

Board of Directors
Regular Meeting Agenda
Tuesday, December 19, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President

I. Additions/deletions from the agenda (ACTION)	Sheppard
II. Actual or potential conflicts of interest	Sheppard
III. Consent agenda (ACTION)	Sheppard
i. Minutes from November 21, 2017 meeting	
IV. Open forum for the general public	Sheppard
V. Reports	
i. Friends update	Fox
ii. Foundation update	Fox
iii. November financial statements	Fox
iv. Director's report	Fox
VI. Previous business	
VII. New business	
i. Special Districts Ethics training video	Sheppard
ii. Budget discussion – Unappropriated Ending Fund Balance	Sheppard
iii. Dental insurance renewal (ACTION)	Sheppard
iv. Hood River County Reads discussion	Sheppard
VIII. Agenda items for next meeting	Sheppard
IX. Adjournment	Sheppard

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

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

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

Board of Directors
Regular Meeting Agenda, Supplementary
Tuesday, December 19, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |

i. Minutes from November 21, 2017 meeting

Attachments: III.i. Minutes from November 21, 2017 meeting

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

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|--------------------------|-----|
| i. Friends update | Fox |
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The Friends of the Library did not have a formal meeting in December. They did have their annual holiday potluck on Tuesday, December 5, 2017 at the Hood River Valley Adult Center.

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| ii. Foundation update | Fox |
|------------------------------|-----|

The Library Foundation did not meet in December. They did send out their end-of-year membership renewal mailing.

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| iii. November financial statements | Fox |
|---|-----|

Attachments: Vi.iii. November financial statements

The District has received \$780,244 of tax revenue for this current fiscal year. The District will receive around \$73,000 more in tax revenue for this fiscal year by June 30, with two large payments in February and May 2018.

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| iv. Director's report | Fox |
|------------------------------|-----|

Administration

- The Pat Hazlehurst Endowment for the Hood River County Library of the Gorge Community Foundation is able to grant up to \$2,400 this year to the library, \$500 has been given to the Hood River County Reads. I have submitted a request for \$1,500 to purchase 10 laptops for use in outreach, the weekly mobile library in Odell, Makerspace programs and in-house classes during library open hours. The Gorge Community Foundation will review the request at their January 29, 2018 meeting.
- Our IT Specialist Ken Jacobs has updated the computer in the children's area, which is filtered. Jacobs installed new filtering software called OpenDNS filtering software. It allows more control on what type of sites are restricted.

Facilities

- The new furniture has been ordered from Oregon Corrections Enterprises for the Hood River

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building. It should arrive mid-January.

- Our lease with the Hood River County School District Cascade Locks space begins January 1, 2018. I've started gathering quotes for fixing the walls, paint and carpet installation. Next step is to obtain quotes for shelving and new furniture. I hope to create a budget for review at the January 16, 2017 board meeting.

Personnel

- Mid-Columbia Center for Living provided a de-escalation training for library staff at our monthly staff meeting on Friday, December 8. The training was geared toward helping staff to understand and help patrons who may be suffering from a mental illness. Staff also learned strategies to diffuse patrons who may be angry and discussed when to call in assistance from the police.

Programs

- Staff will start working on the Makerspace this month. They have a budget of \$3,000 for furniture from Feast of Words 2017 fundraiser. The Library Foundation has contributed \$2,000 and the Friends \$2,000 towards technology, which \$1,000 will go towards the laptop purchase.
- The grand reopening party at the Parkdale branch on Saturday, December 2, drew in 80 people. There was food, music, and crafts.
- Bilingual Outreach Specialist Yeli Boots will start her weekly radio show next month on Radio Tierra. She will pre-record a show which will consist of storytime and announcements for library services.

Statistics

- Attachment: V.iv.a. September, October, November statistics
- Attachment: V.iv.b. September, October, November program statistics
- In the past year, we've increased our Facebook likes from 1,252 to 1,436. We advertise our all our programs on Facebook and it's been a great way reach our library patrons.
- For a few months, we have been a net borrower from SAGE libraries instead of a net lender. In November, we shifted back to being a net lender. If we borrow less from SAGE libraries and lend more, it reflects a robust collection. I think we may be borrowing more from SAGE libraries due to reduction of the collection development budget. I will look at the trends after we increase our collection development budget and purchase more materials.
- District wide circulation of library materials (July-November) is almost equal to the same time frame last fiscal year.
- In the past two months, we have went from 749 subscribers to our newsletter to 814. We had planned to do a month long drive in December to recruit more subscribers but when we updated the plug-in for our newsletter sign up form, it crashed our website. Until the plug-in can be fixed, Assistant Director Arwen Ungar is going to create a temporary form on the front page of the website and staff patrons will manually enter email addresses into a form which can be manually transferred by staff to the Constant Contact site. We aim to do the drive in January.

VI. Previous business

VII. New business

i. **Special Districts Ethics training video**

Sheppard

Each year the District Board views the Special Districts Association Safe Personnel ethics training together. This month we'll watch a short video at the board meeting.

ii. **Budget discussion – Unappropriated Ending Fund Balance**

Sheppard

Attachment: VII.ii. 2017-18 Budget Approved

At the November 21, 2017 board meeting, District Board member Brian Hackett requested a discussion of the Unappropriated Ending Fund Balance.

Former Library District Board member Sarah Snyder recommended at the May 9, 2017 budget committee meeting the Board should select a minimum amount to have in the Unappropriated Ending Fund Balance. Snyder recommended the formula (current monthly expenses x 1.05 [increase 5%] x 4.5 months (July through half November).

I recommend when drafting the budget the Library Director also look at how much s/he projects the District will spend in the upcoming fiscal year and report the information to the budget committee. I think this is important because personnel expenses may have changed during the year if hours were increased or decreased or other changes may occur in the upcoming year, which would make the formula based upon the previous year, not entirely accurate for projecting the upcoming fiscal year. It's also important when projecting expenses, s/he should include an estimate of personal services, materials and services, and transfer from general fund to capital fund.

iii. **Dental insurance renewal (ACTION)**

Sheppard

The District has used Guardian Dental Insurance since 2012. This year, they have increased the cost of our current plan 9%. We would be paying \$42.19 more per month which equals \$506.28 for the year.

We also received a quote from Sun Life, which is significantly lower per month, but does not offer the same coverage. The only quotes provided were more expensive and less coverage than Sun Life.

I believe having a strong benefits package for staff provides a strong incentive to work long term for our District. I recommend staying with Guardian. I am looking forward to hearing the thoughts of the board on both packages.

		Guardian (current)	Total per month	Guardian (renewal)	Total per month	Sun Life	Total per month
Employee only	6 employees	\$48.45	\$290.70	\$52.81	\$316.86	\$39.63	237.78
Employee & spouse		\$0.00		\$104.79		\$77.19	
Employee & family	1 employee	\$178.09	\$178.09	\$194.12	\$194.12	\$133.97	133.97
Employee & children	1 employee	\$130.19	\$130.19	\$141.91	\$141.91	\$96.41	96.41
Total Employer cost			\$468.79		\$510.98		\$371.75
Total Employee cost			\$130.19		\$141.91		\$96.41
Total Group			\$598.98		\$652.89		\$468.16

Hood River County Library District
Dental Comparison

Rates Effective: January 1, 2018		Current Guardian Dental Guard 2000 stand alone				Renewal Guardian Dental Guard 2000 stand alone				Option 2 Sun Life Dental stand alone	
		Preferred	Non-Pref	Preferred	Non-Pref	Preferred	Non-Pref	Preferred	Non-Pref	Preferred	Non-Pref
Deductible	\$50	combined	\$50	combined	\$50	combined	\$50	combined	\$50	combined	combined
Calendar Year Maximum	\$1,000 with max rollover	combined	\$1,000 with max rollover	combined	\$1,000 with max rollover	combined	\$1,000 with max rollover	combined	\$1,000 with max rollover	combined	combined
Services:	Value		NAP		Value		NAP				
Preventive	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Deductible waived for Prev?	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Basic	100%	100%	80%	80%	100%	100%	80%	80%	80%	80%	80%
Periodontic	100%	100%	80%	80%	100%	100%	80%	80%	80%	80%	80%
Endodontic	100%	100%	80%	80%	100%	100%	80%	80%	80%	80%	80%
Major	60%	60%	50%	50%	60%	60%	50%	50%	50%	50%	50%
Implants	not included	not included	not included	not included	not included	not included	not included	not included	not included	not included	not included
Waiting periods	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant	late entrant
UCR Percentile	Fee Schedule	Fee Schedule	Fee Schedule	90th	Fee Schedule	Fee Schedule	Fee Schedule	90th	Fee Schedule	90th	90th

iv. **Hood River County Reads discussion**

Sheppard

The board will discuss concerns raised about the Hood River County Reads 2018 book Moreno Prieto Brown by Alejandro Jimenez.

VIII. Agenda items for next meeting

Sheppard

- Supplemental budget
- Audit presentation
- Staff presentation – Bilingual Outreach Specialist Yeli Boots

IX. Adjournment

Sheppard

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Tuesday, November 21, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Brian Hackett, Megan Janik, Rachael Fox (staff), Arwen Ungar (Staff)

I. Additions/deletions from the agenda (ACTION)

Sheppard

Board President Jean Sheppard called the meeting to order at 7:07pm. Hackett moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

- i. Minutes from October 17, 2017 meeting**
- ii. Invoice Braun Arboricultural Consulting**
- iii. Invoice Libraries of Eastern Oregon (LEO)**
- iv. Invoice SAGE Library System**
- v. Invoice Onstott, Broehl & Cyphers**
- vi. Invoice Revistas magazine renewal**

Sheppard went through each invoice. Hackett moved to approve the consent agenda as presented. Janik seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

Arwen Ungar, Assistant Director for the Hood River County Library District was present.

V. Staff presentation: Assistant Director – Adult Programming, Arwen Ungar

Ungar discussed her involvement in adult programming and marketing and how it aligns with the District's Strategic Goals for 2016-2021.

- Ungar stated the library is working to bring in new types of programs and hold programs out in the community to draw in nonusers. She also stated working with vulnerable populations like she plans to reach out to the Hood River Shelter Services and is working with Providence Volunteers in Action to reach the home bound.
- Ungar has been working with staff to implement consistent branding by creating standardized templates for flyers and press releases.
- Ungar discussed the variety of programs like concerts, author readings, story slam, learning about DNA.
- Makerspace 2018
 - Encourage a culture of creativity
 - Cultivate problem solving skills
 - Attract non-users

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- Provide access to technology that would not be available otherwise
- Offer a space for technology companies to showcase and promote their companies and products
- Develop a space for individuals to explore and to innovate
- Be a safe place to make mistakes
- Bridge the Digital Divide: the gulf between those who have ready access to computers, the Internet, digital literacy education and those who do not
- Have fun!
- Ungar also discussed how she implemented a process to manually count people at the Parkdale and Cascade Locks branches and this has been in place for one year. She also stated staff will focus in the coming year to conduct a survey in both communities asking about preference for open hours.

VI. Reports

i. Friends update

Fox

In addition to the written report, Fox gave out invitations to the Friends of the Library annual potluck.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. October financial statements

Fox

Hackett asked about the library expenditures, revenue and carryover the District needs to have to operate July through November. Sheppard noted as of October 31, the District has spend more than it had taken in but the District currently has \$702,553 in the bank, \$511,006 is in the General Fund. Fox stated the bulk of the tax revenue will come in November. Then there will be two more payments coming in February and May. Hackett asked to discuss the goal for carryover and Fox stated she would place the item on the December 19, 2017, board meeting agenda.

iv. Director's report

Fox

VII. Previous business

i. Report Community ID meeting

Sheppard

Sheppard reported she attended the presentation by Mark Thomas to the Hood River County Commissioners. Sheppard reported the chair of County Commissioners, directed the County to see if Hood River County can have an employee do the entire process as long as it is done at no cost to the County. The county would issue the IDs at a county building. There was discussion the library might be a pick up location for the IDs. The Hood River County Sheriff said it makes a difference if people can prove they are a local resident.

ii. Supplementary budget discussion

Sheppard

Members discussed the request to increase the collection budget by \$7,000. Fox stated we need to also increase the revenue category for the Foundation in the Grants fund, so the District can spend money raised this fiscal year. Fox stated the funds the Foundation raised last fiscal year were supposed to be deposited last fiscal year but were deposited this fiscal year. Hackett asked why this happened. Fox stated she did not express in the time the need for the check from the Foundation to be issued in FY 2016-17. Fox stated, in the future she will ensure the check from the Foundation will

be deposited in the correct fiscal year.

Fox stated she will bring the supplemental budget to the December 19, 2017 board meeting.

VIII. New business

i. Auditing bids (ACTION)

Sheppard

Sheppard stated Pauly Rogers and Co. had more experience in the state of Oregon, larger staff to replace anyone who left, and direct experience with Special Districts and libraries. Fox asked Hackett if his opinion since Hackett used to work as an auditor. Hackett said he thought both firms had clear proposals and clearly stated their experience. Janik moved to approve to accept Pauly Rogers and Co. audit proposal for fiscal year 2018, 2019, 2020. Hackett seconded. The motion carried unanimously.

ii. Snow removal contract (ACTION)

Sheppard

Sheppard asked Fox if she had checked references. Fox stated she had not asked for references. She had worked on a single job with the company last year and they appeared professional. Fox and Ungar also discussed the work with them and were impressed with their professionalism. Sheppard stated since the contract is only for one year, we can work with them and see how we approve of their work. Fox stated the contract states either party can terminate the agreement with a 14 day written notice. Hackett moved to approve the contract as presented. Janik approved. The motion carried unanimously.

iii. Quote Oregon Corrections Enterprises – Furniture Hood River building (ACTION)

Sheppard
Janik and Sheppard stated they did not know Oregon State Corrections did this type of work. Janik moved to approve the quote for \$21,000. Hackett seconded. The motion carried unanimously.

iv. Medical Insurance renewal (ACTION)

Sheppard

Fox handed out an revised cost for health insurance since one staff member decided to not add her husband and the rates increased. Sheppard asked if the increase was still within the budget for this fiscal year. Fox stated it was still within the budget. Sheppard stated she had spoke to Fox and approved applying for the plan early, due to the deadline but the board could still change plans. Hackett stated he thought we should approve the plan the staff had approved. Hackett moved to accept United Healthcare Plus Premium Gold 1000 Plus, Janik seconded. The motion carried unanimously.

v. 2017 SDIS Best Practices Program checklist for review

Sheppard

Fox went through the checklist. Sheppard asked when do the staff get reviewed. Fox stated annually on their hire date. Sheppard said she has seen a variety of ways ranging from the same date for all staff each year to their hire date. Sheppard stated what was important was being consistent on conducting a yearly review. Sheppard asked if it had been longer than 1.5 year for any staff members. Fox stated she would have to check her records but believed the answer is yes because the former library director had not been up-to-date on his reviews and Fox had not caught up. Fox stated she and Ungar would work quickly to get all staff reviews up-to-date.

Fox also stated there was not a policy for light work. Sheppard stated it might not effect the district due to the natural of the work staff does. Fox stated we could look into it.

vi. SDAO Annual Conference discussion

Sheppard

Sheppard asked if Janik or Hackett would be interested in attending the conference in February. Hackett said is interested and he would check his schedule because he might have another

commitment and he would report back at the next meeting

IX. Agenda items for next meeting

Sheppard

- Special District Association of Oregon ethics training
- Discussion Unappropriated Ending Fund Balance (carryover) in library budget

X. Adjournment

Sheppard

The meeting was adjourned at 8:34pm.

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
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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements November 30, 2017

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

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

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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 November 30, 2017, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and five 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.
December 14, 2017

Hood River County Library District
Balance Sheet - Cash Basis
November 30, 2017

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$123,283			\$123,283
Cash with Hood River County	945,120	\$84,568	\$99,648	1,129,336
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>1,070,533</u>	<u>84,568</u>	<u>99,648</u>	<u>1,254,749</u>
TOTAL ASSETS	<u>\$1,070,533</u>	<u>\$84,568</u>	<u>\$99,648</u>	<u>\$1,254,749</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,102			\$1,102
Total Current Liabilities	<u>1,102</u>	<u>0</u>	<u>0</u>	<u>1,102</u>
Total Liabilities	<u>1,102</u>	<u>0</u>	<u>0</u>	<u>1,102</u>
Fund Balances:				
Unassigned	<u>1,069,431</u>	<u>84,568</u>	<u>99,648</u>	<u>1,253,647</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$1,070,533</u>	<u>\$84,568</u>	<u>\$99,648</u>	<u>\$1,254,749</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Five Months Ended November 30, 2017

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$52,526		\$135,471
Property tax revenues - current year	780,244			780,244
Property tax revenues - prior year	7,636			7,636
Fines and fees	6,951			6,951
Intergovernmental revenue				0
Interest revenue	2,753		\$553	3,306
Miscellaneous	0			0
Total Revenues	880,529	52,526	553	933,608
Expenditures:				
Personal services:				
Wages and salaries	174,179			174,179
Employee benefits	52,502			52,502
Total Personal Services	226,681	0	0	226,681
Materials and services:				
Bank charges	83			83
Building rental	0			0
Building maintenance	2,642	2,947		5,589
HVAC	6,495			6,495
Elevator	640			640
Telephone	1,564			1,564
Internet	2,193			2,193
Collection development	24,742	7,063		31,805
Technology	3,040	129		3,169
Accounting and auditing	8,175			8,175
Courier	719			719
Custodial services	9,115			9,115
Technical services	3,029			3,029
Library consortium	11,914			11,914
Copiers	423			423
Elections expense	0			0
Furniture and equipment	441	2,344		2,785
Insurance	0			0
Georgiana Smith Memorial Garden	11,525		3,900	15,425
Legal services	1,052			1,052
Professional services	32			32
Dues and subscriptions	1,608			1,608
Miscellaneous	105			105
Postage and freight	343			343
Printing	145			145
Programs	5,237	6,871		12,108
Advertising	296			296
Supplies - office	5,548			5,548
Travel	1,070			1,070
Training	1,317			1,317
Board development	283			283
Parking reimbursement	200			200
Electricity	9,012			9,012
Garbage	600			600
Natural gas	1,397			1,397
Water & sewer - building	2,456			2,456
Total Materials and Services	117,441	19,354	3,900	140,695
Capital outlay	0	0	0	0
Total Expenditures	344,122	19,354	3,900	367,376
Revenues Over Expenditures	536,407	33,172	(3,347)	566,232
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	536,407	33,172	(3,347)	566,232
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - November 30, 2017	<u>\$1,069,431</u>	<u>\$84,568</u>	<u>\$99,648</u>	<u>\$1,253,647</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$633,244	\$780,244	\$834,953
Tax revenues - prior year	2,070	7,636	15,000
Fines and fees	1,039	6,951	12,000
Interest revenue	1,177	2,753	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
Total Revenues	637,530	880,529	865,953
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	497	2,613	6,858
Library clerk II	7,371	37,123	88,353
Library assistant I	2,042	17,100	48,751
Library assistant II	6,960	40,053	89,302
Librarian I	4,917	25,969	65,957
Librarian II	4,417	21,996	52,998
Library director	5,888	29,325	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	(2,781)	8,233	34,364
Social security	2,441	13,256	32,350
Workers' compensation	23	(191)	1,072
Health insurance	4,517	29,395	99,000
Unemployment insurance	284	1,809	5,497
Total Personal Services	36,576	226,681	595,160
Materials and services:			
Bank charges	0	83	250
Building rental	0	0	9,000
Building maintenance	572	2,642	15,000
HVAC	1,250	6,495	12,000
Elevator	160	640	2,000
Telephone	328	1,564	4,000
Internet	427	2,193	5,500
Collection development	6,107	24,742	55,000
Technology	831	3,040	10,000
Accounting and auditing	8,175	8,175	25,000
Courier	65	719	3,000
Custodial services	1,823	9,115	24,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2017

	Current Period Actual	Year to Date Actual	Annual Budget
Technical services	0	3,029	4,000
Library consortium	11,914	11,914	12,000
Copiers	74	423	1,500
Elections expense	0	0	0
Furniture and equipment	20	441	2,000
Insurance	0	0	11,500
Georgiana Smith Memorial Garden	4,209	11,525	21,000
Legal services	0	1,052	3,000
Professional services	16	32	0
Dues and subscriptions	354	1,608	4,000
Miscellaneous	0	105	1,000
Postage and freight	16	343	1,000
Printing	145	145	1,000
Programs	1,181	5,237	20,000
Advertising	155	296	1,000
Supplies - office	1,441	5,548	15,000
Travel	150	1,070	5,000
Training	449	1,317	1,500
Board development	0	283	1,500
Parking reimbursement	0	200	1,000
Electricity	1,370	9,012	20,000
Garbage	120	600	1,500
Natural gas	427	1,397	10,000
Water & sewer - building	490	2,456	4,700
 Total Materials and Services	 42,269	 117,441	 307,950
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 78,845	 344,122	 1,003,110
 Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	0	(28,000)
 Total Other Financing Sources (Uses)	 0	 0	 (28,000)
 Change in Fund Balance	 \$558,685	 \$536,407	 (\$165,157)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$435	\$52,526	\$226,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>435</u>	<u>52,526</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	7,882	19,354	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>7,882</u>	<u>19,354</u>	<u>271,000</u>
Change in Fund Balance	<u><u>(\$7,447)</u></u>	<u><u>\$33,172</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Five Months Ended
November 30, 2017

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$116	\$553	\$400
Other Financing Sources			
Transfer from General Fund	0	0	28,000
Total Revenues and Other Sources	<u>116</u>	<u>553</u>	<u>28,400</u>
Expenditures:			
Materials and services	0	3,900	0
Capital outlay	0	0	60,000
Total Expenditures	<u>0</u>	<u>3,900</u>	<u>60,000</u>
Change in Fund Balance	<u><u>\$116</u></u>	<u><u>(\$3,347)</u></u>	<u><u>(\$31,600)</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 Five Months Ended November 30, 2017

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	Total
Revenues:								
Donations and grants	\$0	\$0	\$50,083	\$1,043	\$1,400	\$0	\$0	\$52,526
Intergovernmental revenue								0
Total Revenues	0	0	50,083	1,043	1,400	0	0	52,526
Expenditures:								
Personal services:								
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	0	0	0	0	0	0	0	0
Materials and services:								
Building maintenance			2,947					2,947
Collection development			4,014		2,586		463	7,063
Technology			129					129
Programs			917	793	1,116		4,045	6,871
Furniture and equipment			2,344					2,344
Georgiana Smith Memorial Garden								0
Office supplies								0
Miscellaneous								0
Printing								0
Total Materials and Services	0	0	10,351	793	3,702	0	4,508	19,354
Capital outlay	0	0	0	0		0	0	0
Total Expenditures	0	0	10,351	793	3,702	0	4,508	19,354
Net Change in Fund Balance	0	0	39,732	250	(2,302)	0	(4,508)	33,172
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507	51,396
Fund Balance - November 30, 2017	\$2,642	\$3,000	\$73,608	\$773	\$4,496	\$50	(\$1)	\$84,568

See Independent Accountants' Compilation Report

Circulation, 2017-18

	Hood River												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio		556	507	456	368								1,887
Video		1,975	1,980	1,838	2,056								7,849
Fiction		1,477	1,256	1,142	1,149								5,024
Large print		96	84	72	62								314
Nonfiction		1,138	982	910	952								3,982
Adult Spanish		50	28	24	33								135
Magazines		190	194	181	190								755
New books		965	937	870	956								3,728
Graphic novels		55	83	45	55								238
Miscellaneous		26	84	63	73								246
YA collection		552	327	279	253								1,411
Children's audio		327	220	173	243								963
Children's new books		393	437	407	420								1,657
Board Books		255	216	200	282								953
Children video		773	530	533	622								2,458
Children's fiction		1,387	937	839	692								3,855
Children's nonfiction		594	553	463	411								2,021
Picture books		1,186	1,015	829	838								3,868
Readers		521	376	377	421								1,695
Holiday books		74	84	131	221								510
Children's graphic novels		553	374	339	356								1,622
Children's Spanish		228	214	248	231								921
Theme bags & book kits		10	9	11	11								41
TOTAL		13,381	11,427	10,430	10,895	0	0	0	0	0	0	0	46,133

	Cascade Locks												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio		8	8	10	8								34
Video		75	54	103	65								297
Fiction		40	36	40	49								165
Large print		5	3	0	2								10
Nonfiction		21	8	23	29								81
Spanish		0	0	0	0								0
Magazines		0	2	2	2								6
New books		19	10	8	18								55
Graphic novels		0	0	1	0								1
Miscellaneous		1	1	1	0								3
Young adult collection		8	2	9	13								32
Children's audio		1	0	0	0								1
Children's new books		8	4	8	3								23
Board Books		11	7	5	6								29
Children video		20	12	44	32								108
Children's fiction		20	5	11	20								56
Children's nonfiction		7	5	7	14								33
Picture books		16	20	7	17								60
Readers		25	4	6	5								40
Holiday books		2	0	7	16								25
Children's graphic novels		5	3	3	1								12
Children's Spanish		1	0	0	0								1
Theme bags & book kits		1	0	0	0								1
TOTAL		294	184	295	300	0	0	0	0	0	0	0	1,073

	Parkdale												YTD
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Audio		17	3	1	2								23
Video		43	46	18	26								133
Fiction		15	26	14	11								66
Large print		6	0	4	0								10
Nonfiction		14	23	24	5								66
Spanish		7	7	2	2								18
Magazines		5	4	4	3								16
New books		9	10	13	4								36
Graphic novels & comics		0	0	0	0								0
Miscellaneous		3	4	0	0								7
Young adult collection		9	4	7	8								28
Children's audio		0	1	1	1								3
Children's new books		15	14	6	3								38
Board Books		0	12	5	2								19
Children video		22	14	21	3								60
Children's fiction		30	29	28	12								99
Children's nonfiction		23	14	33	4								74
Picture books		36	33	21	13								103
Readers		12	10	19	7								48
Holiday books		0	0	0	0								0
Children's graphic novels		1	5	1	1								8
Children's Spanish		9	11	10	9								39
Theme bags		0	0	0	0								0
TOTAL		276	270	232	116	0	0	0	0	0	0	0	894

Districtwide													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio		581	518	467	378	0	0	0	0	0	0	0	1,944
Video		2,093	2,080	1,959	2,147	0	0	0	0	0	0	0	8,279
Fiction		1,532	1,318	1,196	1,209	0	0	0	0	0	0	0	5,255
Large print		107	87	76	64	0	0	0	0	0	0	0	334
Nonfiction		1,173	1,013	957	986	0	0	0	0	0	0	0	4,129
Spanish		57	35	26	35	0	0	0	0	0	0	0	153
Magazines		195	200	187	195	0	0	0	0	0	0	0	777
New books		993	957	891	978	0	0	0	0	0	0	0	3,819
Graphic novels & comics		55	83	46	55	0	0	0	0	0	0	0	239
Miscellaneous		30	89	64	73	0	0	0	0	0	0	0	256
Young adult collection		569	333	295	274	0	0	0	0	0	0	0	1,471
Children's audio		328	221	174	244	0	0	0	0	0	0	0	967
Children's new books		416	455	421	426	0	0	0	0	0	0	0	1,718
Board Books		266	235	210	290	0	0	0	0	0	0	0	1,001
Children video		815	556	598	657	0	0	0	0	0	0	0	2,626
Children's fiction		1,437	971	878	724	0	0	0	0	0	0	0	4,010
Children's nonfiction		624	572	503	429	0	0	0	0	0	0	0	2,128
Picture books		1,238	1,068	857	868	0	0	0	0	0	0	0	4,031
Readers		558	390	402	433	0	0	0	0	0	0	0	1,783
Holiday books		76	84	138	237	0	0	0	0	0	0	0	535
Children's graphic novels		559	382	343	358	0	0	0	0	0	0	0	1,642
Children's Spanish		238	225	258	240	0	0	0	0	0	0	0	961
Theme bags		11	9	11	11	0	0	0	0	0	0	0	42
TOTAL		13,951	11,881	10,957	11,311	0	0	0	0	0	0	0	48,100

Interlibrary loans, 2017-18

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,130	1,037	1,002	1,020	990								5,179
Borrowed from Sage	1,001	1,191	1,059	1,049	880								5,180
<i>Sage difference</i>	129	-154	-57	-29	110	0	0	0	0	0	0	0	-1

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	15	15	30	47	43								150
Borrowed from Sage	22	15	43	54	62								196
<i>Sage difference</i>	-7	0	-13	-7	-19	0	0	0	0	0	0	0	-46

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	6	6	33	30	34								109
Borrowed from Sage	23	31	39	36	28								157
<i>Sage difference</i>	-17	-25	-6	-6	6	0	0	0	0	0	0	0	-48

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,151	1,058	1,065	1,097	1,067	0	0	0	0	0	0	0	5,438
Borrowed from Sage	1,046	1,237	1,141	1,139	970	0	0	0	0	0	0	0	5,533
<i>Sage difference</i>	105	-179	-76	-42	97	0	0	0	0	0	0	0	-95
Checked out by non-Sage	23	1	0	0	0								24
Borrowed from non-Sage	4	3	12	7	5								31
<i>Non-Sage difference</i>	19	-2	-12	-7	-5	0	0	0	0	0	0	0	-7

Computer use, 2017-18

We assume that some people do not sign up for their computers sessions. Here are the multipliers for each location:
 HR adult: 1.4
 HR kids: 3
 CL and PK: 1.1

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	663	934	614	590	484								3,285
Cascade Locks	77	107	39	44	48								315
Parkdale	16	10	23	21	16								86
TOTAL	756	1,051	676	655	548	0	0	0	0	0	0	0	3,686

Electronic resource use, 2017-18

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry	150	155	20	88	152								565
Auto Repair Ref Ctr	25	15	9	6	0								55
Facebook													
<i>Posts</i>	22	19	41	29	19								130
<i>Post reach</i>	10,149	5,149	16,715	27,497	3,267								62,777
<i>Post engagement</i>	832	328	2,707	224	136								4,227
<i>Total likes</i>	1,364	1,405	1,414	1,417	1,436								0
Gale databases													
<i>In library sess.</i>	0	1	0	115	2								118
<i>Remote sess.</i>	44	6	82	7	284								423
<i>Full text</i>	9	6	4	7	36								62
<i>Searches</i>	136	13	311	432	462								
hoodriverlibrary.org													
<i>Visits</i>	N/A	N/A	N/A	N/A	N/A								0
<i>Unique visitors</i>	N/A	N/A	N/A	N/A	N/A								N/A
<i>Pageviews</i>	N/A	N/A	N/A	N/A	N/A								0
Instagram													
<i>Posts</i>	2	7	3	4	2								18
<i>Post feedback</i>	25	89	42	14	21								191
<i>Followers</i>	316	326	346	354	378								1,720
LearningExpress													
<i>Registrations</i>	0	3	0	0	0								3
<i>Session</i>	0	1	0	0	0								1
Library2go													
<i>ebooks</i>	412	482	391	438	533								2,256
<i>Audiobooks</i>	401	492	394	482	385								2,154
Newsletter													
<i>Subscribers</i>	746	746	749	820	814								
<i>Messages sent</i>	0	1	2	1	2								6
<i>Opened</i>	0.0%	33.0%	34.9%	29.4%	30.2%								33.0%
<i>Click rate</i>	0.0%	8.0%	11.8%	5.0%	6.1%								8.0%
Pronunciator													
<i>Registrations</i>	4	7	3	3	18								35
<i>Logins</i>	13	11	10	14	22								70
TumbleBooks	2	16											18

V.iv.d. September, October, November statistics

Twitter

<i>Tweets</i>	0	0	1	0	0	1
<i>Impressions</i>	327	254	452	326	404	1,763
<i>Mentions</i>	0	3	3	1	1	8
<i>Total followers</i>	583	583	586	596	598	501

Patron statistics, 2017-18

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,156	2,280	2,067	1,933	1,974								10,410
New patrons	36	69	57	63	63	0	0	0	0	0	0	0	288
<i>Hood River</i>	26	69	57	63	63								278
<i>Cascade Locks</i>	3	3	0	5	6								17
<i>Odell</i>	0	1	1	0	2								4
<i>Parkdale</i>	3	6	5	9	7								30
<i>MIX libraries</i>	3	2	11	11	10								37
<i>Sage libraries</i>	0	8	0	0	0								8
<i>Passport librarie</i>	0	0	2	1	0								3
<i>Other</i>	1	6	1	2	2								12

Metropolitan Interlibrary eXchange (MIX) statistics, 2017-18

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation													
First circs	163	530	466	449	414	0	0	0	0	0	0	0	2,022
Camas	0	0	0	0	0								0
Clackamas Co.	0	0	27	9	14								50
Fort Vancouver	92	464	369	360	304								1,589
Multnomah Co.	71	62	70	73	87								363
Washington Co.	0	4	0	7	9								20
Renewals	135	271	222	228	219	0	0	0	0	0	0	0	1,075
Camas	0	0	0	0	0								0
Clackamas Co.	0	1	0	0	0								1
Fort Vancouver	99	224	172	207	132								834
Multnomah Co.	32	46	50	21	85								234
Washington Co.	4	0	0	0	2								6
TOTALS	298	801	688	677	633	0	0	0	0	0	0	0	3097

Program statistics, 2017-18

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	12	6	6	10	7								41
<i>Attendees</i>	564	99	144	183	97								1,087
Kids programs													
<i>Number</i>	58	22	6	9	9								104
<i>Attendees</i>	3,416	733	213	932	284								5,578
Teen programs													
<i>Number</i>	4	16	4	6	2								32
<i>Attendees</i>	28	54	72	116	191								461
TOTAL													
<i>Number</i>	74	44	16	25	18	0	0	0	0	0	0	0	177
<i>Attendees</i>	4,008	886	429	1,231	572	0	0	0	0	0	0	0	7,126

Program statistics, September 2017

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Book Club		Hood River	09/07/17	7
Sr. Outreach		Hood River	Various, 114 checkouts	61
Kickstand Book Club		Hood River	09/09/17	3
Citizen Activism		Hood River	09/16/17	8
Death Cafe		Hood River	09/27/17	No response
Gorge Happiness	One Community Health	Hood River Library	Sept 30	65
Adult total				144
KIDS PROGRAMS				
Infant Toddler Story Time		HR	Sept 14	50
Preschool Story Time		HR	Sept 14	24
Infant Toddler Story Time		HR	Sept 21	60
Preschool Story Time		HR	Sept 21	45
Infant Toddler Story Time		HR	Sept 28	10
Preschool Story Time		HR	Sept 28	24
Kids total				213
TEEN PROGRAMS				
LTC/Teen Council		Hood River	Sept 2, 9, 16, 23, 30	24
Game Night		Hood River	Sept 6,	16
Thinking Putty		Hood River	Sept 16	15
Movie Night		Hood River	Sept 30	17
Teen total				72

Program statistics, October 2017

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Science of Happiness	Gorge Happiness	Hood Rive	10/04/17	18
Toney Rocks		Hood River	10/04/17	29
Book Club		Hood River	10/05/17	6
The Happy Dance	Gorge Happiness		10/11/17	13
Vellamo		Hood River	10/11/17	33
Compassion Code		Hood River	10/12/17	12
Kickstand		Hood River	10/14/17	0
Silent Conversation	Gorge Happiness	Hood River	10/18/17	8
Workshop on Grit	Gorge Happiness	Hood River	10/23/17	8
How to Integrate Happiness	Gorge Happiness	Hood River	10/25/17	11
Senior Centers		Hood River	Various, 90 checkouts	45
Adult total				183
KIDS PROGRAMS				
Preschool Story Time		HR	Oct 5	30
Infant/Toddler Story Time		HR	Oct 5	18
Preschool Story Time		HR	Oct 12	28
Infant/Toddler Story Time		HR	Oct 12	28
Preschool Story Time		HR	Oct 19	35
Infant/Toddler Story Time		HR	Oct 19	25
Columbia Arts Center Story Time		Columbia Arts C	Oct 21	8
Combined Story Time		HR	Oct 26	60
Halloween Party		HR	Oct 31	700
Kids total				932
TEEN PROGRAMS				
Teen Council		Hood River	Oct 7,14,28	9
Gaming		Hood River	Oct, 3,10,17,24	3
Mail a Postcard Day		Hood River	Oct 13	40
Percy Jackson Trivia Challenge		Hood River	Oct 20	32
Teen Movie Night		Hood River	Oct 28	6
Hallowteen Party		Hood River	Oct 29	26
Teen total				116

Program statistics, November 2017

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
Book Club		Hood River	Nov. 2	7
Kickstand		Hood River	Nov. 4	0
DNA Program		Hood River	Nov. 30	9
Sr. Centers		Hood River	Various, 107 checkouts	29
Ana Consuela		Hood River	Nov 12	12
Author Reading: Rivers of Oregon		Hood River	Nov 16	35
Death Cafe		Hood River	Nov 30	5
Adult total				97
KIDS PROGRAMS				
Infant Toddler Story Time		Hood River	Nov 2	31
Preschool Story Time		Hood River	Nov 2	30
Infant Toddler Story Time		Hood River	Nov 9	25
Preschool Story Time		Hood River	Nov 9	24
Combined Story Time		Hood River	11/16/17	49
Thanksgiving Placemat Activity		Hood River	11/22/17	85
Infant Toddler Story Time		Hood River	11/30/17	20
Preschool Story Time		Hood River	11/30/17	20
Kids total				284
TEEN PROGRAMS				
High School Class Visits	Hood River Valley School District	HRVHS	Nov 1, 2	175
Teen Terrirums		Hood River	Nov 8	4
Teen Movie Night: Spiderman		Hood River	Nov 18	4
Library Teen Council		Hood River	Nov 4, 18	8
Teen total				191

GENERAL FUND
Resources

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2017-18		
	Actual			Adopted Budget This Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2014-15	First Preceding Year 2015-16	YTD actuals 3/31/2017					
1	578,384	597,340	740,247	575,000	Available cash on hand	515,000	515,000	515,000
2	15,243	23,619	10,992	20,000	Previously levied taxes estimated to be received	15,000	15,000	15,000
3	2,660	4,565	4,475	3,500	Interest	4,000	4,000	4,000
4	13,152	13,061	11,507	12,000	Fines and fees	12,000	12,000	12,000
5	325	-		-	Donations	-	-	-
6	49,111	-		-	Intergovernmental revenue	-	-	-
7	33	-		500	Miscellaneous revenue	-	-	-
8								
9	658,908	638,585	767,221	611,000	Total resources, except taxes to be levied	546,000	546,000	546,000
10				799,956	Taxes estimated to be received	834,953	834,953	834,953
11	759,419	788,107	786,455		Taxes collected in year levied			
12	1,418,327	1,426,692		1,410,956	TOTAL RESOURCES	1,380,953	1,380,953	1,380,953

GENERAL FUND
Detailed Requirements

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2017-18		
	Actual			Adopted Budget This Year 2016-17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2014-15	First Preceding Year 2015-16	YTD Actuals 3/31/17					
1					PERSONAL SERVICES			
2					Salaries			
3	6,414	4,979	4159	6,855	Library Clerk I	6,858	6,858	6,858
4	49,699	71,363	53972	81,515	Library Clerk II	88,353	88,353	88,353
5	79,239	81,946	37221	60,817	Library Assistant I	48,751	48,751	48,751
6	63,374	83,810	75108	111,443	Library Assistant II	89,302	89,302	89,302
7	63,875	30,751	34638	59,859	Librarian I	65,957	65,957	65,957
8	49,116	41,581	31632	55,141	Librarian II	52,998	52,998	52,998
9	65,110	76,065	48313	79,608	Library Director	70,658	70,658	70,658
10	376,827	390,495	285043	455,238	Total Salaries	422,877	422,877	422,877
11								
12					Benefits			
13	28,285	27,775	24717	36,160	Retirement	34,364	34,364	34,364
14	29,414	27,860	23919	34,826	FICA	32,350	32,350	32,350
15	246	1,122	1475	1,200	Workers' compensation insurance	1,500	1,072	1,072
16	62,383	66,258	52177	81,498	Health insurance	99,000	99,000	99,000
17	6,084	4,666	3836	5,918	Unemployment insurance	5,497	5,497	5,497
18	126,412	127,681	106124	159,602	Total benefits	172,711	172,283	172,283
19								
20	503,239	518,176	391,167	614,840	TOTAL PERSONAL SERVICES	595,588	595,160	595,160
21					Total Full Time Equivalent (FTE)*	10.925	10.925	10.925

22					MATERIALS AND SERVICES			
23	223	193	217	250	Bank charges	250	250	250
24	3,700	3,700	3,200	12,400	Building rental	9,000	9,000	9,000
25	22,454	11,627	5,379	15,000	Building maintenance	15,000	15,000	15,000
26		11,691	8,715	8,000	HVAC	12,000	12,000	12,000
27		1,830	1,610	2,000	Elevator	2,000	2,000	2,000
28	10,496	-		-	Telecommunications	-	-	-
29		4,819	2,873	4,500	Telephone	4,000	4,000	4,000
30		5,099	3,841	5,250	Internet	5,500	5,500	5,500
31	66,326	77,905	52,977	75,000	Collection development	55,000	55,000	55,000
32	6,102	4,911	5,327	20,000	Technology	10,000	10,000	10,000
33	12,260	29,300	12,878	23,000	Accounting and auditing	25,000	25,000	25,000
34	1,824	1,475	1,468	3,000	Courier	3,000	3,000	3,000
35	20,676	20,891	15,687	24,000	Custodial services	24,000	24,000	24,000
36	6,156	3,015	2,927	4,000	Technical services	4,000	4,000	4,000
37	10,500	11,340	11,567	12,000	Library consortium	12,000	12,000	12,000
38	989	976	1,022	1,100	Copiers	1,500	1,500	1,500
39	1,479	-	0	2,000	Elections	-	-	-
40	3,722	3,167	1,512	5,000	Furniture and equipment	2,000	2,000	2,000
41	3,872	4,254	10,874	10,000	Property and liability insurance	11,500	11,500	11,500
42	11,306	16,472	23,583	21,000	Georgiana Smith Memorial Gardens	21,000	21,000	21,000
43	1,837	2,575	2,273	3,000	Legal Services	3,000	3,000	3,000
44		12,307	0	-	Professional services	-	-	-
45	3,687	3,323	2,124	4,000	Membership dues	4,000	4,000	4,000
46	876	451	3,595	1,000	Miscellaneous	1,000	1,000	1,000
47	820	685	645	1,000	Postage/freight	1,000	1,000	1,000
48	1,132	659	607	1,000	Printing	1,000	1,000	1,000
49	15,439	18,727	19,555	22,000	Programs	20,000	20,000	20,000
50	1,247	1,154	545	1,000	Advertising	1,000	1,000	1,000
51	17,170	13,477	12,216	16,000	Office supplies	15,000	15,000	15,000
52	5,087	5,759	4,298	5,000	Travel	5,000	5,000	5,000
53	1,194	1,546	877	1,750	Training	1,500	1,500	1,500
54	764	1,127	0	1,500	Board development	1,500	1,500	1,500
55	-	-	0	1,000	Parking reimbursement	1,000	1,000	1,000

56	36,408	-	-	-	Utilities	-	-	-
57	-	17,203	13,347	20,000	Electricity	20,000	20,000	20,000
58	-	1,387	1,073	1,500	Garbage	1,500	1,500	1,500
59	-	5,497	3,944	10,000	Natural gas	10,000	10,000	10,000
60	-	4,173	3,506	4,500	Water and sewer (building)	4,700	4,700	4,700
61								
62	267,746	302,715	234,262	341,750	TOTAL MATERIALS & SERVICES	307,950	307,950	307,950
63								
64	50,000	50,000	0	40,000	TRANSFER TO CAPITAL RESERVE	28,000	28,000	28,000
65								
66	-	-	0	100,000	CONTINGENCY	100,000	100,000	100,000
67								
68	820,985	870,891	625,429	1,096,590	Total expenditures	1,031,538	1,031,110	1,031,110
69								
70	-		3,499	12,500	Vacation Reserve	13,400	13,400	13,400
71	597,340	555,801			Ending Balance (Prior Years)			
72				301,866	UNAPPROPRIATED ENDING FUND BALANCE	336,015	336,443	336,443
73	1,418,325	1,426,692		1,410,956	TOTAL REQUIREMENTS	1,380,953	1,380,953	1,380,953

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

This fund is authorized and established by Resolution No. 2013-14.008 on May 20, 2014, for the following specified purposes: capital outlay for land acquisition, building construction/improvements, installation and repair of major building systems, and depreciable equipment.

Fund review year: 2021

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2017-18		
	Actual			Adopted Budget This Year 2016-17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2014-15	First Preceding Year 2015-16	YTD 3/31/2017					
1					RESOURCES			
2	57,573	97,830	103,636	80,000	Cash on hand	100,000	100,000	100,000
3	352	654	524	400	Interest	400	400	400
4	50,000	50,000	-	40,000	Transfer from General Fund	28,000	28,000	28,000
5								
6	107,925	148,484	104,160	120,400	TOTAL RESOURCES	128,400	128,400	128,400
7								
8					REQUIREMENTS			
9	10,095	44,848	41,445	75,000	Capital outlay	60,000	60,000	60,000
10								
11	97,830	103,636			Ending balance (prior years)			
12				45,400	RESERVED FOR FUTURE EXPENDITURE	68,400	68,400	68,400
13	107,925	148,484		120,400	TOTAL REQUIREMENTS	128,400	128,400	128,400

SPECIAL FUND
Resources and Requirements
GRANTS FUND

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2017-18		
	Actual			Adopted Budget This Year 2016-17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2014-15	First Preceding Year 2015-16	YTD 3/31/2017					
1					RESOURCES			
2	12,869	62,010	88,140	43,500	Cash on hand	45,000	45,000	45,000
3	28,946	33,062	7,223	150,000	Grants (specific purposes)	150,000	150,000	150,000
4	10,865	17,674	1,950	10,000	Friends of the Library donations	15,000	15,000	15,000
5	70,000	60,045	1,957	50,000	Library Foundation donations	60,000	60,000	60,000
6	-	-	-	1,000	Pat Hazelhurst Fund donations	1,000	1,000	1,000
7								
8	122,680	172,791	99,270	254,500	TOTAL RESOURCES	271,000	271,000	271,000
9								
10					REQUIREMENTS			
11					Personal services			
12					Salaries	-	-	-
13		12,210	69	-	Library Assistant II	-	-	-
14								
15		1,099			Benefits			
16		930		-	Retirement	-	-	-
17		3,408		-	Health insurance	-	-	-
18								
19		204		-	Other personal services	-	-	-
20								
21	24,997	17,851	69	-	Total personal services	-	-	-
22								
23					Materials and services			
24	18,802	12,479	7,542	20,000	Collection development	30,000	30,000	30,000
25	6,913	-	-	2,000	Technology	5,000	5,000	5,000
26	7,330	11,214	3,941	15,000	Programs	15,000	15,000	15,000
27	1,294	4,684	5,199	15,000	Furniture and equipment	50,000	50,000	50,000
28	1,334	12,964	9,897	27,500	Other materials and services	25,000	25,000	25,000
29								
30	35,673	41,341	26,579	79,500	Total materials and services	125,000	125,000	125,000

31								
32	-	25,459	13,220	175,000	Capital outlay	146,000	146,000	146,000
33								
34	62,010	88,140			Ending balance (prior years)			
35				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
36	122,680	172,791		254,500	TOTAL REQUIREMENTS	271,000	271,000	271,000

SAGE LIBRARY SYSTEM FUND

Resources and Requirements

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2017-18		
	Actual			Adopted Budget This Year 2016-17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2014-15	First Preceding Year 2015-16	YTD 2/28/2017					
1					RESOURCES			
2	-	-	-	-	Cash on hand	0	0	0
3	-	56,839	38,400	68,698	Intergovernmental revenue	0	0	0
4								
5	-	56,839	38,400	68,698	TOTAL RESOURCES	0	0	0
6								
7					REQUIREMENTS			
8					Personal Services			
9					Salaries			
10	-	39,876	29,193	43,534	Librarian I	0	0	0
11								
12					Benefits			
13	-	3,885	2,884	3,918	Retirement	0	0	0
14	-	3,028	2,211	3,330	FICA	0	0	0
15	-	102	24	50	Workers' compensation insurance	0	0	0
16	-	4,958	3,331	6,000	Health insurance	0	0	0
17	-	513	318	566	Unemployment insurance	0	0	0
18								
19	-	52,362	37,961	57,398	Total personal services	0	0	0
20								
21					Materials and services			
22	-	-	-	300	Membership dues	0	0	0
23	-	599	128	3,000	Travel	0	0	0
24	-	-	-	1,000	Training	0	0	0
25	-	-	-	2,000	Other materials and services	0	0	0
26								
27	-	599	128	6,300	Total materials and services	0	0	0
28								
29	-	-	-	5,000	Contingency	0	0	0
30								

31	-	599			Ending balance (prior years)			
32				-	UNAPPROPRIATED ENDING FUND BALANCE	0	0	0
33	-	52,961		68,698	TOTAL REQUIREMENTS	0	0	0