

# **Board of Directors**

## **Regular Meeting Agenda**

Tuesday, November 15, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President



- |   |           |
|---|-----------|
| <b>I. Swearing in new Board member</b>                  | Schoppert |
| <b>II. Additions/deletions from the agenda (ACTION)</b> | Schoppert |
| <b>III. Actual or potential conflicts of interest</b>   | Schoppert |
| <b>IV. Consent agenda (ACTION)</b>                      | Schoppert |
| <b>i. Minutes from October 18, 2016 meeting</b>         |           |
| <b>V. Open forum for the general public</b>             | Schoppert |
| <b>VI. Reports</b>                                      |           |
| <b>i. Friends update</b>                                | Fox       |
| <b>ii. Foundation update</b>                            | Schoppert |
| <b>iii. October financial statements</b>                | Fox       |
| <b>iv. Director's report</b>                            | Fox       |
| <b>VII. New business</b>                                |           |
| <b>i. Digital signage at the Hood River Library</b>     | Fox       |
| <b>ii. Government Ethics online training</b>            | Fox       |
| <b>iii. Medical Insurance Renewal (Action)</b>          | Fox       |
| <b>VIII. Agenda items for next meeting</b>              | Schoppert |
| <b>IX. Adjournment</b>                                  | Schoppert |

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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. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

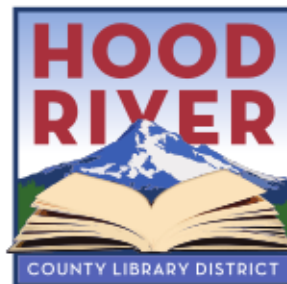
502 State Street  
Hood River - OR 97031

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

Tuesday, November 15, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President  
Notes prepared by Library Director Rachael Fox



**I. Swearing in new Board member**

Schoppert

Attachments:

- I. Board member oath of office

President Sara Snyder is unable to attend the meeting. Vice President John Schoppert will swear in newly-appointed Board member Karen Bureker using the attached oath. Bureker may not be able to attend the meeting.

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

Schoppert

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

Schoppert

**IV. Consent agenda (ACTION)**

Schoppert

Attachments:

- IV. Minutes of October 18, 2016 meeting

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

Schoppert

**VI. Reports**

**i. Friends update**

Fox

Friends volunteers are still working hard on covering books, processing media materials, cleaning library items, shelving, checking in returned items, and much more. The Friends of the Library will hold their annual holiday potluck Monday, December 5, 6-8pm at the Hood River Valley Adult Center. Board members are invited. Please bring an Hors d'oeuvres or dessert to share. The Friends do not have a regular meeting in December.

**ii. Foundation update**

Schoppert

The Foundation has been discussing arranging an event with other community organizations to discuss planned giving. The event would entail a speaker who discusses planned giving. Then community organizations will be available to meet with individuals. Stan Sales and Dale Hill will work together to explore the idea further.

The District and Foundation will be hosting a Grand Opening party for the children's library on Saturday, January 21, 5:30pm. The event will include a band, food, prizes. Donors to the Feast of Words 2016 will be invited to a tour at 5:00pm of the space. There may also be a slide show running in the children's theater highlighting the transformation.

The Foundation will not have a regular Board meeting in December.

**iii. October financial statements**

Fox

I met with Ken Onstott and Brian O'Shaughnessy from Onstott, Broehl & Cyphers, who provide our accounting services. We discussed the mistake that occurred last fiscal year involving funds accidentally attributed to the Reading to Read 2016 fund instead of the LSTA Outreach 2015 fund. Both Onstott and Shaughnessy stated the funds were direct deposited into the District account. Their records show they had a question mark to which fund they should be attributed but did not receive confirmation from former Library Director Buzzy Nielsen or there could have been a

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misunderstanding. The funds were attributed to the Ready to Read 2016 fund which also had funds direct deposited. While the funds were all accounted for it appears the mistake was over looked on the financial statements over a six month period on the District end. To ensure this mistake does not happen again, I will continue to closely monitor the financial statements and work with the accounting firm if I have questions.

The District accounting firm have been easy to work with, answer any questions I have and we have been working hard together to ensure the financial statements arrive in a timely manner.

As mentioned in the October 2016 Board meeting, the SAGE Library system Fund account currently has \$4325 in excess funds due to an error at the beginning of fiscal year 2015-2016. The error occurred when the Sage Library System fund was created. It appears the money should have been attributed to fiscal year 2014-2015 and deposited in the General Fund. I spoke to Onstott and O'Shaughnessy regarding the mistake and they suggested I contact the auditors and then discuss the situation with the Board. I will contact the auditors and report back at the December Board meeting.

I am waiting to hear back from the District accountant regarding 1099 and W-9 forms. At the December Board meeting I will provide an update.

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

Fox

##### Administration

- Assistant Director Arwen Ungar is spearheading the marketing plan, which involves forming a marketing committee comprised of key staff members. We should be meeting over the next couple months to get a plan in place and expand our marketing efforts for the District. New additions will include a one page paper handout of monthly events, monthly electronic newsletter, and standardized process for marketing among all staff.

##### Facilities

- Bikes racks have been ordered for the District. They should arrive in five weeks. The bike racks were paid for with the remaining Feast of Words Gardens funds.
- I have an appointment at the end of November with Superintendent of the Hood River County School District Dan Goldman to discuss the Cascade Locks Branch. Former Library Director Buzzy Nielsen worked primarily on this project, so I am gathering information regarding what has been accomplished thus far.
- Two new vibrant blue couches have arrived in the children's library in Hood River. They were purchased with Feast of Words funds.

##### Personnel

- The District has hired Annelisa Gebhard as an on-call substitute. Gebhard has worked in libraries since 2008 and most recently worked as the Youth Services Librarian at Woodland Public Library in California. Gebhard has her Masters of Library Science from Clarion University. She recently moved to Hood River with her family.
- In addition to being a member of the Hood River Lions, I have joined Hood River Rotary.

##### Programs

- The Children's staff have started plans for the "Grand Opening" of the children's area on January 21, at 5:30pm. There will be a band, food, and prizes!

##### Statistics

##### Other

- Longtime library patron and supporter Arvilla Armstrong passed away a few months ago. She left the District part of her residual estate and the Friends of the Library books from her personal library.
- The Friends of the Library donated over \$24,000 in 2016. They contributed to the Children's Summer Reading Program, Hood River County Reads, new movie theater in the children's area, audiobooks, children's nonfiction books, and many other library needs.

## **VII. New business**

### **i. Digital signage at the Hood River Library**

Fox

Hood River Library Foundation have been working on creating a donor recognition wall. Former Library Director Buzzy Nielsen had contemplated in the past installing digital signage in the Hood River branch. Foundation Board members asked if the District might consider using digital signage, which they could post their donor recognition information. This would allow it to be easily updated. In addition, the District could post information regarding library events, announcements, etc. I agree this would allow flexibility and ease for posting information for the District. Many public libraries are using digital signage, such as the Hillsboro Public Library, which I recently visited. I would recommend the signage be placed behind the main circulation desk in the Hood River Library. If the Board is interested in pursuing this option, I will reach out to other libraries to see what types of screens and software they are using. I'm guessing the project might cost between \$800-\$2,000.

### **ii. Government Ethics online training**

Fox

The Special Districts Association of Oregon (SDAO) recommends staff and Board members complete a Government Ethics training each year. The last training occurred In October 2016. The District staff will complete an online 20 minute training at their regular staff meeting on Monday, November 14. District Board members will watch the same video at the November Board meeting.

### **iii. Health Insurance renewal (ACTION)**

Fox

Attachments:

- Employee Health Care Benefits Policy

We currently use PacificSource. Staff are happy with the company, and we've had no major problems. our Health insurance agent, BCI Group, got quotes from other insurers, including Special Districts Association of Oregon. PacificSource appears to still be our best option; although this may change we we need to move to an Affordable Care Act-compliant plan next year.

However, per our benefits consultants, BCI Group, our current plan has benefits that somewhat comparable ACA-compliant plans do not:

- Lower deductible
- Lower copay for specialists
- Higher percentage of certain procedures covered.

The main things that an ACA-compliant plan offers that ours does not is no lifetime cap on costs, pediatric dental, and full coverage of all procedures considered preventative. Our current plan currently already covers fully most preventative/wellness procedures including vaccines, well baby care, and a biannual physical for adults.

Here's a breakdown of the difference in costs between this year and next.

	<b>2016</b>	<b>2017</b>	<b>% increase</b>
Employee only	\$401.26	\$428.06	7%
Employee & Spouse	\$922.92	\$984.56	7%
Employee & children	\$738.33	\$1,249.95	7%
Employee & family	\$1,711.70	\$787.64	7%

As you can see, there is a 7% increase for next year. Per the Employee Health Care Benefits Policy, the District contributes \$1,000 toward the cost of employees' monthly health insurance. Last year the District added a Flexible Savings Account. Our health insurance with PacificSource includes medical, mental health, alternative care, vision, and pharmacy coverage. I can send you benefit

summaries, if you would like.

Dental costs remain the same. Our dental insurance is through Guardian Insurance.

Costs are as follows:

	2017
Employee only	\$48.45
Employee & spouse	\$96.14
Employee & children	\$130.19
Employee & family	\$178.09

I recommend that we continue with PacificSource and Guardian as our health insurance providers. At the last staff meeting, the Board discussed the likelihood of staying with PacificSource for one more year. Due to a new ACA requirement to send out the Summary of Benefits to employees by November 1, 2016, I agreed to renew PacificSource with the BCI group. I'm asking for your approval to move forward. Next year, I will start the process earlier to research all the options, gather staff input, and discuss the recommendations to the Board prior to renewal.

**VIII. Agenda items for next meeting**

Schoppert

**i. Whistle Blowers Policy**

**IX. Adjournment**

Schoppert

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ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

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## **Oath of Office**

I, Karen Bureker, on this date of November 15, 2016, do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Hood River County Library District, and that I will faithfully discharge the duties of Director to the best of my ability.

*Signed:*

\_\_\_\_\_ Board Member

Attest:

\_\_\_\_\_ Board Secretary

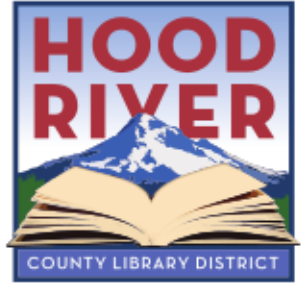
Attest:

\_\_\_\_\_ Board Vice President

# **Board of Directors**

## **Regular Meeting Minutes**

Tuesday, October 18, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President  
Minutes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Sara Snyder, John Schoppert, Alexis Vaivoda, Jean Sheppard

- I. Additions/deletions from the agenda (ACTION)** Snyder  
President Snyder called the meeting to order at 7.00p. Schoppert was present but needed to leave due to an unexpected event. Vaivoda moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Snyder  
None stated.
- III. Consent agenda (ACTION)** Snyder  
**i. Minutes from September 20, 2016 meeting**  
Vaivoda moved to accept the consent agenda as presented. Sheppard seconded. The motion carried unanimously.
- IV. Open forum for the general public** Snyder  
No public present.
- V. Reports**
- i. Friends update** Fox  
Snyder asked the Board if anyone was available to be the liaison for the Friends of the Library. Present Board members have conflicts with the noon meeting time. Fox offered to be the liaison until another Board member is available to attend the meetings.
- ii. Foundation update** Schoppert  
**I.** In addition to the written report, Snyder reported on the Feast of Words committee meeting she attended. Snyder said the committee is working to find a caterer. They also are working on creating a better sense of flow for the event with hopes to increase attendance at the live auction. Snyder mentioned Library Foundation President Jen Bayer is interested in disarming the handicap button during the event for volunteers. Fox will investigate and email Jen Bayer.
- iii. August and September financial statements** Fox  
Fox reported she has worked with the District accounting firm to have the previous month financial statements available at the monthly Board meeting and has been successful this month.
- iv. Director's report** Fox
- The Board and Fox discussed remaining with PacificSource Insurance for another year. Staff have been pleased with the provider. Next year the District will be requiring to move to an Affordable Care Act compliant plan. Snyder and Sheppard recommended getting staff input if the District chooses to switch providers.
  - Snyder asked how did the mistake happened with the LSTA Outreach 2015 funds being attributed to the Ready to Read 2016 grant fund? Snyder stated it would be best to find out

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how the mistake occurred so we can try to prevent it from happening again. Fox stated she would speak to the District accountants to inquire how the mistake occurred.

## **VI. Previous business**

### **i. Discussion and vote to appoint new Board member (ACTION)**

Snyder

Sheppard moved to appoint Karen Bureker to fulfill the remainder of Suzanne VanOrman's term, which expires June 30, 2017. Vaivoda seconded. The motion carried unanimously. Buerker was unable to attend the meeting. Fox will contact Bureker to see if she is available to be sworn in at the November District Board meeting. Snyder requested to put the item first on the agenda, after the agenda item to approve the agenda. Fox stated she will notify the Hood River County election office in writing after Bureker is sworn in.

### **ii. W-9 and 1099**

Snyder inquired if the District sends out W-9 forms and receives 1099 forms. Fox said she will contact the District accountant.

### **ii. Update IT services**

Fox

Snyder recommended having Ken Jacobs label all the equipment in addition to a list. Board members recommended putting together a plan for a replacement cycle, so all equipment does not need to be replaced at once. Jacobs is working on the list and recommended replacement schedule.

## **VII. New business**

### **i. New Board member orientation**

Snyder

Board members discussed new member orientation. Vaivoda stated she did not receive an orientation. Sheppard stated former Library Director Buzzy Nielsen sat down with her and explained the District, went over policies, and answered any questions she had. In addition, he gave her a flash drive with information and offered to give her a copy of Robert's Rules of Order. Snyder suggested setting up a District email, providing a new member orientation which includes a flash drive with copies of Board policies and relevant training information. In addition, the Ethics and Governance training would be beneficial. Fox states she would contact Bureker for training and provide her with a flash drive with relevant files.

### **ii. SDAO Oregon Ethics Law Best Practices Checklist**

Snyder

District Board members filled out the Oregon Ethics Law Best Practices Checklist together. Fox will submit the checklist to Special Districts Association of Oregon by November 15, 2016. The checklist will allow the District to receive a 2% credit to the 2017 insurance contributions. The Board agreed to the item on the checklist regarding District staff and Board members will receive yearly Ethics training and decided we should complete the same training at the next Board meeting.

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

Snyder

### **i. Swear in new Board member Karen Bureker**

### **ii. Ethics and Board Governance online training**

## **IX. Adjournment**

Snyder

The meeting adjourned at 7.54p.

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# HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements  
October 31, 2016

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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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of October 31, 2016, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and four months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained on pages 4 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

*Onstott, Broehl & Cyphers, P.C.*  
November 8, 2016

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**October 31, 2016**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
Current Assets:					
Cash in bank - Columbia State Bank	\$74,003				\$74,003
Cash with Hood River County	397,691	\$60,933	\$62,977	\$4,235	525,836
Petty cash	416				416
Total Current Assets	<u>472,110</u>	<u>60,933</u>	<u>62,977</u>	<u>4,235</u>	<u>600,255</u>
TOTAL ASSETS	<u>\$472,110</u>	<u>\$60,933</u>	<u>\$62,977</u>	<u>\$4,235</u>	<u>\$600,255</u>

**LIABILITIES & FUND BALANCES**

Liabilities					
Current Liabilities					
Payroll liabilities	\$753				\$753
Total Current Liabilities	<u>753</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>753</u>
Total Liabilities	<u>753</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>753</u>
Fund Balances:					
Unassigned	<u>471,357</u>	<u>60,933</u>	<u>62,977</u>	<u>4,235</u>	<u>599,502</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$472,110</u>	<u>\$60,933</u>	<u>\$62,977</u>	<u>\$4,235</u>	<u>\$600,255</u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Four Months Ended October 31, 2016**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Sage Library System Fund	Total
<b>Revenues:</b>					
Donations and grants	\$50	(\$900)			(\$850)
Property tax revenues - current year	166,638				166,638
Property tax revenues - prior year	6,860				6,860
Fines and fees	5,722				5,722
Intergovernmental revenue				\$19,165	19,165
Interest revenue	907		\$246		1,153
Miscellaneous	25				25
<b>Total Revenues</b>	<b>180,202</b>	<b>(900)</b>	<b>246</b>	<b>19,165</b>	<b>198,713</b>
<b>Expenditures:</b>					
Personal services:					
Wages and salaries	138,700	69		14,583	153,352
Employee benefits	44,027			4,225	48,252
<b>Total Personal Services</b>	<b>182,727</b>	<b>69</b>	<b>0</b>	<b>18,808</b>	<b>201,604</b>
Materials and services:					
Bank charges	137				137
Building rental	0				0
Building maintenance	1,082				1,082
HVAC	5,880				5,880
Elevator	618				618
Telephone	1,274				1,274
Internet	1,707				1,707
Collection development	20,874	608			21,482
Technology	1,848				1,848
Accounting and auditing	3,975				3,975
Courier	840				840
Custodial services	7,072				7,072
Technical services	2,927				2,927
Library consortium	11,567				11,567
Copiers	382				382
Elections expense	0				0
Furniture and equipment	0	2,927			2,927
Insurance	2,170				2,170
Georgiana Smith Memorial Garden	14,951	7,490			22,441
Legal services	1,637				1,637
Professional services	0				0
Dues and subscriptions	1,108				1,108
Miscellaneous	2,674	26			2,700
Postage and freight	163				163
Printing	607				607
Programs	6,904	1,967			8,871
Advertising	545				545
Supplies - office	6,249				6,249
Travel	1,325				1,325
Training	330				330
Board development	0				0
Electricity	6,149				6,149
Garbage	488				488
Natural gas	0				0
Water & sewer - building	1,627				1,627
<b>Total Materials and Services</b>	<b>107,110</b>	<b>13,018</b>	<b>0</b>	<b>0</b>	<b>120,128</b>
Capital outlay	0	13,220	40,905		54,125
<b>Total Expenditures</b>	<b>289,837</b>	<b>26,307</b>	<b>40,905</b>	<b>18,808</b>	<b>375,857</b>
<b>Revenues Over Expenditures</b>	<b>(109,635)</b>	<b>(27,207)</b>	<b>(40,659)</b>	<b>357</b>	<b>(177,144)</b>
<b>Other Financing Sources (Uses)</b>					
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>(109,635)</b>	<b>(27,207)</b>	<b>(40,659)</b>	<b>357</b>	<b>(177,144)</b>
Fund Balance - July 1, 2016	580,992	88,140	103,636	3,878	776,646
<b>Fund Balance - October 31, 2016</b>	<b>\$471,357</b>	<b>\$60,933</b>	<b>\$62,977</b>	<b>\$4,235</b>	<b>\$599,502</b>

See Independent Accountants' Compilation Report



**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Four Months Ended**  
**October 31, 2016**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$166,638	\$166,638	\$799,956
Tax revenues - prior year	1,323	6,860	20,000
Fines and fees	1,699	5,722	12,000
Interest revenue	97	907	3,500
Donations	0	50	0
Miscellaneous	0	25	500
<b>Total Revenues</b>	<b>169,757</b>	<b>180,202</b>	<b>835,956</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	579	1,942	6,855
Library clerk II	6,473	26,681	81,515
Library assistant I	4,592	19,241	60,817
Library assistant II	8,879	36,490	111,443
Librarian I	5,473	14,026	59,859
Librarian II	4,330	13,099	55,141
Library director	5,772	23,722	79,608
Other	0	3,499	0
Payroll taxes and benefits:			
Retirement	2,291	10,624	36,160
Social security	2,763	10,578	34,826
Workers' compensation	(81)	1,340	1,200
Health insurance	4,283	19,904	81,498
Unemployment insurance	445	1,581	5,918
<b>Total Personal Services</b>	<b>45,799</b>	<b>182,727</b>	<b>614,840</b>
Materials and services:			
Bank charges	14	137	250
Building rental	0	0	12,400
Building maintenance	0	1,082	15,000
HVAC	1,726	5,880	8,000
Elevator	155	618	2,000
Telephone	323	1,274	4,500
Internet	427	1,707	5,250
Collection development	6,209	20,874	75,000
Technology	510	1,848	20,000
Accounting and auditing	3,975	3,975	23,000
Courier	167	840	3,000
Custodial services	0	7,072	24,000

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Four Months Ended**  
**October 31, 2016**

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Library consortium	11,567	11,567	12,000
Copiers	70	382	1,100
Elections expense	0	0	2,000
Furniture and equipment	0	0	5,000
Insurance	0	2,170	10,000
Georgiana Smith Memorial Garden	1,610	14,951	21,000
Legal services	1,100	1,637	3,000
Professional services	0	0	0
Dues and subscriptions	250	1,108	4,000
Miscellaneous	53	2,674	1,000
Postage and freight	0	163	1,000
Printing	379	607	1,000
Programs	527	6,904	22,000
Advertising	0	545	1,000
Supplies - office	1,652	6,249	16,000
Travel	879	1,325	5,000
Training	20	330	1,750
Board development	0	0	1,500
Parking reimbursement	0	0	1,000
Electricity	1,589	6,149	20,000
Garbage	117	488	1,500
Natural gas	0	0	10,000
Water & sewer - building	377	1,627	4,500
<b>Total Materials and Services</b>	<b>33,696</b>	<b>107,110</b>	<b>341,750</b>
Capital Outlay	0	0	0
Transfer to Equipment Reserve	0	0	40,000
Contingency	0	0	100,000
<b>Total Expenditures</b>	<b>79,495</b>	<b>289,837</b>	<b>1,096,590</b>
<b>Change in Fund Balance</b>	<b>\$90,262</b>	<b>(\$109,635)</b>	<b>(\$260,634)</b>

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Four Months Ended**  
**October 31, 2016**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Donations and grants	\$0	(\$900)	\$211,000
Intergovernmental revenue	0	0	0
<b>Total Revenues</b>	<u>0</u>	<u>(900)</u>	<u>211,000</u>
<b>Expenditures:</b>			
Personal services	69	69	0
Materials and services:	2,570	13,018	79,500
Capital outlay	0	13,220	175,000
<b>Total Expenditures</b>	<u>2,639</u>	<u>26,307</u>	<u>254,500</u>
<b>Change in Fund Balance</b>	<u><u>(\$2,639)</u></u>	<u><u>(\$27,207)</u></u>	<u><u>(\$43,500)</u></u>

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Capital Equipment Reserve Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Four Months Ended**  
**October 31, 2016**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Interest revenue	\$21	\$246	\$400
<b>Other Financing Sources</b>			
Transfer from General Fund	0	0	40,000
<b>Total Revenues and Other Sources</b>	<u>21</u>	<u>246</u>	<u>40,400</u>
<b>Expenditures:</b>			
Materials and services	(12,547)	0	0
Capital outlay	13,677	40,905	75,000
<b>Total Expenditures</b>	<u>1,130</u>	<u>40,905</u>	<u>75,000</u>
<b>Change in Fund Balance</b>	<u><u>(\$1,109)</u></u>	<u><u>(\$40,659)</u></u>	<u><u>(\$34,600)</u></u>

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**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Sage Library System Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Four Months Ended**  
**October 31, 2016**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Intergovernmental revenue	\$9,736	\$19,165	\$68,698
<b>Total Revenues</b>	<u>9,736</u>	<u>19,165</u>	<u>68,698</u>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Librarian I	3,725	14,583	43,534
Payroll taxes and benefits:			
Retirement	309	1,296	3,918
Social security	282	1,103	3,330
Workers' compensation	3	12	50
Health insurance	360	1,625	6,000
Unemployment insurance	48	189	566
<b>Total Personal Services</b>	<u>4,727</u>	<u>18,808</u>	<u>57,398</u>
Materials and services:			
Dues and subscriptions	0	0	300
Miscellaneous	0	0	2,000
Travel	0	0	3,000
Training	0	0	1,000
<b>Total Materials and Services</b>	<u>0</u>	<u>0</u>	<u>6,300</u>
Contingency	0	0	5,000
<b>Total Expenditures</b>	<u>4,727</u>	<u>18,808</u>	<u>68,698</u>
<b>Change in Fund Balance</b>	<u><u>\$5,009</u></u>	<u><u>\$357</u></u>	<u><u>\$0</u></u>

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# HOOD RIVER COUNTY LIBRARY

## Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis

### Grants Funds

For the Four Months Ended October 31, 2016

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Friends of the Library	LSTA Outreach 2015	MCMC Grant	Aging in the Gorge	Atrium Remodel	RTR 2016	Total
<b>Revenues:</b>										
Donations and grants	\$0	\$0	\$0	\$0	\$0	\$0	(\$900)	\$0	\$0	(\$900)
Intergovernmental revenue										
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>0</u>	<u>(900)</u>
<b>Expenditures:</b>										
Personal services:					69					69
Wages and salaries:										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69</u>
Materials and services:										0
Building maintenance										608
Collection development			1,575	(979)		12			1,956	1,967
Technical services				11						2,927
Programs			2,677							7,490
Furniture and equipment			7,490					250		26
Georgiana Smith Memorial Garden										
Miscellaneous				50					(24)	
Total Materials and Services	<u>0</u>	<u>0</u>	<u>11,742</u>	<u>(918)</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>250</u>	<u>1,932</u>	<u>13,018</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>13,220</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,220</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>24,962</u>	<u>(918)</u>	<u>69</u>	<u>12</u>	<u>0</u>	<u>250</u>	<u>1,932</u>	<u>26,307</u>
Net Change in Fund Balance	0	0	(24,962)	918	(69)	(12)	(900)	(250)	(1,932)	(27,207)
Fund Balance - July 1, 2016	1,642	3,000	73,634	5,410	69	62	900	0	3,423	88,140
Fund Balance - October 31, 2016	<u>\$1,642</u>	<u>\$3,000</u>	<u>\$48,672</u>	<u>\$6,328</u>	<u>\$0</u>	<u>\$50</u>	<u>\$0</u>	<u>(\$250)</u>	<u>\$1,491</u>	<u>\$60,933</u>

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## Program statistics, October 2016

Event	Cosponsor(s)	Location	Date	Attendees
<i>ADULT PROGRAMS</i>				
Odell Book Mobile/Library @ Zumba Mon's & Thurs's	Hood River Providence Hospital & St. Francis House	Odell	October 3,6,10,17,20,24,27, 31	320
Tell tale heart performer		Hood River	Oct. 5	15
Migrant Parent Meeting Presentation	Migrant Program	Hood River	October 5	25
Book Club The Highest Tide by Jim Lynch		Hood River	Oct. 6	6
Harvest Dinner	Libraries of Eastern Orego	Hood River	Oct. 7	52
	<b>Radio Tierra:</b> <u>Turner Savard</u> Outreach for White Salmon Valley Community Library. <u>Kristine Mier</u> Program Manager for Rural Development Initiatives (RDI)			
Recursos Informativos: New Radio Show		The gorge	October 19,26	1000
Death Cafe		Hood River	Oct. 26	7
CSD Presentation (Dia de los Ninos)	MidLand Public Library	Mid-Land	October 29	40
<b>Adult total</b>				<b>98</b>
<i>KIDS PROGRAMS</i>				
Odell Bus		Odell HR	Oct 1, 8, 15, 22	2
CL Story Time		Cascade Locks	Oct 1, 8, 15, 22	6
LTC Meeting		Hood River	Oct 1	8
Mid-Valley Story Time	Mid-Valley	Odell	October 3,24,31	260
Story Time Tuesday's	Learning Farm Preschool	Hood River	October 4,11,18,25	210
Outreach HR Xings		Hood River	Oct 5	13
La Hora Infantil: Radio Show	Radio Tierra	The Gorge	October 5,12,19,26	2000
Story Time Pre-School		Hood River	Oct 6, 13, 29	110
Story Time Pre-School		Hood River	Oct 6, 13, 30	69
Mini Library Restock	Indian Creek Apts	Hood River	Oct 6	25 books
PK Elementary Class Visits	PK Elementary	Parkdale	Oct 7	30
Midvalley Class Visits	Midvalley	Odell	Oct 7	84
LTC Class Visits		West Side Ele	Oct 7	80

Children's Fair	The Next Door	Pine Grove	Oct 8	200
Outreach Rinconcito		Hood River	Oct 12	8
Rainy Day Matinee		Hood River	Oct 14	12
Rainy Day Matinee		Hood River	Oct 15	4
Rainy Day Matinee		Hood River	Oct 18	2
Rainy Day Matinee		Hood River	Oct 19	0
Outreach HR Xings		Hood River	Oct 19	13
LTC Class Visits		Hood River	Oct 19	30
LTC Class Visits		May St.	Oct 19	120
LTC Class Visits		HRVMS	Oct 19	180
Rainy Day Matinee		Hood River	Oct 20	0
Story Time Combined		Hood River	Oct 20	60
Roald Dahl Trivia Challenge		Hood River	Oct 21	45
Outreach Rinconcito		Hood River	Oct 26	8
CL Leaf Project Activity		Cascade Locks	Oct 29	12
Halloween Party		Hood River	Oct 31	600
<b>Kids total</b>				4,166
<i>TEEN PROGRAMS</i>				
Mail a post card day		Hood river	Oct. 13	45
Teen council meeting		Hood River	Oct. 22	6
Teen Halloween		Hood River	Oct. 30	12
Teen council meeting		Hood River	Oct. 22	6
<b>Teen total</b>				69

## Interlibrary loans, 2016-17

# Hood River

**Checked out by Sage**  
**Borrowed from Sage**  
*Sage difference*

# Cascade Locks

**Checked out by Sage**  
**Borrowed from Sage**  
*Sage difference*

# Parkdale

**Checked out by Sage**  
**Borrowed from Sage**  
*Sage difference*

## Districtwide

Checked out by Sage	Borrowed from Sage	<i>Sage difference</i>
Checked out by non-Sage	Borrowed from non-Sage	<i>Non-Sage difference</i>

# Computer use, 2016-17

## Computer sessions

We assume that so  
not sign up for their  
sessions. Here are  
for each location:  
HR adult: 1.4  
HR kids: 3  
CL and PK: 1.1

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
<b>Hood River</b>	929	774	559	488								
<b>Cascade Locks</b>	89	139	72	73								
<b>Parkdale</b>	72	88	65	30								
<b>TOTAL</b>	<b>1,090</b>	<b>1,001</b>	<b>696</b>	<b>591</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,378</b>

/

me people do  
computers  
the multipliers



## Electronic resource use, 2016-17

[illegible]

<i>Registrations</i>	10	15	2	21	48
<i>Logins</i>	28	42	20	33	123
<b>TumbleBooks</b>	80	20	4,097	5,930	10,127
<b>Twitter</b>					
<i>Tweets</i>	7	0	0	0	7
<i>Impressions</i>	1,547	0	0	0	1,547
<i>Mentions</i>	1	0	0	0	1
<i>Total followers</i>	489	517	519	526	501

## Patron statistics, 2016-17

[illegible]

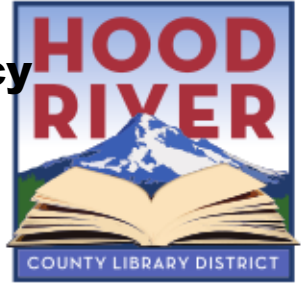
## Metropolitan Interlibrary eXchange (MIX) statistics, 2016-17

[illegible]

## Program statistics, 2016-17

[illegible]

# Employee Health Care Benefits Policy



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

## Eligibility

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

## Health Care Benefits

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

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

## In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan. For employees participating in the HRA VEBA plan, the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

## Other Considerations

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

restrictions, if any, must be considered as well.

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