-------------------------------------|-------------------|--------------------|------------------|-------------------|--------------------|------------------|--------------------|
|                                     | Actual            | Budget             | Variance         | Actual            | Budget             | Variance         | Budget             |
| Library consortium                  | 0                 | 1,000              | 1,000            | 0                 | 1,000              | 1,000            | 12,000             |
| Copiers                             | 117               | 92                 | (25)             | 117               | 92                 | (25)             | 1,100              |
| Elections expense                   | 0                 | 0                  | 0                | 0                 | 0                  | 0                | 0                  |
| Furniture and equipment             | 0                 | 417                | 417              | 0                 | 417                | 417              | 5,000              |
| Insurance                           | 0                 | 333                | 333              | 0                 | 333                | 333              | 4,000              |
| Georgiana Smith Memorial Garden     | 173               | 1,667              | 1,494            | 173               | 1,667              | 1,494            | 20,000             |
| Legal services                      | 1,037             | 208                | (829)            | 1,037             | 208                | (829)            | 2,500              |
| Professional services               | 0                 | 1,250              | 1,250            | 0                 | 1,250              | 1,250            | 15,000             |
| Dues and subscriptions              | 0                 | 292                | 292              | 0                 | 292                | 292              | 3,500              |
| Miscellaneous                       | 145               | 83                 | (62)             | 145               | 83                 | (62)             | 1,000              |
| Postage and freight                 | 132               | 83                 | (49)             | 132               | 83                 | (49)             | 1,000              |
| Printing                            | 120               | 83                 | (37)             | 120               | 83                 | (37)             | 1,000              |
| Programs                            | 1,258             | 2,083              | 825              | 1,258             | 2,083              | 825              | 25,000             |
| Advertising                         | 108               | 83                 | (25)             | 108               | 83                 | (25)             | 1,000              |
| Supplies - office                   | 1,728             | 1,417              | (311)            | 1,728             | 1,417              | (311)            | 17,000             |
| Travel                              | 0                 | 417                | 417              | 0                 | 417                | 417              | 5,000              |
| Training                            | 70                | 167                | 97               | 70                | 167                | 97               | 2,000              |
| Board development                   | 0                 | 83                 | 83               | 0                 | 83                 | 83               | 1,000              |
| Electricity                         | 1,693             | 1,708              | 15               | 1,693             | 1,708              | 15               | 20,500             |
| Garbage                             | 115               | 125                | 10               | 115               | 125                | 10               | 1,500              |
| Natural gas                         | 66                | 958                | 892              | 66                | 958                | 892              | 11,500             |
| Water & sewer - building            | 328               | 367                | 39               | 328               | 367                | 39               | 4,400              |
| <b>Total Materials and Services</b> | <b>28,109</b>     | <b>27,285</b>      | <b>(824)</b>     | <b>28,109</b>     | <b>27,285</b>      | <b>(824)</b>     | <b>327,440</b>     |
| Capital Outlay                      | 0                 | 0                  | 0                | 0                 | 0                  | 0                | 0                  |
| Transfer to Equipment Reserve       | 0                 | 50,000             | 50,000           | 0                 | 50,000             | 50,000           | 50,000             |
| Contingency                         | 0                 | 90,000             | 90,000           | 0                 | 90,000             | 90,000           | 90,000             |
| <b>Total Expenditures</b>           | <b>69,950</b>     | <b>210,733</b>     | <b>140,783</b>   | <b>69,950</b>     | <b>210,733</b>     | <b>140,783</b>   | <b>988,822</b>     |
| <b>Change in Fund Balance</b>       | <b>(\$65,225)</b> | <b>(\$206,780)</b> | <b>\$141,555</b> | <b>(\$65,225)</b> | <b>(\$206,780)</b> | <b>\$141,555</b> | <b>(\$192,681)</b> |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Grants Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and One Month Ended  
July 31, 2015

|                               | Current Period          |                       |                          | Year to Date            |                       |                          | Annual                  |
|-------------------------------|-------------------------|-----------------------|--------------------------|-------------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual                  | Budget                | Variance                 | Actual                  | Budget                | Variance                 | Budget                  |
| <b>Revenues:</b>              |                         |                       |                          |                         |                       |                          |                         |
| Donations and grants          | \$1,700                 | \$33,083              | (\$31,383)               | \$1,700                 | \$33,083              | (\$31,383)               | \$276,000               |
| Intergovernmental revenue     | 0                       | 0                     | 0                        | 0                       | 0                     | 0                        | 0                       |
| <b>Total Revenues</b>         | <u>1,700</u>            | <u>33,083</u>         | <u>(31,383)</u>          | <u>1,700</u>            | <u>33,083</u>         | <u>(31,383)</u>          | <u>276,000</u>          |
| <b>Expenditures:</b>          |                         |                       |                          |                         |                       |                          |                         |
| Personal services             | 2,404                   | 1,444                 | (960)                    | 2,404                   | 1,444                 | (960)                    | 17,340                  |
| Materials and services:       | 5,045                   | 7,500                 | 2,455                    | 5,045                   | 7,500                 | 2,455                    | 90,000                  |
| Capital outlay                | 0                       | 14,583                | 14,583                   | 0                       | 14,583                | 14,583                   | 175,000                 |
| <b>Total Expenditures</b>     | <u>7,449</u>            | <u>23,527</u>         | <u>16,078</u>            | <u>7,449</u>            | <u>23,527</u>         | <u>16,078</u>            | <u>282,340</u>          |
| <b>Change in Fund Balance</b> | <u><u>(\$5,749)</u></u> | <u><u>\$9,556</u></u> | <u><u>(\$15,305)</u></u> | <u><u>(\$5,749)</u></u> | <u><u>\$9,556</u></u> | <u><u>(\$15,305)</u></u> | <u><u>(\$6,340)</u></u> |

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2015**

|   | Current Period     |                       |                         | Year to Date       |                       |                         | Annual              |
|---|--------------------|-----------------------|-------------------------|--------------------|-----------------------|-------------------------|---------------------|
|   | Actual             | Budget                | Variance                | Actual             | Budget                | Variance                | Budget              |
| <b>Revenues:</b>                        |                    |                       |                         |                    |                       |                         |                     |
| Interest revenue                        | \$22               | \$33                  | (\$11)                  | \$22               | \$33                  | (\$11)                  | \$400               |
| <b>Other Financing Sources</b>          |                    |                       |                         |                    |                       |                         |                     |
| Transfer from General Fund              | 0                  | 50,000                | (50,000)                | 0                  | 50,000                | (50,000)                | 50,000              |
| <b>Total Revenues and Other Sources</b> | <u>22</u>          | <u>50,033</u>         | <u>(50,011)</u>         | <u>22</u>          | <u>50,033</u>         | <u>(50,011)</u>         | <u>50,400</u>       |
| <b>Expenditures:</b>                    |                    |                       |                         |                    |                       |                         |                     |
| Materials and services                  | 0                  | 0                     | 0                       | 0                  | 0                     | 0                       | 0                   |
| Capital outlay                          | 0                  | 41,667                | 41,667                  | 0                  | 41,667                | 41,667                  | 50,000              |
| <b>Total Expenditures</b>               | <u>0</u>           | <u>41,667</u>         | <u>41,667</u>           | <u>0</u>           | <u>41,667</u>         | <u>41,667</u>           | <u>50,000</u>       |
| <b>Change in Fund Balance</b>           | <u><u>\$22</u></u> | <u><u>\$8,366</u></u> | <u><u>(\$8,344)</u></u> | <u><u>\$22</u></u> | <u><u>\$8,366</u></u> | <u><u>(\$8,344)</u></u> | <u><u>\$400</u></u> |

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Sage Library System Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and One Month Ended**  
**July 31, 2015**

|                                     | Current Period        |                         |                       | Year to Date          |                         |                       | Annual<br>Budget  |
|-------------------------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-------------------|
|                                     | Actual                | Budget                  | Variance              | Actual                | Budget                  | Variance              |                   |
| <b>Revenues:</b>                    |                       |                         |                       |                       |                         |                       |                   |
| Intergovernmental revenue           | \$8,523               | \$5,490                 | \$3,033               | \$8,523               | \$5,490                 | \$3,033               | \$65,875          |
| <b>Total Revenues</b>               | <u>8,523</u>          | <u>5,490</u>            | <u>3,033</u>          | <u>8,523</u>          | <u>5,490</u>            | <u>3,033</u>          | <u>65,875</u>     |
| <b>Expenditures:</b>                |                       |                         |                       |                       |                         |                       |                   |
| Personal services:                  |                       |                         |                       |                       |                         |                       |                   |
| Wages and salaries:                 |                       |                         |                       |                       |                         |                       |                   |
| Librarian I                         | 3,167                 | 3,413                   | 246                   | 3,167                 | 3,413                   | 246                   | 40,953            |
| Payroll taxes and benefits:         |                       |                         |                       |                       |                         |                       |                   |
| Retirement                          | 0                     | 307                     | 307                   | 0                     | 307                     | 307                   | 3,686             |
| Social security                     | 242                   | 261                     | 19                    | 242                   | 261                     | 19                    | 3,133             |
| Workers' compensation               | 3                     | 6                       | 3                     | 3                     | 6                       | 3                     | 66                |
| Health insurance                    | 0                     | 500                     | 500                   | 0                     | 500                     | 500                   | 6,000             |
| Unemployment insurance              | 51                    | 61                      | 10                    | 51                    | 61                      | 10                    | 737               |
| <b>Total Personal Services</b>      | <u>3,463</u>          | <u>4,548</u>            | <u>1,085</u>          | <u>3,463</u>          | <u>4,548</u>            | <u>1,085</u>          | <u>54,575</u>     |
| Materials and services:             |                       |                         |                       |                       |                         |                       |                   |
| Dues and subscriptions              | 0                     | 25                      | 25                    | 0                     | 25                      | 25                    | 300               |
| Miscellaneous                       | 0                     | 167                     | 167                   | 0                     | 167                     | 167                   | 2,000             |
| Travel                              | 0                     | 250                     | 250                   | 0                     | 250                     | 250                   | 3,000             |
| Training                            | 0                     | 83                      | 83                    | 0                     | 83                      | 83                    | 1,000             |
| <b>Total Materials and Services</b> | <u>0</u>              | <u>525</u>              | <u>525</u>            | <u>0</u>              | <u>525</u>              | <u>525</u>            | <u>6,300</u>      |
| Contingency                         | 0                     | 5,000                   | 5,000                 | 0                     | 5,000                   | 5,000                 | 5,000             |
| <b>Total Expenditures</b>           | <u>3,463</u>          | <u>10,073</u>           | <u>6,610</u>          | <u>3,463</u>          | <u>10,073</u>           | <u>6,610</u>          | <u>65,875</u>     |
| <b>Change in Fund Balance</b>       | <u><u>\$5,060</u></u> | <u><u>(\$4,583)</u></u> | <u><u>\$9,643</u></u> | <u><u>\$5,060</u></u> | <u><u>(\$4,583)</u></u> | <u><u>\$9,643</u></u> | <u><u>\$0</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 One Month Ended July 31, 2015

|                                 | Newspaper<br>Digitization | SDAO<br>Safety 2014 | Foundation<br>Grants | Friends of<br>the Library | Foster<br>Donation | LSTA<br>Outreach<br>2015 | RTR<br>2015  | Total           |
|---------------------------------|---------------------------|---------------------|----------------------|---------------------------|--------------------|--------------------------|--------------|-----------------|
| <b>Revenues:</b>                |                           |                     |                      |                           |                    |                          |              |                 |
| Donations and grants            | \$0                       | \$0                 | \$0                  | \$1,700                   | \$0                | \$0                      | \$0          | \$1,700         |
| Intergovernmental revenue       |                           |                     |                      |                           |                    |                          |              | 0               |
| Total Revenues                  | 0                         | 0                   | 0                    | 1,700                     | 0                  | 0                        | 0            | 1,700           |
| <b>Expenditures:</b>            |                           |                     |                      |                           |                    |                          |              |                 |
| Personal services:              |                           |                     |                      |                           |                    |                          |              |                 |
| Wages and salaries:             |                           |                     |                      |                           |                    |                          |              | 1,523           |
| Library assistant II            |                           |                     |                      |                           |                    |                          |              | 137             |
| Employee benefits:              |                           |                     |                      |                           |                    |                          |              | 117             |
| Retirement                      |                           |                     |                      |                           |                    |                          |              | 24              |
| FICA                            |                           |                     |                      |                           |                    |                          |              | 601             |
| Workers compensation            |                           |                     |                      |                           |                    |                          |              | 2               |
| Health insurance                |                           |                     |                      |                           |                    |                          |              |                 |
| Unemployment insurance          |                           |                     |                      |                           |                    |                          |              |                 |
| Total Personal Services         | 0                         | 0                   | 0                    | 0                         | 0                  | 2,404                    | 0            | 2,404           |
| Materials and services:         |                           |                     |                      |                           |                    |                          |              |                 |
| Collection development          |                           |                     | 1,468                |                           |                    |                          | 1,055        | 2,523           |
| Technical services              |                           |                     |                      |                           |                    |                          |              | 0               |
| Programs                        |                           |                     |                      | 1,050                     |                    |                          | 602          | 1,652           |
| Furniture and equipment         |                           |                     |                      |                           |                    |                          |              | 0               |
| Georgiana Smith Memorial Garden |                           |                     | 870                  |                           |                    |                          |              | 870             |
| Total Materials and Services    | 0                         | 0                   | 2,338                | 1,050                     | 0                  | 0                        | 1,657        | 5,045           |
| Capital outlay                  | 0                         | 0                   | 0                    | 0                         | 0                  | 0                        | 0            | 0               |
| Total Expenditures              | 0                         | 0                   | 2,338                | 1,050                     | 0                  | 2,404                    | 1,657        | 7,449           |
| Net Change in Fund Balance      | 0                         | 0                   | (2,338)              | 650                       | 0                  | (2,404)                  | (1,657)      | (5,749)         |
| Fund Balance - July 1, 2015     | 642                       | 3,000               | 52,688               | 3,926                     | 2,000              | (2,826)                  | 2,580        | 62,010          |
| Fund Balance - July 31, 2015    | <u>\$642</u>              | <u>\$3,000</u>      | <u>\$50,350</u>      | <u>\$4,576</u>            | <u>\$2,000</u>     | <u>(\$5,230)</u>         | <u>\$923</u> | <u>\$56,261</u> |

See Independent Accountants' Compilation Report

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
August 31, 2015

**ASSETS**

|                                    | General<br>Fund  | Grants<br>Fund  | Capital<br>Equipment<br>Reserve<br>Fund | Sage<br>Library<br>System<br>Fund | Total            |
|------------------------------------|------------------|-----------------|---|-----------------------------------|------------------|
| Current Assets:                    |                  |                 |   |                                   |                  |
| Cash in bank - Columbia State Bank | \$145,896        |                 |   |                                   | \$145,896        |
| Cash with Hood River County        | 328,494          | \$61,211        | \$94,327                                | \$5,744                           | 489,776          |
| Petty cash                         | 416              |                 |   |                                   | 416              |
| Employee draws                     | 900              |                 |   |                                   | 900              |
| Total Current Assets               | <u>475,706</u>   | <u>61,211</u>   | <u>94,327</u>                           | <u>5,744</u>                      | <u>636,988</u>   |
| TOTAL ASSETS                       | <u>\$475,706</u> | <u>\$61,211</u> | <u>\$94,327</u>                         | <u>\$5,744</u>                    | <u>\$636,988</u> |

**LIABILITIES & FUND BALANCES**

|                                   |                  |                 |                 |                |                  |
|-----------------------------------|------------------|-----------------|-----------------|----------------|------------------|
| Liabilities                       |                  |                 |                 |                |                  |
| Current Liabilities               |                  |                 |                 |                |                  |
| Payroll liabilities               | \$1,536          |                 |                 |                | \$1,536          |
| Total Current Liabilities         | <u>1,536</u>     | <u>0</u>        | <u>0</u>        | <u>0</u>       | <u>1,536</u>     |
| Total Liabilities                 | <u>1,536</u>     | <u>0</u>        | <u>0</u>        | <u>0</u>       | <u>1,536</u>     |
| Fund Balances:                    |                  |                 |                 |                |                  |
| Unassigned                        | <u>474,170</u>   | <u>61,211</u>   | <u>94,327</u>   | <u>5,744</u>   | <u>635,452</u>   |
| TOTAL LIABILITIES & FUND BALANCES | <u>\$475,706</u> | <u>\$61,211</u> | <u>\$94,327</u> | <u>\$5,744</u> | <u>\$636,988</u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Two Months Ended August 31, 2015**

|  | General Fund     | Grants Fund     | Capital<br>Equipment<br>Reserve<br>Fund | Sage Library<br>System Fund | Total            |
|--|------------------|-----------------|---|-----------------------------|------------------|
| <b>Revenues:</b>   |                  |                 |   |                             |                  |
| Donations and grants   |                  | \$17,079        |   |                             | \$17,079         |
| Property tax revenues - current year                                 | \$0              |                 |   |                             | 0                |
| Property tax revenues - prior year                                   | 5,308            |                 |   |                             | 5,308            |
| Fines and fees   | 2,519            |                 |   |                             | 2,519            |
| Intergovernmental revenue  |                  | 4,285           |   | \$13,096                    | 17,381           |
| Interest revenue   | 177              |                 | \$38                                    |                             | 215              |
| Miscellaneous  |                  |                 |   |                             | 0                |
| <b>Total Revenues</b>  | <b>8,004</b>     | <b>21,364</b>   | <b>38</b>                               | <b>13,096</b>               | <b>42,502</b>    |
| <b>Expenditures:</b>   |                  |                 |   |                             |                  |
| Personal services:   |                  |                 |   |                             |                  |
| Wages and salaries   | 61,865           | 1,523           |   | 6,724                       | 70,112           |
| Employee benefits  | 22,392           | 1,435           |   | 628                         | 24,455           |
| <b>Total Personal Services</b>                                       | <b>84,257</b>    | <b>2,958</b>    | <b>0</b>                                | <b>7,352</b>                | <b>94,567</b>    |
| Materials and services:  |                  |                 |   |                             |                  |
| Bank charges   | 32               |                 |   |                             | 32               |
| Building rental  | 500              |                 |   |                             | 500              |
| Building maintenance   | 2,023            |                 |   |                             | 2,023            |
| HVAC   | 90               |                 |   |                             | 90               |
| Elevator   | 0                |                 |   |                             | 0                |
| Telephone  | 729              |                 |   |                             | 729              |
| Internet   | 850              |                 |   |                             | 850              |
| Collection development   | 11,171           | 2,595           |   |                             | 13,766           |
| Technology   | 695              |                 |   |                             | 695              |
| Accounting and auditing  | 10,080           |                 |   |                             | 10,080           |
| Courier  | 250              |                 |   |                             | 250              |
| Custodial services   | 5,319            |                 |   |                             | 5,319            |
| Technical services   | 2,802            |                 |   |                             | 2,802            |
| Library consortium   | 0                |                 |   |                             | 0                |
| Copiers  | 187              |                 |   |                             | 187              |
| Elections expense  | 0                |                 |   |                             | 0                |
| Furniture and equipment  | 0                |                 |   |                             | 0                |
| Insurance  | 0                |                 |   |                             | 0                |
| Georgiana Smith Memorial Garden                                      | 618              | 5,282           |   |                             | 5,900            |
| Legal services   | 1,037            |                 |   |                             | 1,037            |
| Professional services  | 0                |                 |   |                             | 0                |
| Dues and subscriptions   | 168              |                 |   |                             | 168              |
| Miscellaneous  | 145              |                 |   |                             | 145              |
| Postage and freight  | 132              |                 |   |                             | 132              |
| Printing   | 120              |                 |   |                             | 120              |
| Programs   | 1,748            | 1,802           |   |                             | 3,550            |
| Advertising  | 108              |                 |   |                             | 108              |
| Supplies - office  | 2,386            |                 |   |                             | 2,386            |
| Travel   | 1,072            |                 |   |                             | 1,072            |
| Training   | 70               |                 |   |                             | 70               |
| Board development  | 75               |                 |   |                             | 75               |
| Electricity  | 3,452            |                 |   |                             | 3,452            |
| Garbage  | 230              |                 |   |                             | 230              |
| Natural gas  | 169              |                 |   |                             | 169              |
| Water & sewer - building   | 659              |                 |   |                             | 659              |
| <b>Total Materials and Services</b>                                  | <b>46,917</b>    | <b>9,679</b>    | <b>0</b>                                | <b>0</b>                    | <b>56,596</b>    |
| Capital outlay   | 0                | 9,526           | 3,541                                   |                             | 13,067           |
| <b>Total Expenditures</b>  | <b>131,174</b>   | <b>22,163</b>   | <b>3,541</b>                            | <b>7,352</b>                | <b>164,230</b>   |
| <b>Revenues Over Expenditures</b>                                    | <b>(123,170)</b> | <b>(799)</b>    | <b>(3,503)</b>                          | <b>5,744</b>                | <b>(121,728)</b> |
| Other Financing Sources (Uses)                                       |                  |                 |   |                             |                  |
| Operating transfers in   |                  |                 | 0                                       |                             | 0                |
| Operating transfers out  | 0                |                 |   |                             | 0                |
| <b>Total Other Financing Sources (Uses)</b>                          | <b>0</b>         | <b>0</b>        | <b>0</b>                                | <b>0</b>                    | <b>0</b>         |
| <b>Revenues and Other Financing Sources (Uses) Over Expenditures</b> | <b>(123,170)</b> | <b>(799)</b>    | <b>(3,503)</b>                          | <b>5,744</b>                | <b>(121,728)</b> |
| Fund Balance - July 1, 2015  | 597,340          | 62,010          | 97,830                                  | 0                           | 757,180          |
| <b>Fund Balance - August 31, 2015</b>                                | <b>\$474,170</b> | <b>\$61,211</b> | <b>\$94,327</b>                         | <b>\$5,744</b>              | <b>\$635,452</b> |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Two Months Ended

August 31, 2015

|                                | Current Period |               |              | Year to Date  |               |              | Annual         |
|--------------------------------|----------------|---------------|--------------|---------------|---------------|--------------|----------------|
|                                | Actual         | Budget        | Variance     | Actual        | Budget        | Variance     | Budget         |
| <b>Revenues:</b>               |                |               |              |               |               |              |                |
| Donations and grants           | \$0            | \$42          | (\$42)       | \$0           | \$84          | (\$84)       | \$500          |
| Tax revenues - current         | 0              | 0             | 0            | 0             | 0             | 0            | 764,441        |
| Tax revenues - prior year      | 1,701          | 1,353         | 348          | 5,308         | 3,914         | 1,394        | 15,000         |
| Fines and fees                 | 1,514          | 975           | 539          | 2,519         | 1,950         | 569          | 11,700         |
| Interest revenue               | 65             | 333           | (268)        | 177           | 666           | (489)        | 4,000          |
| Miscellaneous                  | 0              | 42            | (42)         | 0             | 84            | (84)         | 500            |
| <b>Total Revenues</b>          | <b>3,280</b>   | <b>2,745</b>  | <b>535</b>   | <b>8,004</b>  | <b>6,698</b>  | <b>1,306</b> | <b>796,141</b> |
| <b>Expenditures:</b>           |                |               |              |               |               |              |                |
| Personal services:             |                |               |              |               |               |              |                |
| Wages and salaries:            |                |               |              |               |               |              |                |
| Library clerk I                | 477            | 458           | (19)         | 926           | 916           | (10)         | 5,494          |
| Library clerk II               | 5,316          | 6,802         | 1,486        | 10,494        | 13,605        | 3,111        | 81,631         |
| Library assistant I            | 6,930          | 6,537         | (393)        | 12,928        | 13,073        | 145          | 78,443         |
| Library assistant II           | 7,468          | 6,289         | (1,179)      | 13,168        | 12,578        | (590)        | 75,470         |
| Librarian I                    | 2,335          | 2,522         | 187          | 4,570         | 5,044         | 474          | 30,261         |
| Librarian II                   | 4,174          | 4,257         | 83           | 8,285         | 8,513         | 228          | 51,076         |
| Library director               | 6,053          | 6,053         | 0            | 11,494        | 12,107        | 613          | 72,643         |
| Payroll taxes and benefits:    |                |               |              |               |               |              |                |
| Retirement                     | 2,569          | 2,309         | (260)        | 4,967         | 4,618         | (349)        | 27,710         |
| Social security                | 2,506          | 2,518         | 12           | 4,733         | 5,036         | 303          | 30,219         |
| Workers' compensation          | 30             | 100           | 70           | 1,130         | 200           | (930)        | 1,200          |
| Health insurance               | 4,133          | 5,011         | 878          | 10,656        | 10,021        | (635)        | 60,125         |
| Unemployment insurance         | 427            | 592           | 165          | 906           | 1,185         | 279          | 7,110          |
| <b>Total Personal Services</b> | <b>42,418</b>  | <b>43,448</b> | <b>1,030</b> | <b>84,257</b> | <b>86,896</b> | <b>2,639</b> | <b>521,382</b> |
| Materials and services:        |                |               |              |               |               |              |                |
| Bank charges                   | 16             | 25            | 9            | 32            | 50            | 18           | 300            |
| Building rental                | 0              | 675           | 675          | 500           | 1,350         | 850          | 8,100          |
| Building maintenance           | 918            | 1,250         | 332          | 2,023         | 2,500         | 477          | 15,000         |
| HVAC                           | 0              | 500           | 500          | 90            | 1,000         | 910          | 6,000          |
| Elevator                       | 0              | 175           | 175          | 0             | 350           | 350          | 2,100          |
| Telephone                      | 366            | 445           | 79           | 729           | 890           | 161          | 5,340          |
| Internet                       | 425            | 450           | 25           | 850           | 900           | 50           | 5,400          |
| Collection development         | 5,264          | 5,833         | 569          | 11,171        | 11,666        | 495          | 70,000         |
| Technology                     | 143            | 833           | 690          | 695           | 1,666         | 971          | 10,000         |
| Accounting and auditing        | 0              | 1,850         | 1,850        | 10,080        | 3,700         | (6,380)      | 22,200         |
| Courier                        | 140            | 250           | 110          | 250           | 500           | 250          | 3,000          |
| Custodial services             | 3,446          | 1,750         | (1,696)      | 5,319         | 3,500         | (1,819)      | 21,000         |
| Technical services             | 2,802          | 333           | (2,469)      | 2,802         | 666           | (2,136)      | 4,000          |

See Independent Accountants' Compilation Report



# HOOD RIVER COUNTY LIBRARY DISTRICT

## General Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis For the One Month and Two Months Ended August 31, 2015

|                                     | Current Period    |                   |                 | Year to Date       |                    |                  | Annual             |
|-------------------------------------|-------------------|-------------------|-----------------|--------------------|--------------------|------------------|--------------------|
|                                     | Actual            | Budget            | Variance        | Actual             | Budget             | Variance         | Budget             |
| Library consortium                  | 0                 | 1,000             | 1,000           | 0                  | 2,000              | 2,000            | 12,000             |
| Copiers                             | 70                | 92                | 22              | 187                | 184                | (3)              | 1,100              |
| Elections expense                   | 0                 | 0                 | 0               | 0                  | 0                  | 0                | 0                  |
| Furniture and equipment             | 0                 | 417               | 417             | 0                  | 834                | 834              | 5,000              |
| Insurance                           | 0                 | 333               | 333             | 0                  | 666                | 666              | 4,000              |
| Georgiana Smith Memorial Garden     | 445               | 1,667             | 1,222           | 618                | 3,334              | 2,716            | 20,000             |
| Legal services                      | 0                 | 208               | 208             | 1,037              | 416                | (621)            | 2,500              |
| Professional services               | 0                 | 1,250             | 1,250           | 0                  | 2,500              | 2,500            | 15,000             |
| Dues and subscriptions              | 168               | 292               | 124             | 168                | 584                | 416              | 3,500              |
| Miscellaneous                       | 0                 | 83                | 83              | 145                | 166                | 21               | 1,000              |
| Postage and freight                 | 0                 | 83                | 83              | 132                | 166                | 34               | 1,000              |
| Printing                            | 0                 | 83                | 83              | 120                | 166                | 46               | 1,000              |
| Programs                            | 490               | 2,083             | 1,593           | 1,748              | 4,166              | 2,418            | 25,000             |
| Advertising                         | 0                 | 83                | 83              | 108                | 166                | 58               | 1,000              |
| Supplies - office                   | 658               | 1,417             | 759             | 2,386              | 2,834              | 448              | 17,000             |
| Travel                              | 1,072             | 417               | (655)           | 1,072              | 834                | (238)            | 5,000              |
| Training                            | 0                 | 167               | 167             | 70                 | 334                | 264              | 2,000              |
| Board development                   | 75                | 83                | 8               | 75                 | 166                | 91               | 1,000              |
| Electricity                         | 1,759             | 1,708             | (51)            | 3,452              | 3,416              | (36)             | 20,500             |
| Garbage                             | 115               | 125               | 10              | 230                | 250                | 20               | 1,500              |
| Natural gas                         | 103               | 958               | 855             | 169                | 1,916              | 1,747            | 11,500             |
| Water & sewer - building            | 332               | 367               | 35              | 659                | 734                | 75               | 4,400              |
| <b>Total Materials and Services</b> | <b>18,807</b>     | <b>27,285</b>     | <b>8,478</b>    | <b>46,917</b>      | <b>54,570</b>      | <b>7,653</b>     | <b>327,440</b>     |
| Capital Outlay                      | 0                 | 0                 | 0               | 0                  | 0                  | 0                | 0                  |
| Transfer to Equipment Reserve       | 0                 | 0                 | 0               | 0                  | 50,000             | 50,000           | 50,000             |
| Contingency                         | 0                 | 0                 | 0               | 0                  | 90,000             | 90,000           | 90,000             |
| <b>Total Expenditures</b>           | <b>61,225</b>     | <b>70,733</b>     | <b>9,508</b>    | <b>131,174</b>     | <b>281,466</b>     | <b>150,292</b>   | <b>988,822</b>     |
| <b>Change in Fund Balance</b>       | <b>(\$57,945)</b> | <b>(\$67,988)</b> | <b>\$10,043</b> | <b>(\$123,170)</b> | <b>(\$274,768)</b> | <b>\$151,598</b> | <b>(\$192,681)</b> |

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Grants Fund

### Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Two Months Ended

August 31, 2015

|                               | Current Period        |                         |                       | Year to Date          |                       |                         | Annual Budget           |
|-------------------------------|-----------------------|-------------------------|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
|                               | Actual                | Budget                  | Variance              | Actual                | Budget                | Variance                |                         |
| <b>Revenues:</b>              |                       |                         |                       |                       |                       |                         |                         |
| Donations and grants          | \$15,379              | \$22,083                | (\$6,704)             | \$17,079              | \$55,166              | (\$38,087)              | \$276,000               |
| Intergovernmental revenue     | 4,285                 | 0                       | 4,285                 | 4,285                 | 0                     | 4,285                   | 0                       |
| <b>Total Revenues</b>         | <u>19,664</u>         | <u>22,083</u>           | <u>(2,419)</u>        | <u>21,364</u>         | <u>55,166</u>         | <u>(33,802)</u>         | <u>276,000</u>          |
| <b>Expenditures:</b>          |                       |                         |                       |                       |                       |                         |                         |
| Personal services             | 555                   | 1,445                   | 890                   | 2,958                 | 2,889                 | (69)                    | 17,340                  |
| Materials and services:       | 4,633                 | 7,500                   | 2,867                 | 9,679                 | 15,000                | 5,321                   | 90,000                  |
| Capital outlay                | 9,526                 | 14,583                  | 5,057                 | 9,526                 | 29,166                | 19,640                  | 175,000                 |
| <b>Total Expenditures</b>     | <u>14,714</u>         | <u>23,528</u>           | <u>8,814</u>          | <u>22,163</u>         | <u>47,055</u>         | <u>24,892</u>           | <u>282,340</u>          |
| <b>Change in Fund Balance</b> | <u><u>\$4,950</u></u> | <u><u>(\$1,445)</u></u> | <u><u>\$6,395</u></u> | <u><u>(\$799)</u></u> | <u><u>\$8,111</u></u> | <u><u>(\$8,910)</u></u> | <u><u>(\$6,340)</u></u> |

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and Two Months Ended**  
**August 31, 2015**

|   | Current Period   |                   |                 | Year to Date     |                   |                 | Annual<br>Budget |
|---|------------------|-------------------|-----------------|------------------|-------------------|-----------------|------------------|
|   | Actual           | Budget            | Variance        | Actual           | Budget            | Variance        |                  |
| <b>Revenues:</b>                            |                  |                   |                 |                  |                   |                 |                  |
| Interest revenue                            | \$16             | \$33              | (\$17)          | \$38             | \$66              | (\$28)          | \$400            |
| <b>Other Financing Sources</b>              |                  |                   |                 |                  |                   |                 |                  |
| Transfer from General Fund                  | 0                | 0                 | 0               | 0                | 50,000            | (50,000)        | 50,000           |
| <b>Total Revenues and<br/>Other Sources</b> | <u>16</u>        | <u>33</u>         | <u>(17)</u>     | <u>38</u>        | <u>50,066</u>     | <u>(50,028)</u> | <u>50,400</u>    |
| <b>Expenditures:</b>                        |                  |                   |                 |                  |                   |                 |                  |
| Materials and services                      | 0                | 0                 | 0               | 0                | 0                 | 0               | 0                |
| Capital outlay                              | 3,541            | 41,667            | 38,126          | 3,541            | 83,334            | 79,793          | 50,000           |
| <b>Total Expenditures</b>                   | <u>3,541</u>     | <u>41,667</u>     | <u>38,126</u>   | <u>3,541</u>     | <u>83,334</u>     | <u>79,793</u>   | <u>50,000</u>    |
| <b>Change in Fund Balance</b>               | <u>(\$3,525)</u> | <u>(\$41,634)</u> | <u>\$38,109</u> | <u>(\$3,503)</u> | <u>(\$33,268)</u> | <u>\$29,765</u> | <u>\$400</u>     |

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Sage Library System Fund**  
**Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis**  
**For the One Month and Two Months Ended**  
**August 31, 2015**

|                                     | Current Period      |                     |                     | Year to Date          |                         |                       | Annual            |
|-------------------------------------|---------------------|---------------------|---------------------|-----------------------|-------------------------|-----------------------|-------------------|
|                                     | Actual              | Budget              | Variance            | Actual                | Budget                  | Variance              | Budget            |
| <b>Revenues:</b>                    |                     |                     |                     |                       |                         |                       |                   |
| Intergovernmental revenue           | \$4,573             | \$5,489             | (\$916)             | \$13,096              | \$10,979                | \$2,117               | \$65,875          |
| <b>Total Revenues</b>               | <u>4,573</u>        | <u>5,489</u>        | <u>(916)</u>        | <u>13,096</u>         | <u>10,979</u>           | <u>2,117</u>          | <u>65,875</u>     |
| <b>Expenditures:</b>                |                     |                     |                     |                       |                         |                       |                   |
| Personal services:                  |                     |                     |                     |                       |                         |                       |                   |
| Wages and salaries:                 |                     |                     |                     |                       |                         |                       |                   |
| Librarian I                         | 3,557               | 3,413               | (144)               | 6,724                 | 6,826                   | 102                   | 40,953            |
| Payroll taxes and benefits:         |                     |                     |                     |                       |                         |                       |                   |
| Retirement                          | 0                   | 307                 | 307                 | 0                     | 614                     | 614                   | 3,686             |
| Social security                     | 272                 | 261                 | (11)                | 514                   | 522                     | 8                     | 3,133             |
| Workers' compensation               | 3                   | 5                   | 2                   | 6                     | 11                      | 5                     | 66                |
| Health insurance                    | 0                   | 500                 | 500                 | 0                     | 1,000                   | 1,000                 | 6,000             |
| Unemployment insurance              | 57                  | 62                  | 5                   | 108                   | 123                     | 15                    | 737               |
| <b>Total Personal Services</b>      | <u>3,889</u>        | <u>4,548</u>        | <u>659</u>          | <u>7,352</u>          | <u>9,096</u>            | <u>1,744</u>          | <u>54,575</u>     |
| Materials and services:             |                     |                     |                     |                       |                         |                       |                   |
| Dues and subscriptions              | 0                   | 25                  | 25                  | 0                     | 50                      | 50                    | 300               |
| Miscellaneous                       | 0                   | 167                 | 167                 | 0                     | 334                     | 334                   | 2,000             |
| Travel                              | 0                   | 250                 | 250                 | 0                     | 500                     | 500                   | 3,000             |
| Training                            | 0                   | 83                  | 83                  | 0                     | 166                     | 166                   | 1,000             |
| <b>Total Materials and Services</b> | <u>0</u>            | <u>525</u>          | <u>525</u>          | <u>0</u>              | <u>1,050</u>            | <u>1,050</u>          | <u>6,300</u>      |
| Contingency                         | 0                   | 0                   | 0                   | 0                     | 5,000                   | 5,000                 | 5,000             |
| <b>Total Expenditures</b>           | <u>3,889</u>        | <u>5,073</u>        | <u>1,184</u>        | <u>7,352</u>          | <u>15,146</u>           | <u>7,794</u>          | <u>65,875</u>     |
| <b>Change in Fund Balance</b>       | <u><u>\$684</u></u> | <u><u>\$416</u></u> | <u><u>\$268</u></u> | <u><u>\$5,744</u></u> | <u><u>(\$4,167)</u></u> | <u><u>\$9,911</u></u> | <u><u>\$0</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 Two Months Ended August 31, 2015

|                                       | Newspaper<br>Digitization | SDAO<br>Safety 2014 | Foundation<br>Grants | Friends of<br>the Library | Foster<br>Donation | LSTA<br>Outreach<br>2015 | MCMC<br>Grant | RTR<br>2015    | Total           |
|---------------------------------------|---------------------------|---------------------|----------------------|---------------------------|--------------------|--------------------------|---------------|----------------|-----------------|
| <b>Revenues:</b>                      |                           |                     |                      |                           |                    |                          |               |                |                 |
| Donations and grants                  | \$0                       | \$0                 | \$15,000             | \$1,700                   | \$0                | \$4,285                  | \$379         | \$0            | \$17,079        |
| Intergovernmental revenue             |                           |                     |                      |                           |                    |                          |               |                | 4,285           |
| <b>Total Revenues</b>                 | <u>0</u>                  | <u>0</u>            | <u>15,000</u>        | <u>1,700</u>              | <u>0</u>           | <u>4,285</u>             | <u>379</u>    | <u>0</u>       | <u>21,364</u>   |
| <b>Expenditures:</b>                  |                           |                     |                      |                           |                    |                          |               |                |                 |
| Personal services:                    |                           |                     |                      |                           |                    |                          |               |                |                 |
| Wages and salaries:                   |                           |                     |                      |                           |                    | 1,523                    |               |                | 1,523           |
| Library assistant II                  |                           |                     |                      |                           |                    | 273                      |               |                | 273             |
| Employee benefits:                    |                           |                     |                      |                           |                    | 117                      |               |                | 117             |
| Retirement                            |                           |                     |                      |                           |                    | 24                       |               |                | 24              |
| FICA                                  |                           |                     |                      |                           |                    | 1,019                    |               |                | 1,019           |
| Workers compensation                  |                           |                     |                      |                           |                    | 2                        |               |                | 2               |
| Health insurance                      |                           |                     |                      |                           |                    |                          |               |                |                 |
| Unemployment insurance                |                           |                     |                      |                           |                    |                          |               |                |                 |
| <b>Total Personal Services</b>        | <u>0</u>                  | <u>0</u>            | <u>0</u>             | <u>0</u>                  | <u>0</u>           | <u>2,958</u>             | <u>0</u>      | <u>0</u>       | <u>2,958</u>    |
| Materials and services:               |                           |                     |                      |                           |                    |                          |               |                |                 |
| Collection development                |                           |                     | 1,468                |                           |                    |                          |               | 1,127          | 2,595           |
| Technical services                    |                           |                     |                      | 1,200                     |                    |                          |               | 602            | 1,802           |
| Programs                              |                           |                     |                      |                           |                    |                          |               |                | 0               |
| Furniture and equipment               |                           |                     | 5,282                |                           |                    |                          |               |                | 5,282           |
| Georgiana Smith Memorial Garden       |                           |                     |                      |                           |                    |                          |               |                |                 |
| <b>Total Materials and Services</b>   | <u>0</u>                  | <u>0</u>            | <u>6,750</u>         | <u>1,200</u>              | <u>0</u>           | <u>0</u>                 | <u>0</u>      | <u>1,729</u>   | <u>9,679</u>    |
| Capital outlay                        | <u>0</u>                  | <u>0</u>            | <u>9,526</u>         | <u>0</u>                  | <u>0</u>           | <u>0</u>                 | <u>0</u>      | <u>0</u>       | <u>9,526</u>    |
| <b>Total Expenditures</b>             | <u>0</u>                  | <u>0</u>            | <u>16,276</u>        | <u>1,200</u>              | <u>0</u>           | <u>2,958</u>             | <u>0</u>      | <u>1,729</u>   | <u>22,163</u>   |
| <b>Net Change in Fund Balance</b>     | <u>0</u>                  | <u>0</u>            | <u>(1,276)</u>       | <u>500</u>                | <u>0</u>           | <u>1,327</u>             | <u>379</u>    | <u>(1,729)</u> | <u>(799)</u>    |
| <b>Fund Balance - July 1, 2015</b>    | <u>642</u>                | <u>3,000</u>        | <u>52,688</u>        | <u>3,926</u>              | <u>2,000</u>       | <u>(2,826)</u>           |               | <u>2,580</u>   | <u>62,010</u>   |
| <b>Fund Balance - August 31, 2015</b> | <u>\$642</u>              | <u>\$3,000</u>      | <u>\$51,412</u>      | <u>\$4,426</u>            | <u>\$2,000</u>     | <u>(\$1,499)</u>         | <u>\$379</u>  | <u>\$851</u>   | <u>\$61,211</u> |

See Independent Accountants' Compilation Report

## Circulation, 2015-16

## Hood River

[illegible]

## Cascade Locks

[illegible]

## Parkdale

[illegible]



## Districtwide

[illegible]

## Interlibrary loans, 2015-16

## Hood River

[illegible]

## Cascade Locks

[illegible]

## Parkdale

[illegible]

## Districtwide

[illegible]

## Computer use, 2015-16

## Computer sessions

[illegible]

## Electronic resource use, 2015-16

[illegible]

## Patron statistics, 2015-16

[illegible]

## Metropolitan Interlibrary eXchange (MIX) statistics, 2015-16

[illegible]

## Program statistics, 2015-16

[illegible]

## Program statistics, August (2015-16)

| Event   | Cosponsor(s)   | Location      | Date              | Attendees    |
|---|--|---------------|-------------------|--------------|
| <b>ADULT PROGRAMS</b>   |  |               |                   |              |
| Outreach: Odell Book Mobile/Library @ Zumba                   | Providence Hood River Memorial Hospital<br>St. Francis House | Odell         | Aug 6             | 90           |
| Book club: <i>A Walk in the Woods</i>                         |  | HR Library    | Aug 6             | 8            |
| Odell Book Mobile/Library @ Mercado del Valle                 | Mercado del Valle  | Odell         | Aug 8             | 30           |
| Friends of the Library annual picnic potluck                  | Friends of the Library                                       | Hood River    | Aug 11            | 40           |
| Cascade Locks History   | Tom Cramblett  | CL Library    | Aug 13            | 5            |
| Chamber of Commerce town hall meeting                         | Hood River County Chamber of Commerce                        | HR Library    | Aug 19            | 30           |
| Grave matters: Advanced directive workshop                    | Timmons Law<br>Hospice                                       | HR Library    | Aug 19            | 22           |
| Good Food, Bad Food: Agriculture, Ethics, and Personal Choice | Oregon Humanities<br>Gorge Grown                             | HR Library    | Aug 22            | 23           |
| <b>Adult total</b>  |  |               |                   | <b>248</b>   |
| <b>KIDS PROGRAMS</b>  |  |               |                   |              |
| Chess Club  |  | HR Library    | Aug 4, 18         | 11           |
| Outreach: Storytime at Learning Farm                          | Learning Farm Preschool                                      | Hood River    | Aug 4, 11, 18, 25 | 228          |
| La Hora Infantil radio show                                   | Radio Tierra   | The Gorge     | Aug 5, 12, 19, 26 | 1,000        |
| Preschool visit   |  | HR Library    | Aug 5             | 31           |
| SRP: Alex Zerbe, Zaniac                                       |  | HR Library    | Aug 5             | 90           |
| Outreach: Rinconcito trailer park                             |  | Hood River    | Aug 5, 12, 19, 26 | 31           |
| Crafternoons  |  | HR Library    | Aug 6, 13, 20     | 33           |
| Storytime (combined)  |  | HR Library    | Aug 6             | 5            |
| Book Donation Event   | Oregon Child Development Coalition                           | HR Library    | Aug 11            | 55           |
| SRP: Reptile Man  |  | HR Library    | Aug 12            | 225          |
| SRP: Reptile Man  |  | CL Library    | Aug 12            | 42           |
| SRP: Family summer reading                                    | Parkdale Elementary  | PK Elementary | Aug 13            | 8            |
| Storytime (baby/toddler)                                      |  | HR Library    | Aug 13, 20, 27    | 113          |
| Storytime (preschool)   |  | HR Library    | Aug 13, 20, 27    | 83           |
| SRP: Angel Ocasio   |  | PK Library    | Aug 15            | 15           |
| SRP: Juggler Henrik Boothe                                    |  | HR Library    | Aug 19            | 90           |
| Star Wars party   |  | CL Library    | Aug 25            | 7            |
| Lego Club   |  | PK Library    | Aug 28            | 7            |
| SRP: Unity Picnic   |  | HR Library    | Aug 29            | 80           |
| Storytime (Cascade Locks)                                     |  | CL Library    | Aug 29            | 3            |
| <b>Kids total</b>   |  |               |                   | <b>2,157</b> |

**TEEN PROGRAMS**

|   |            |                |            |
|---|------------|----------------|------------|
| Literary Trivia Challenge meetings                | HR Library | Aug 1,8,15,20  | 32         |
| Teen Movie Maker Club                             | HR Library | Aug 3,4        | 12         |
| SRP: Game Night                                   | PK Library | Aug 5,12,19,26 | 29         |
| SRP: Teen Craft, mini weapons of mass destruction | HR Library | Aug 6          | 1          |
| SRP: Teen Lock-In                                 | HR Library | Aug 15-16      | 29         |
| SRP: Game Night                                   | CL Library | Aug 20         | 3          |
| Harry Potter Literary Trivia Challenge            | HR Library | Aug 21         | 70         |
| SRP: Teen Craft, terrariums                       | HR Library | Aug 27         | 4          |
| Minecraft server                                  | Web        | August         | 116        |
| <b>Teen total</b>                                 |            |                | <b>296</b> |





**Rivistas Subscription Services**  
**2824 Columbia Ave**  
**Attn Orders Dept**  
**Wilmington NC 28403**

*Quote 4291 09/10/2015*

**Hood River County Library District**  
  
**502 State St.**  
**Hood River, OR 97031**

| Title  | Issues | List Price | Qty | Start      |
|--|--------|------------|-----|------------|
| <b>Air &amp; Space</b><br><i>ISSN: 0886-2257      Publisher: Smithsonian Magazine</i>                                    | 6      | \$26.00    | 1   | 03/01/2016 |
| <b>Alternative Medicine</b><br><i>ISSN:                      Publisher: Innovision Health Media</i>                      | 6      | \$19.95    | 1   | 03/01/2016 |
| <b>American Girl</b><br><i>ISSN: 1062-7812      Publisher: American Girl Publishing Inc.</i>                             | 6      | \$22.95    | 1   | 03/01/2016 |
| <b>Architectural Digest</b><br><i>ISSN: 0003-8520      Publisher: Conde Nast Publications</i>                            | 12     | \$39.95    | 1   | 03/01/2016 |
| <b>Art in America</b><br><i>Art In America Annual Guide</i><br><i>ISSN: 0004-3214      Publisher: Brant Publications</i> | 12     | \$39.95    | 1   | 03/01/2016 |
| <b>Artists Magazine, The</b><br><i>ISSN: 0741-3351      Publisher: F &amp; W Media Inc</i>                               | 10     | \$25.00    | 1   | 03/01/2016 |
| <b>Atlantic, The</b><br><i>ISSN: 1072-7825      Publisher: Atlantic Media Company</i>                                    | 10     | \$24.95    | 1   | 03/01/2016 |
| <b>Audubon</b><br><i>ISSN: 0097-7136      Publisher: National Audubon Society Inc</i>                                    | 6      | \$20.00    | 1   | 03/01/2016 |
| <b>Babybug</b><br><i>ISSN: 1077-1131      Publisher: Cricket Media</i>   | 9      | \$33.95    | 3   | 03/01/2016 |
| <b>Backwoodsman Magazine</b><br><i>ISSN:                      Publisher: Backwoodsman Magazine</i>                       | 6      | \$24.00    | 1   | 03/01/2016 |
| <b>Better Homes &amp; Gardens</b><br><i>ISSN: 0006-0151      Publisher: Meredith Corporation</i>                         | 12     | \$22.00    | 3   | 03/01/2016 |
| <b>Bicycling</b><br><i>Bicycling Buyer's Guide</i><br><i>ISSN: 0006-2073      Publisher: Rodale Press Inc.</i>           | 11     | \$19.94    | 1   | 03/01/2016 |
| <b>Birds &amp; Blooms</b><br><i>ISSN: 1084-5305      Publisher: Reader's Digest Publications</i>                         | 7      | \$17.98    | 1   | 03/01/2016 |
| <b>Bloomberg Businessweek</b><br><i>ISSN: 0007-7135      Publisher: Bloomberg Finance</i>                                | 50     | \$70.00    | 1   | 03/01/2016 |
| <b>Boating</b><br><i>ISSN: 0006-5374      Publisher: Bonnier Corporation</i>   | 10     | \$18.00    | 1   | 03/01/2016 |
| <b>Bon Appetit</b><br><i>ISSN: 0006-6990      Publisher: Conde Nast Publications</i>                                     | 12     | \$24.00    | 1   | 03/01/2016 |
| <b>Boy's Life</b><br><i>ISSN: 0006-8608      Publisher: Boy Scouts of America</i>  | 12     | \$24.00    | 1   | 03/01/2016 |

|   |  |                 |          |                   |
|---|--|-----------------|----------|-------------------|
| <b>Bridal Guide Magazine</b>                            | <b>6</b>   | <b>\$9.97</b>   | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0882-7451</i>                                  | <i>Publisher: RFP LLC</i>                          |                 |          |                   |
| <b>Catster (Cat Fancy)</b>                              | <b>12</b>  | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0892-6514</i>                                  | <i>Publisher: Bowtie Inc</i>                       |                 |          |                   |
| <b>Christianity Today</b>                               | <b>12</b>  | <b>\$24.99</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0009-5753</i>                                  | <i>Publisher: Christianity Today Inc</i>           |                 |          |                   |
| <b>Climbing</b>   | <b>10</b>  | <b>\$29.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0045-7159</i>                                  | <i>Publisher: Active Interest Media</i>            |                 |          |                   |
| <b>Consumer Reports</b>                                 | <b>13</b>  | <b>\$29.00</b>  | <b>3</b> | <b>03/01/2016</b> |
| <i>Consumer Reports Buying Guide</i>                    |  |                 |          |                   |
| <i>Consumer Reports Auto Ratings &amp; Buying Guide</i> |  |                 |          |                   |
| <i>Consumer Reports New Car Buying Guide</i>            |  |                 |          |                   |
| <i>Used Car Buying Guide</i>                            |  |                 |          |                   |
| <i>ISSN: 0010-7174</i>                                  | <i>Publisher: Consumers Union of US, Inc</i>       |                 |          |                   |
| <b>Cook's Illustrated</b>                               | <b>6</b>   | <b>\$26.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1068-2821</i>                                  | <i>Publisher: Boston Common Press Ltd Partners</i> |                 |          |                   |
| <b>Country Living</b>                                   | <b>10</b>  | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0732-2569</i>                                  | <i>Publisher: Hearst Magazines Division</i>        |                 |          |                   |
| <b>Craft Ideas</b>                                      | <b>4</b>   | <b>\$21.99</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>Pack-O-Fun (Comes With Crafts N Things)</i>          |  |                 |          |                   |
| <i>Cross Stitcher, The</i>                              |  |                 |          |                   |
| <i>Painting</i>   |  |                 |          |                   |
| <i>ISSN: 0146-6607</i>                                  | <i>Publisher: Amos Publishing</i>                  |                 |          |                   |
| <b>Cricket</b>  | <b>9</b>   | <b>\$33.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0090-6034</i>                                  | <i>Publisher: Cricket Media</i>                    |                 |          |                   |
| <b>Dirt Sports and Off Road</b>                         | <b>12</b>  | <b>\$11.97</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0363-1745</i>                                  | <i>Publisher: Source Interlink Media</i>           |                 |          |                   |
| <b>Dwell Magazine</b>                                   | <b>12</b>  | <b>\$19.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1530-5309</i>                                  | <i>Publisher: Dwell Magazine</i>                   |                 |          |                   |
| <b>Economist, The</b>                                   | <b>51</b>  | <b>\$127.00</b> | <b>1</b> | <b>03/01/2016</b> |
| <i>World In, The</i>                                    |  |                 |          |                   |
| <i>ISSN: 0013-0613</i>                                  | <i>Publisher: The Economist</i>                    |                 |          |                   |
| <b>EGM Magazine</b>                                     | <b>12</b>  | <b>\$24.99</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN:</i>  | <i>Publisher: Electronic Gaming Monthly</i>        |                 |          |                   |
| <b>Electric Flight</b>                                  | <b>6</b>   | <b>\$24.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN:</i>  | <i>Publisher: Electric Flight</i>                  |                 |          |                   |
| <b>Entertainment Weekly</b>                             | <b>52</b>  | <b>\$59.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1049-0434</i>                                  | <i>Publisher: Time Inc.</i>                        |                 |          |                   |
| <b>Family Handyman</b>                                  | <b>11</b>  | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0014-7230</i>                                  | <i>Publisher: Reader's Digest Publications</i>     |                 |          |                   |
| <b>Field &amp; Stream</b>                               | <b>12</b>  | <b>\$14.97</b>  | <b>3</b> | <b>03/01/2016</b> |
| <i>ISSN: 1554-8066</i>                                  | <i>Publisher: Bonnier Corporation</i>              |                 |          |                   |
| <b>Fine Gardening</b>                                   | <b>6</b>   | <b>\$29.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0896-6281</i>                                  | <i>Publisher: Taunton Press</i>                    |                 |          |                   |

|                                       |           |                 |          |   |
|---------------------------------------|-----------|-----------------|----------|---|
| <b>Fine Homebuilding</b>              | <b>8</b>  | <b>\$42.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1096-360X</i>                |           |                 |          | <i>Publisher: Taunton Press</i>             |
| <b>Fine Woodworking</b>               | <b>7</b>  | <b>\$34.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0361-3453</i>                |           |                 |          | <i>Publisher: Taunton Press</i>             |
| <b>Flyfishing &amp; Tying Journal</b> | <b>4</b>  | <b>\$18.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1521-7361</i>                |           |                 |          | <i>Publisher: Frank Amato Publications</i>  |
| <b>Futbol Total</b>                   | <b>12</b> | <b>\$62.24</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN:</i>                          |           |                 |          | <i>Publisher: Group Medios S.A. DE C.V.</i> |
| <b>Glamour</b>                        | <b>12</b> | <b>\$18.00</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0017-0747</i>                |           |                 |          | <i>Publisher: Conde Nast Publications</i>   |
| <b>Good Housekeeping</b>              | <b>12</b> | <b>\$21.97</b>  | <b>3</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0017-209X</i>                |           |                 |          | <i>Publisher: Hearst Magazines Division</i> |
| <b>Guitar Player</b>                  | <b>12</b> | <b>\$14.99</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN:</i>                          |           |                 |          | <i>Publisher: Guitar Player</i>             |
| <b>Guns &amp; Ammo</b>                | <b>12</b> | <b>\$19.94</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN:</i>                          |           |                 |          | <i>Publisher: Intermedia Outdoors</i>       |
| <b>Harper's Magazine</b>              | <b>12</b> | <b>\$17.97</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>Harper's Magazine Index</i>        |           |                 |          |   |
| <i>ISSN: 0017-789X</i>                |           |                 |          | <i>Publisher: Harper's Magazine</i>         |
| <b>High Times</b>                     | <b>12</b> | <b>\$29.99</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0362-630X</i>                |           |                 |          | <i>Publisher: High Times</i>                |
| <b>Highlights For Children</b>        | <b>12</b> | <b>\$34.95</b>  | <b>3</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0018-165X</i>                |           |                 |          | <i>Publisher: Highlights for Children</i>   |
| <b>Hobby Farms</b>                    | <b>6</b>  | <b>\$19.97</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1533-0931</i>                |           |                 |          | <i>Publisher: Bowtie Inc</i>                |
| <b>Home Power</b>                     | <b>6</b>  | <b>\$34.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1050-2416</i>                |           |                 |          | <i>Publisher: Home Power</i>                |
| <b>Horn Book Magazine</b>             | <b>6</b>  | <b>\$72.00</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>Horn Book Cumulative Index</i>     |           |                 |          |   |
| <i>ISSN: 0018-5078</i>                |           |                 |          | <i>Publisher: Media Source Incorporated</i> |
| <b>Horse Illustrated</b>              | <b>12</b> | <b>\$23.97</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0145-9791</i>                |           |                 |          | <i>Publisher: Bowtie Inc</i>                |
| <b>Horticulture Magazine</b>          | <b>8</b>  | <b>\$19.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0018-5329</i>                |           |                 |          | <i>Publisher: F &amp; W Media Inc</i>       |
| <b>House Beautiful</b>                | <b>10</b> | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0018-6422</i>                |           |                 |          | <i>Publisher: Hearst Magazines Division</i> |
| <b>Ingredient Magazine</b>            | <b>6</b>  | <b>\$35.00</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN:</i>                          |           |                 |          | <i>Publisher: Ingredient</i>                |
| <b>Kiteboarder, The</b>               | <b>4</b>  | <b>\$34.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
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| <b>Ladybug</b>                        | <b>9</b>  | <b>\$33.95</b>  | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1051-4961</i>                |           |                 |          | <i>Publisher: Cricket Media</i>             |
| <b>Leo Leo (Spanish)</b>              | <b>10</b> | <b>\$109.36</b> | <b>1</b> | <b>03/01/2016</b>                           |
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| <b>Library Journal</b>  | <b>20</b> | <b>\$165.89</b> | <b>1</b> | <b>03/01/2016</b> |
| <i>Library By Design</i>                                      |           |                 |          |                   |
| <i>Library Journal Academic Newswire</i>                      |           |                 |          |                   |
| <i>Library Journal Buyer's Guide &amp; Web Site Directory</i> |           |                 |          |                   |
| <i>Netconnect</i>   |           |                 |          |                   |
| <i>Bookverdict</i>  |           |                 |          |                   |
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| <b>Make Magazine</b>  | <b>6</b>  | <b>\$34.95</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Martha Stewart Living</b>                                  | <b>10</b> | <b>\$25.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1057-5251</i>  |           |                 |          |                   |
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| <b>Men's Fitness</b>  | <b>10</b> | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Mental Floss</b>   | <b>8</b>  | <b>\$32.97</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Model Railroader</b>                                       | <b>12</b> | <b>\$42.95</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Mother Earth News</b>                                      | <b>6</b>  | <b>\$20.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Mother Jones</b>   | <b>6</b>  | <b>\$15.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Mountain Bike Action</b>                                   | <b>12</b> | <b>\$19.98</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>National Geographic Kids</b>                               | <b>10</b> | <b>\$24.95</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>National Geographic Magazine</b>                           | <b>12</b> | <b>\$39.00</b>  | <b>2</b> | <b>03/01/2016</b> |
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| <b>National Geographic Traveler</b>                           | <b>8</b>  | <b>\$17.95</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Natural History</b>  | <b>10</b> | <b>\$30.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>New York Times Book Review</b>                             | <b>48</b> | <b>\$104.00</b> | <b>1</b> | <b>03/01/2016</b> |
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| <b>O, The Oprah Magazine</b>                                  | <b>12</b> | <b>\$28.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Oregon Historical Society Membership</b>                   | <b>1</b>  | <b>\$80.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Outside Magazine</b>         | <b>12</b>                                      | <b>\$24.00</b>  | <b>2</b> | <b>03/01/2016</b> |
| <i>ISSN: 0278-1433</i>          | <i>Publisher: Outside Magazine</i>             |                 |          |                   |
| <b>Parents</b>                  | <b>12</b>                                      | <b>\$15.98</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1083-6373</i>          | <i>Publisher: Meredith Corporation</i>         |                 |          |                   |
| <b>People</b>                   | <b>53</b>                                      | <b>\$116.07</b> | <b>3</b> | <b>03/01/2016</b> |
| <i>ISSN: 0093-7673</i>          | <i>Publisher: Time Inc.</i>                    |                 |          |                   |
| <b>People en Espanol</b>        | <b>11</b>                                      | <b>\$19.97</b>  | <b>2</b> | <b>03/01/2016</b> |
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| <b>Permaculture</b>             | <b>12</b>                                      | <b>\$85.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Popular Mechanics</b>        | <b>10</b>                                      | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0032-4558</i>          | <i>Publisher: Hearst Magazines Division</i>    |                 |          |                   |
| <b>Popular Photography</b>      | <b>12</b>                                      | <b>\$18.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Popular Science</b>          | <b>12</b>                                      | <b>\$19.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0161-7370</i>          | <i>Publisher: Bonnier Corporation</i>          |                 |          |                   |
| <b>Practical Home Schooling</b> | <b>5</b>                                       | <b>\$29.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 1075-4741</i>          | <i>Publisher: HomeSchool.com</i>               |                 |          |                   |
| <b>Pregnancy &amp; Newborn</b>  | <b>13</b>                                      | <b>\$29.00</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN:</i>                    | <i>Publisher: Pregnancy &amp; Newborn</i>      |                 |          |                   |
| <b>Quilt Maker</b>              | <b>6</b>                                       | <b>\$19.97</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Ranger Rick</b>              | <b>10</b>                                      | <b>\$24.95</b>  | <b>1</b> | <b>03/01/2016</b> |
| <i>ISSN: 0738-6656</i>          | <i>Publisher: National Wildlife Federation</i> |                 |          |                   |
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| <b>Reader's Digest</b>          | <b>10</b>                                      | <b>\$19.98</b>  | <b>3</b> | <b>03/01/2016</b> |
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| <b>Real Simple</b>              | <b>12</b>                                      | <b>\$28.95</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Rodale's Organic Life</b>    | <b>6</b>                                       | <b>\$19.96</b>  | <b>3</b> | <b>03/01/2016</b> |
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| <b>Rolling Stone</b>            | <b>26</b>                                      | <b>\$39.96</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Runner's World</b>           | <b>12</b>                                      | <b>\$24.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Science News</b>             | <b>26</b>                                      | <b>\$50.00</b>  | <b>1</b> | <b>03/01/2016</b> |
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| <b>Self Magazine</b>               | <b>12</b> | <b>\$12.00</b> | <b>2</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0149-0699</i>             |           |                |          | <i>Publisher: Conde Nast Publications</i>   |
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| <i>ISSN: 0037-301X</i>             |           |                |          | <i>Publisher: Hearst Magazines Division</i> |
| <b>Ski Magazine</b>                | <b>6</b>  | <b>\$14.97</b> | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0037-6159</i>             |           |                |          | <i>Publisher: Active Interest Media</i>     |
| <b>Small Farmer's Journal</b>      | <b>4</b>  | <b>\$37.00</b> | <b>1</b> | <b>03/01/2016</b>                           |
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| <b>Smithsonian</b>                 | <b>11</b> | <b>\$34.00</b> | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 0037-7333</i>             |           |                |          | <i>Publisher: Smithsonian Magazine</i>      |
| <b>Spider</b>                      | <b>9</b>  | <b>\$33.95</b> | <b>1</b> | <b>03/01/2016</b>                           |
| <i>ISSN: 1070-2911</i>             |           |                |          | <i>Publisher: Cricket Media</i>             |
| <b>Sports Illustrated</b>          | <b>56</b> | <b>\$88.95</b> | <b>2</b> | <b>03/01/2016</b>                           |
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| <b>Sports Illustrated For Kids</b> | <b>12</b> | <b>\$31.95</b> | <b>1</b> | <b>03/01/2016</b>                           |
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| <i>ISSN: 0094-579X</i>             |           |                |          | <i>Publisher: Stone Soup</i>                |
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| <b>Transworld Snowboarding</b>     | <b>7</b>  | <b>\$16.97</b> | <b>1</b> | <b>03/01/2016</b>                           |
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| <b>Utne Reader</b>                 | <b>4</b>  | <b>\$36.00</b> | <b>1</b> | <b>03/01/2016</b>                           |
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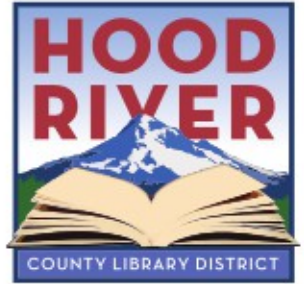
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# Library Card Policy



A Hood River County Library District card allows ~~its~~ their holder to borrow any of the wide variety of free information and entertainment materials. ~~They~~ It also provides access to the District's electronic resources ~~many powerful subscription databases~~ from home, office, or school.

Any resident of Hood River County, resident of a Metropolitan Interlibrary Exchange (MIX) library, or cardholder at an Oregon Library Passport Program (OLPP) library is eligible to receive a free library card from the District. The District also honors current valid library cards from any other library ~~in which shares its patron registration records through~~ the Sage Library System. Materials may be checked out from and returned to any Sage library.

## New Library Cards

Patrons 18 and older may receive a library card by going to any District library and providing name, mailing address, street address, contact information, and date of birth. Patrons who are 16 or 17 can receive cards by providing the same information, as well as the name of their parents or guardians. Patrons 15 or younger must have approval of the parent or guardian accepting responsibility for the minor's use of the library card.

The person accepting responsibility for use of the library card (the adult or teen patron ~~or the parent/guardian approving a card for a minor 15 or under~~) must provide proof of identification and current residence and mailing address. Acceptable proof forms of ~~proof of~~ identification and residency include but are not limited to the following:

- Valid government-issued photo ID or Oregon Voter's Registration card
- Valid student photo identification
- Utility bill
- Rent receipt signed by a landlord
- Lease or mortgage agreement
- Imprinted check
- Postmarked piece of mail delivered to the mailing address

For patrons 17 and under, a parent ~~/or~~ guardian's card in good standing may be used as proof of residence and mailing address. Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the District's major aims are to verify that the applicant lives in an area eligible for a free card and ~~to~~ have enough information to contact the person/patron regarding hold pickup, billing, and other notices.

Patrons who come to a library without sufficient identification to get a library card ~~immediately~~ are welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

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## Restrictions and Responsibilities

Library cards are not transferable; each patron must have his/her own card to check out materials. ~~To checkout, patrons and~~ must show the card in person, ~~show the card digitally, provide valid photo identification, or verify information on the account, at the time of checkout.~~ Family members living in the same household may pick up ~~each other's~~ their family's holds. A patron also may allow another individual to pick up his/her holds by giving that individual the card to present at the library. If doing business by phone or electronically, they must verify information on the account. ~~Exceptions to this policy may be made for the occasional forgotten library cards, provided that the patron offers a valid photo identification or is able to answer questions about the information on the account. Other exceptions are at the discretion of the Library Director.~~

## Temporary/Non-Resident Cards

Temporary or non-resident cards may be issued to individuals who are temporary residents or do not reside within Hood River County, the service area of a MIX or OLPP library, or have a valid library card from another Sage library. Such cards have the same identification requirements as regular cards. Temporary cards expire at the time the individual expects to leave the area or in one year, whichever comes first. There is a non-refundable fee for temporary/non-resident cards.

## Loan Periods

~~The loan period for a~~ All circulating materials, except movies, ~~check out for~~ is three weeks. Movies check out for ~~one~~ a week. Patrons may renew materials by contacting any District ~~or Sage library in person, by phone, by email, or online. Items also may be renewed at any Sage library.~~ An item may not be renewed if another person is waiting for it, ~~if~~ it has already been renewed twice, or ~~if~~ the patron has been billed for the item.

## Item Limits

To help optimize availability of the collection to the public, the District limits the total number of items that can be checked out at the same time on a card to 5035.

Because holds and interlibrary loan requests are labor-intensive services, patrons also are ~~also~~ limited to the following:

- 9 outstanding holds within the Sage Library System
- 6 outstanding out-of-Sage interlibrary loan requests

Other requests beyond the limit may be negotiated.

## Fines and Fees

Materials that are kept beyond their due dates will incur overdue fine ~~charges~~. There is a three-day grace period on all items during which fines will not be charged. ~~After three days, however, fines from the grace period days will be incurred.~~ Fines are \$0.10/day, \$1 per item maximum.

The District also collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + \$5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost waived. They will still be charged the

processing fee.

- Damaged items, if repairable: \$10 or the cost of the repair, whichever is higher.
- Destroyed media case: Audiobooks, \$10; everything else, \$5
- Lost media piece (e.g. disc from an audiobook), if individually replaceable: \$10 or the replacement cost, whichever is higher.
- Damaged media cover art: \$5 or the replacement cost, whichever is higher.
- Damaged barcode or spine label: \$1.
- Out-of-Sage interlibrary loans: \$3 plus any fees charged by lending library
- Temporary/non-resident cards: \$20 for 3 months or \$80/year
- Replacement~~Lost~~ card - \$1

Fees paid for lost materials may be refunded, less the processing fee, if they are returned~~a patron returns the material~~ in good condition within six months of having paid the fee.

### **Overdues and Billing**

Patrons will be notified about overdue materials by email only. Otherwise, it is the patron's responsibility to monitor his/her record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron will be billed for the item~~replacement cost~~.

The District will~~may~~ not check out materials to any patron with outstanding fines or fees exceeding \$15 at any library or combination of libraries in the Sage Library System. Borrowing privileges will be restored when materials are returned or outstanding fees are brought under \$15.

Exceptions to any provisions of this policy are at the discretion of the Library Director or designee.

Adopted by the Board of Directors, July 12, 2011

Last revised, September 15, 2015~~December 16, 2014~~

## **Resolution No. 2015-16.06**

### **Resolution revising the Library Card Policy**

WHEREAS, Sage Library System recently changed the number of items patrons can have checked out to 50; and

WHEREAS, the District updated some of its fees at its July 2015 meeting;

Now, therefore be it RESOLVED, that the Board amends the Library Card Policy as presented in the attached document and discussed and revised during the Board's meeting of September 15, 2015.

Adopted by the Board of Directors of Hood River County Library District this 15<sup>th</sup> day of September, 2015.

ATTEST:

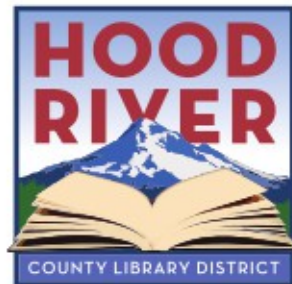
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Alexis Vaivoda, Vice-President

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Buzzy Nielsen, Library Director

# Board Governance Policy



## I. Membership

### A. *Composition*

- I. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.236).
- II. Any elector residing within the District is qualified to serve as a Board member (ORS 357.231). Current District employees or officers may not serve as Board members.
- III. Board members are elected at large.

### B. *Term of office*

- I. Board members shall serve four-year terms or until election and qualification of a successor (ORS 357.231).
- II. Terms shall be staggered so that not all Board members start four-year terms at the same time.

### C. *Vacancies*

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

### D. *Conflict of interest*

No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).

- I. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote. If any Board member has had any *ex parte* contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.

### E. *Compensation*

Board members may be reimbursed for expenses incurred in the performance of their duties. ORS 357.460(2).

### F. *Interaction Agreement*

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions. The Board shall speak carefully to respect the time and feelings of its volunteer colleagues. The Board shall celebrate its successes and persevere through difficult times.

### G. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws

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and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend such conferences and other training programs relevant to District business.

#### *H. Board Candidates*

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

#### *I. Orientation of new Board members*

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal & ethical responsibilities before s/he takes office.

## **II. Officers**

#### *A. Officers and duties.*

- I. The officers of the Board shall be a President, Vice-President, and Secretary.
- II. The President shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall sign official district documents on behalf of the Board when authorized by the Board.
- III. The Vice-President shall have the powers and duties of the President in his/her absence.
- IV. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
- V. The Library Director or his/her designee shall serve as Secretary of the District. The Director may delegate any of the secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an *ex-officio*, non-voting member of the Board. (ORS 357.226.)

#### *B. Nominations and elections*

- I. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- II. Elections shall be held by voice vote. The candidate receiving a majority of votes cast shall be elected.

#### *C. Term of office*

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.

#### *D. Vacancies*

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting.

#### *E. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.*

### III. Responsibilities

#### A. The Board shall:

- I. Formulate District policies.
- II. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.
- III. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.
- IV. Supervise the Library Director and oversee District operations.
- V. Employ all necessary agents and assistants.
- VI. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.
- VII. Arrange for deposit and distribution of tax funds, grant monies, and donations. (ORS 357.276)
- VIII. Oversee budget
  - a. Establish a Budget Committee. (ORS 294.336)
  - b. Appoint a Budget officer who shall prepare or supervise the preparation of the budget document under the direction of the Board. (ORS 294.331)
  - c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors) as per ORS 357.261(3)
  - d. Oversee District finances.
- IX. Refer tax measures to the voters. (ORS 357.261(9)).
- X. Develop long-range strategic plans for the District.
- XI. Approve all contracts.
- XII. Approve employee salary schedules and benefits.
- XIII. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- XIV. Take other such action as consistent with Oregon law including ORS 357.261, as the Board deems appropriate.

#### B. *Limitations on individual Board members*

- I. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. These restrictions include unauthorized involvement in personnel matters.
- II. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- III. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.

#### C. *Discipline*

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies.

## IV.Meetings

### A. *Public meeting law*

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law.

- I. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
- II. Every regular and special meeting and work session shall include opportunity for public comment. The presiding officer may limit the length of public comment and may revoke permission to speak if a speaker's comments are unduly repetitive or disruptive.

### B. *Regular meetings*

Regular meetings of the Board shall be held monthly on a regularly-scheduled day of the month. The day and time shall be set by resolution annually during the regular meeting in July.

- I. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

### C. *Work sessions*

Work sessions of the Board may be called by the President or by three Board members.

- I. Subjects discussed at a work session shall be limited to the agenda items for the work session.
- II. Final decisions shall not be made at a work session.
- III. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

### D. *Special meetings*

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

### E. *Emergency meetings*

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than twenty-four hours notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

### F. *Executive sessions*

- I. Shall be held in accordance with Oregon Public Meetings Law. .
- II. The applicable statute must be stated prior to the meeting.
- III. The Board shall not make any final decisions during executive session.
- IV. Board members, staff, media representatives, and other persons present shall not discuss

or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

*G. Location*

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. Meetings typically shall be held at the Hood River Library in the Jeanne Marie Gaulke Community Meeting Room.

*H. Quorum*

A majority of the Board (3 members) shall constitute a quorum.

*I. Agenda*

The agenda shall be set by the Library Director in consultation with the President. Meetings should generally be limited to published agenda topics, although by agreement of a majority of the Board members, additional topics may be added to the agenda.

*J. Notice*

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

*K. Accessibility*

- I. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- II. The District shall provide upon request interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

*L. Minutes*

Minutes must be kept of all Board meetings and Board-appointed committee meetings. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately.

*M. Planning session*

The Board will undertake an annual planning session.

*N. Virtual participation*

Except for hearings on quasi-judicial matters and executive sessions, members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.



## **V. Committees**

### *A. Budget Committee*

The Budget Committee shall be a standing committee of the Board.

- I. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
- II. Committee members shall serve for three years. Their terms shall be staggered so that as near as possible one third of the terms of the appointed members shall end each year.
- III. Appointed members may not receive any compensation for their service on the committee.
- IV. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position at the next regular or special meeting.

### *B. Special committees*

- I. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.
- II. Special committee members need not be members of the Board.

### *C. Public meeting rules*

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VI. Parliamentary Authority**

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt.

## **VII. Amendments**

- A. The Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days notice is given.

Approved by the Board of Directors, April 5, 2011

Last amended, April 15, 2014