

Board of Directors
Regular Meeting Agenda, Supplementary

Tuesday, April 17, 2018, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President
Notes prepared by Library Director Rachael Fox



I. Additions/deletions from the agenda (ACTION)	Sheppard
II. Actual or potential conflicts of interest	Sheppard
III. Consent agenda (ACTION)	Sheppard
i. Minutes from March 20, 2018 meeting	
IV. Open forum for the general public	Sheppard
V. Reports	
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ii. Foundation update	Fox
iii. March financial statements	Fox
iv. Director's report	Fox
VI. Previous business	
i. Approve budget committee and budget officer	Sheppard
VII. New business	
i. First reading of Ordinance No. 1, Code of Conduct	Fox
I. Public hearing on Ordinance No. 1	
ii. Job Description Youth Outreach (ACTION)	Sheppard
iii. Supplemental budget (ACTION)	Sheppard
iv. Return to Work Policy (ACTION)	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

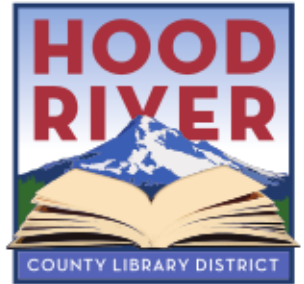
502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

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.

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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 March 20, 2018 meeting**
- IV. **Open forum for the general public** Sheppard
- V. **Reports**

- i. **Friends update**

Fox

- The Friends of the Library is still looking for a co-president. Their current president Nadine Klebba serves as president for half the year, she is usually gone during the summer months. They need someone to serve as president the other half of the year.
 - The Friends of the Library book sale will be held Thursday, May 31 through Saturday, June 1 in the library meeting room. They are seeking volunteers to work various shifts. They will start advertising the event in May.
 - **Hood River County Reads**
 - *Moreno. Prieto. Brown.* By Alejandro Jimenez
 - *Brown Girl Dreaming* by Jacqueline Woodson.

PROGRAM AND EVENTS

April 28 – Saturday 10:30 am – Poetry workshop with Alejandro Jimenez. Space is limited – Call library or see website for details.

April 28 – Saturday 2:00 pm @ Hood River Library in the Reading Room – Public presentation by Alejandro Jimenez.

29 de abril – Domingo, 1:30 pm En la esucela de Mid Valley – Presentación pública en Español con el autor Alejandro Jimenez Comida, música, y poesía de estudiantes.

May 3 – Thursday 6:30-8:30 pm @ Hood River Library in the Meeting Room – Hood River Library Book Club discussion of *Brown Girl Dreaming*.

- ii. **Foundation update**

Fox

- At their last meeting, the Library Foundation debriefed on the Feast of Words fundraiser. They discussed ways things can be improved next year and things that worked well. The Foundation raised nearly \$27,000 for the Cascade Locks Branch and the Odell community. After the expenses, they will give the Library District

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\$24,000.

- The Foundation has raised \$60,000 for the Library District this year. They are happy to have met their goal for fundraising this year.

iii. March financial statements

Fox

Attachments: V.iii. March financial statements

We are right on track with our expenditures in the General Fund this year. We currently have \$296,611 more in revenue than expenditures. We still expect another \$30,000 in revenue from current and previous tax year, fines and fees, and interest revenue. I project we will spend around \$231,000 in the General Fund by the end of the fiscal year.

iv. Director's report

Fox

Administration

- The library budget committee will meet Tuesday, May 8, 6:00-8:00pm and if needed, Tuesday, May 15, 6:00-7:00pm. The committee is composed of the five member library district board and five community members appointed by the library board. The meetings are open to the public. The budget committee packet will be available on the library website Tuesday, May 1.
- The downtown Urban Renewal District will be dissolved by FY 20-21. It has been in effect for 20 years. Beginning with the FY 20-21 budget the library district will receive \$39,000 more dollars in revenue, in addition to our regular tax revenue we receive each year.
- This has been a busy year for the District. It always helpful to celebrate our accomplishments! We will achieve the following this fiscal year.
 - Parkdale Branch remodeled. Added a weekly story time at the Parkdale Library.
 - Cascade Locks Branch will be moved into new renovated space.
 - Purchased over \$25,000 of new furniture for the Hood River Branch with Feast of Words 2017 funds.
 - Installed Legacy Garden at the Hood River Library
 - Replace the sidewalk on Oak Street in front of the library
 - Created a Makerspace and will offer a new array of programming for all ages.
 - Increase our programming and outreach by offering classes for all ages with our 10 new laptop computers funded by the Friends of the Library Pat Hazlehurst Endowment and the Friends of the Library.
- Next fiscal year I think we should focus on the following projects:
 - Create a new mini-branch in Odell for library services. It will be located in the new Mid-Valley Elementary school library (located in St. Francis House) and will be open 1-2 days per week.

- Repairs to the Hood River Library – we will create a short and long term plan to secure funds for the following projects. While not all projects will be completed next year, we'll develop a plan to address the following projects: repairing and sealing benches in the gardens, restoring masonry of the Hood River building, clean the moss off the Hood River building, repaint the interior of the Hood River Library and plan for the long term goal of replacing parts of our HVAC system and roof, when needed. In February 2014, the district hired Richard Turi to complete a comprehensive facilities review. We can use the review as a guide to plan when specific items will need to be replaced.

Facilities

- The work on the Minoru Yasui Legacy Garden was completed by March 28, 2018. The Yasui family held an unveiling event on March 28, 2018 in honor of Minoru Yasui day and over 80 people attended. There will be one more addition to the Legacy Garden. A stepping stone will be installed between the staircase and the stone.
- Odell Library – The Hood River School District is moving forward with their new library at Mid-Valley Elementary. They are working on getting an estimate for the renovation of the room for the public library, which will be located within their school library. The Library Foundation is still interesting in using the Katie Barker donation to fund the project. This will depend upon approval from the Barker family.
- The library has been unable to secure an adequate permanent location for a weekly mobile library. In the meantime while the new space is constructed, the library district will start a bi-monthly pop up library June through August at the Mercado (downtown farmer's market) in Odell. The mobile library will offer library items to checkout and a summer reading program for kids (featuring two performers during the summer). The Odell Library Express Bus will run every Saturday June through August to take members of the Odell community from Odell to the Hood River Library and back again.
- Our maintenance person Michael Peterson-Love finished the remodel of the Cascade Locks Branch. The new carpet was installed two weeks ago. The furniture and shelving has been ordered. We plan to be moved into the new branch by June 30, 2018. Our Grand Opening party will be Saturday, July 7, 5:30pm. There will be food, music, and fun!

Personnel

- We are sending three staff members to the annual Oregon Library Association conference on Wednesday, April 18-20. It's a great opportunity to connect with other professionals, share ideas and keep up to date with the library profession.
- Our long time Public Service Clerk Amber Strangstalien will be moving out of the area in May. Her last day with the Library District is Friday, May 11. Amber is a valuable employee and we will miss her presence and excellent work. This position is currently full time. The majority of the hours occur on desk. We are going to split this position back into two part-time positions. This used to be two part-time position and a full time position was created because the district was having difficulty finding

people interested in working in a part-time position long term. By eliminating a full-time position the district can shift the \$8,000 paid in benefits to increasing sub hours and other staff hours which were reduced last year. In addition, it will solve the issue we deal with regarding finding desk coverage when a full-time Public Service Clerk takes a vacation and we need to cover 32 plus desk hours per week while they are away.

Programs

- The Library District will hold the program Día at Mid-Valley Elementary School, Friday, April 20, 5-7pm. Día is a celebration of children, families, and reading. The celebration emphasizes the importance of literacy for children of all linguistic and cultural backgrounds. We will offer arts & crafts activities, food, and drinks. Every child will receive a brand new book, bookmark, and a special Día bag to take home. There will be a show of the hilarious Bilingual Comedian Angel Ocasio! The event is free and open to the community.
- Shakespeare week is almost here. We have a week full of fun activities for all ages. Shakespeare Week celebrates the world's most famous playwright with fun events for kids and families.
 - Sunday, April 22, noon-2pm: Knight's Quest treasure hunt.
 - Tuesday, April 23, 6:00-8:30pm: Bard's birthday, will be celebrated with birthday cake and a performance of The Tempest, performed by The Original Practice Shakespeare Festival of Portland.
 - Wednesday, April 25, 5:30pm: Students of Little Oak Montessori School will present an abridged performance of Midsummer Night's Dream.
 - Thursday, April 26, 3-5pm: Calligraphy workshop, with parchment and quills made from real feathers.
 - Saturday, April 28, noon-1pm: A swordplay workshop, covering basic skills and a scene from Macbeth, will be offered for ages 7 and up.

VI. Previous business

i. Approve budget committee and budget officer

Sheppard

Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members. Budget committee members are appointed to 3-year terms. The budget committee has one vacancy. At the March 20, 2018 district board meeting, the board agreed to nominate Amber Bello to the committee for a three year term. Fox contacted Bello and she has agreed to be on the committee.

I'm asking the board appoint Amber Bello to the budget committee for a three year term. I'm also asking the board appoint the Budget Officer, which typically is the Library Director.

VII. New business

i. First reading of Ordinance No. 1, Code of Conduct

Fox

I. Public hearing on Ordinance No. 1

Attachments:

- VII.i.a. Text of Ordinance No. 1 (Code of Conduct)
- VII.i.b. Use Restrictions Policy
- VII.i.c. Previous Code of Conduct with changes noted

This meeting begins the process of approving the District's Ordinance No. 1, revising the Code of Conduct for our buildings and grounds. The ordinance process will proceed as thus:

- A public hearing notice was published in the April 11, 2018 issue of the *Hood River News*.
- The first reading of the ordinance occurs at this meeting. Since the ordinance text is published in our meeting packet, only the title of the ordinance must be read. A public hearing must be held as well.
- A public hearing notice will be published in the May 9, 2018 issue of the *Hood River News*.
- The second reading and vote on the ordinance will be done at the May 15 Board meeting. A public hearing must again be held.
- The ordinance becomes effective thirty days after the May 15 meeting, on June 14.
- The ordinance text can be revised during this process, based on discussion and input.
- The rationale for the Code of Conduct changes was discussed in the meeting packet during the February 20 meeting. The introductory text explains the reason why we're passing the Code of Conduct as an ordinance. It also notes how the ordinance will be enforced by the District's Use Restrictions Policy.
- A public hearing must be a part of this meeting. The floor must be opened for testimony on the proposed ordinance. The Board may set a time limit on speaking, if it desires.
- All verbiage has been reviewed by District legal counsel Ruben Cleaveland.

ii. **Job Description Youth Outreach (ACTION)**

Sheppard

Attachment:

- VII.i.a. Job Description Youth Outreach Assistant
- VII.i.b. Parent Permission Slip

This year we have changed the scope of the Odell Library Express Bus project. Based upon feedback from families in Odell, staff were asked over the past few years if they could send their children on the bus without a parent or guardian since many parents work on Saturdays.

Children's Librarian Jana Hannigan proposed to the Read to Read grant committee a new plan to meet the needs of the community. She proposed to use the grant funding this year to continue the Odell Bus for the months of June through August every Saturday. A portion of the funds are used to pay for the bus service, food, story time, free book, movie screening and the salary of two teen employees. The teen employees will be responsible for the children while they ride the bus to and from the library. Then staff and teens will provide supervision for the children while at the library. In May, the teens will receive training and conduct outreach in the Odell community with library staff to promote the Odell Express Bus service. Hannigan

envisioned the grant could continue the great work of promoting early literacy skills for children and empowering teens to receive work experience and become engaged in their community.

The Ready to Read Grant committee approved her proposal. I spoke to our legal counsel and Special District Association of Oregon regarding the project. They both did not see concerns with the arrangement. They both made suggestions. SDAO suggested we hire teens 16 years and up and we go through the formal process for hiring employees. Ruben Cleaveland recommended parents sign a permission slip for the children 17 and under to ride the bus and participate in the program. Cleveland has approved the permission slip.

Hannigan has already found two responsible teens aged 18 and 17 who live in Odell who are interested in the project. She met with the teens and the parents to discuss the responsibilities. The next step will be for the teens to complete a district application, background check, formal interview with Jana Hannigan and myself and training with Arwen and I in our policies and relevant procedures. The funding for the personnel costs will be completely covered by the grant.

We received \$4,965 for this year's Ready to Read 2018 Grant for the State of Oregon. We have the following budget for the program:

Bus will run for 13 weeks, June 2 through August 25

- Transportation service - \$671.00 (\$1,950 – \$1279, \$150 per week for 13 weeks, we prepaid with leftover funds Ready to Read 2017)
- Salary – \$2,045.10.
 - Pay \$12.03 per hour
 - Total 85 hours per employee: 20 hours of training/outreach, 65 hours Saturday bus
 - Pay \$1,022.55 per employee
- Food - \$500
- Movies - \$300
- Book giveaways - \$500
- Unallocated funds can be used to prepay on the bus for next year - \$948.90

I'm asking the board to approve the job description for the Youth Outreach position. Please note the description does state this is a temporary position dependent on grant funding.

iii. **Supplemental budget (ACTION)**

Sheppard

Attachments: VIII.vi. Resolution No. 2017-18.07. Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18.

When the fiscal year 2017-18 budget was created, the library district had not applied for the Ready to Read grant 2018. We did not allocate any grant funding to be spent on personnel. Since we will be spending grant funds on personnel during the month of June 2018, we need to shift appropriations in the grants fund from Materials in Services to Personal Services.

I contacted the Oregon Department of Revenue and since we did not allocate any funds toward personnel we need to do a supplemental budget instead of a resolution.

A supplemental budget is necessary in the Grants Fund to decrease the appropriations from \$151,000 to \$150,000 in the Materials and Services and increase the appropriations in the Personal Services fund from \$0 to \$1,000 fund to pay for salary of two part time positions for the Odell Bus project.

Please review the resolution for a breakdown of the budget and updated figures.

I request the board pass the resolution to adopt the supplemental budget.

iv. **Return to Work Policy (ACTION)**

Sheppard

Attachment: VII.iv. Return to Work Policy

Special District Association of Oregon (SDAO) has recommended the library district adopt a return to work policy. SDAO provided a sample policy which I updated with our information. Legal Council Ruben Cleaveland has approved the policy.

The intent of the district's return to work policy is to return employees/volunteers (herein referred to as employees) to meaningful work as soon as medically appropriate in an effort to keep injured employees engaged in the workforce and manage workers' compensation claim costs.

I ask the board to approve the Return to Work policy.

VIII. Agenda items for next meeting

Sheppard

- Tuesday, May 8, 2018, 6.00-.00p: First Budget Committee meeting
- Tuesday May 15, 2018, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2017-18 salary schedule
- Library Director Evaluation

IX. Adjournment

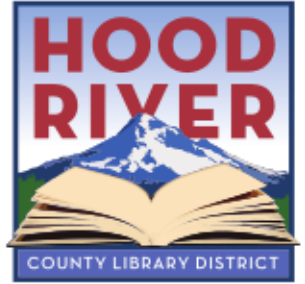
Sheppard

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 Minutes
Tuesday, March 20, 2018, 7:00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard President



Present: Jean Sheppard, Megan Janik, Sara Marsden, Brian Hackett, Karen Bureker (Phone),
Rachael Fox (staff), Arwen Ungar (staff)

I. Additions/deletions from the agenda (ACTION) Sheppard
Board President Jean Sheppard called the meeting to order at 7:02pm. 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 February 20, 2018 meeting**
- ii. Estimate furniture Cascade Locks Library**

Fox stated library staff member Michele Dearing noted the following corrections in the minutes. Correction: New York Times Bestseller weekly bestseller lists (viewed from Amazon.com). Correction: Pacific NW Booksellers Association list.

Marsden moved to approve the minutes as amended and the furniture estimate for \$5,867.00. Janik seconded. The motion passed unanimously.

IV. Open forum for the general public Sheppard
No general public.

V. Reports Fox

- i. Friends**

There was nothing to add to the written report.

- ii. Foundation**

There was nothing to add to the written report.

- iii. February Financial Statements**

Sheppard asked why there is deficient in the change of fund balance total in the amount of \$34,707, for the current actual period in the General Fund for the month of February. Fox stated it's due to receiving revenue of \$31,145 for the month of February and spending \$65,215 between Materials and Services and Personal Services. Fox stated since most of the funds are received in November, there will be a negative amount most months in change of fund balance for the current actual period.

Fox stated the Year to Date actual is a more accurate reflection of how much the district has received

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in revenue versus expenditures. The year to date shows the District receiving \$351,094 more in revenue than expenditures.

Sheppard and Hackett asked why the annual budget in the financial statements shows spending \$165,157 more dollars than the District is expected to receive. Fox stated each year the categories in the General Fund and Materials and Services fund are raised slightly higher than we are expected to spend. This is due to keep our Unappropriated Ending Fund balance close to what we need to carry over for the 4.5 months (July through mid-November) and allows the District to spend more funds, if needed, since we often receive more tax revenue than is estimated when the budget is created. The \$165,157 is broken down to \$100,000 is the contingency which we usually do not spend each year and the \$65,157 is the additional funds we can spend, if needed. This still leaves the district with enough funds to operate from July to mid-November.

iv. Director's report

There was nothing to add to the written report.

VI. Previous business

i. Budget committee discussion

Sheppard

Sheppard recommended local accountant Amber Bello be appointed to the budget committee. The board agreed for Fox to contact Bello to see if she is willing to serve a three year term. Fox asked if Sheppard would send her Bello's contact information.

VII. New business

i. Review bids Janitorial Services and approve contract (ACTION)

Sheppard

Sheppard asked why Opportunity Connections did not submit a bid. Fox stated they decided they did not want to submit a bid this year but asked us to keep them in mind next time we went through the bid process. Sheppard stated she liked to support the company which employs individuals with special needs and to please include them in the next bid process. Marsden moved to accept the bid from Tedene (Clean All Janitorial). Bureker seconded. The motion carried unanimously. Hackett moved to approve the one year contract with Tedene Enterprises. Marsden seconded. The motion passed unanimously.

ii. Review bids library shelving for the Cascade Locks Branch (ACTION)

Sheppard

Fox stated Oregon Corrections Enterprises (OCE) provided the incorrect bid for the project due to inaccurate listing of mobile shelving. The bid for the project was revised to \$23,609. Fox stated she spoke to maintenance person Michael Peterson-Love and he will be able to install shelving left over from the Hood River Children's Library remodel. Fox stated this should lower our bid from Pacific Business Systems. Sheppard asked if we should have OCE rebid for the project. Fox stated the shelving we are reusing is similar to the shelving from Pacific Business Systems. They are both metal shelving. OCE only offers custom built wood shelving, so they would not be compatible. Fox stated she would ask Pacific Business Systems to rebid and then Jean Sheppard could sign the updated bid. Janik made a motion to accept the bid up to \$22,250. Marsden seconded. The motion passed unanimously.

iii. Review and accept bid for Oak Street Sidewalk replacement (ACTION)

Hackett moved to approve the estimate of \$15,918 for the work and up to \$2,194 for permit fees and

require the contract be approved by our legal council Ruben Cleaveland. Janik seconded. The motion carried unanimously.

iv. Review Library Director Evaluation questions

Sheppard

Hackett suggested updating the evaluation to the correct gender or using gender neutral pronouns. Fox stated she would update the gender reference. Marsden made a motion to approve the evaluation questions. Janik seconded. The motion carried unanimously.

v. AED defibrillator discussion

Sheppard

Bureker stated there is little maintenance for the AED and staff should be protected by the Good Samaritan Law. Sheppard stated there should be a sticker installed on the device stating the date of installation of the unit and battery. Fox stated she would contact the Fire Department to set up installation, ask about battery replacement schedule and request training for staff.

VIII. Agenda items for next meeting

Sheppard

The Odell project was mentioned. Fox stated the School District was working on getting bids for their projects to determine if they would move forward with the new library at Mid-Valley Elementary. Fox stated she planned to contact Dan Goldman at the end of March. Sheppard stated we should email him because we don't want to let this opportunity pass us by. Fox stated she would email Dan Goldman.

IX. Adjournment

Sheppard

The meeting was adjourned at 7:38pm.

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.

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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
March 31, 2018**

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

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

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

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

OFFICES:

100 EAST FOURTH STREET
THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

1313 BELMONT STREET
HOOD RIVER, OREGON 97031
Telephone: (541) 386-6661
Fax: (541) 308-0178

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 March 31, 2018, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
April 12, 2018

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2018

ASSETS

	<u>General Fund</u>	<u>Grants Fund</u>	<u>Capital Equipment Reserve Fund</u>	<u>Total</u>
Current Assets:				
Cash in bank - Columbia State Bank	\$142,019			\$142,019
Cash with Hood River County	687,377	\$52,356	\$128,264	867,997
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>831,526</u>	<u>52,356</u>	<u>128,264</u>	<u>1,012,146</u>
TOTAL ASSETS	<u>\$831,526</u>	<u>\$52,356</u>	<u>\$128,264</u>	<u>\$1,012,146</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,891			\$1,891
Total Current Liabilities	<u>1,891</u>	<u>0</u>	<u>0</u>	<u>1,891</u>
Total Liabilities	<u>1,891</u>	<u>0</u>	<u>0</u>	<u>1,891</u>
Fund Balances:				
Unassigned	<u>829,635</u>	<u>52,356</u>	<u>128,264</u>	<u>1,010,255</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$831,526</u>	<u>\$52,356</u>	<u>\$128,264</u>	<u>\$1,012,146</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2018

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$64,851		\$147,796
Property tax revenues - current year	830,145			830,145
Property tax revenues - prior year	11,257			11,257
Fines and fees	11,670			11,670
Intergovernmental revenue		4,965		4,965
Interest revenue	7,281		\$1,169	8,450
Miscellaneous	0			0
Total Revenues	<u>943,298</u>	<u>69,816</u>	<u>1,169</u>	<u>1,014,283</u>
Expenditures:				
Personal services:				
Wages and salaries	307,786			307,786
Employee benefits	105,390			105,390
Total Personal Services	<u>413,176</u>	<u>0</u>	<u>0</u>	<u>413,176</u>
Materials and services:				
Bank charges	83			83
Building rental	5,375			5,375
Building maintenance	7,111	13,014		20,125
HVAC	10,875			10,875
Elevator	1,460			1,460
Telephone	2,879			2,879
Internet	3,900			3,900
Collection development	41,798	17,283		59,081
Technology	4,068	129		4,197
Accounting and auditing	16,475			16,475
Courier	1,164			1,164
Custodial services	16,407			16,407
Technical services	3,562			3,562
Library consortium	11,914			11,914
Copiers	722			722
Elections expense	0			0
Furniture and equipment	561	25,756		26,317
Insurance	8,192			8,192
Georgiana Smith Memorial Garden	16,847		3,900	20,747
Legal services	1,788			1,788
Professional services	96			96
Dues and subscriptions	2,456			2,456
Miscellaneous	516			516
Postage and freight	657			657
Printing	145			145
Programs	7,631	12,600		20,231
Advertising	342			342
Supplies - office	9,055	74		9,129
Travel	1,988			1,988
Training	2,520			2,520
Board development	614			614
Parking reimbursement	400			400
Electricity	14,779			14,779
Garbage	1,080			1,080
Natural gas	4,017			4,017
Water & sewer - building	4,034			4,034
Total Materials and Services	<u>205,511</u>	<u>68,856</u>	<u>3,900</u>	<u>278,267</u>
Capital outlay	0	0	0	0
Total Expenditures	<u>618,687</u>	<u>68,856</u>	<u>3,900</u>	<u>691,443</u>
Revenues Over Expenditures	<u>324,611</u>	<u>960</u>	<u>(2,731)</u>	<u>322,840</u>
Other Financing Sources (Uses)				
Operating transfers in	0		28,000	28,000
Operating transfers out	(28,000)			(28,000)
Total Other Financing Sources (Uses)	<u>(28,000)</u>	<u>0</u>	<u>28,000</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>296,611</u>	<u>960</u>	<u>25,269</u>	<u>322,840</u>
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - March 31, 2018	<u>\$829,635</u>	<u>\$52,356</u>	<u>\$128,264</u>	<u>\$1,010,255</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 Nine Months Ended
March 31, 2018

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$3,201	\$830,145	\$834,953
Tax revenues - prior year	908	11,257	15,000
Fines and fees	1,180	11,670	12,000
Interest revenue	982	7,281	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
Total Revenues	<u>6,271</u>	<u>943,298</u>	<u>865,953</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	459	4,434	6,858
Library clerk II	6,341	65,355	88,353
Library assistant I	3,740	32,156	48,751
Library assistant II	6,231	66,730	89,302
Librarian I	4,812	46,572	65,957
Librarian II	4,416	39,662	52,998
Library director	5,888	52,877	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,570	24,402	34,364
Social security	2,422	23,437	32,350
Workers' compensation	23	(97)	1,072
Health insurance	6,136	54,236	99,000
Unemployment insurance	412	3,412	5,497
Total Personal Services	<u>43,450</u>	<u>413,176</u>	<u>595,160</u>
Materials and services:			
Bank charges	0	83	250
Building rental	944	5,375	9,000
Building maintenance	41	7,111	15,000
HVAC	1,605	10,875	12,000
Elevator	165	1,460	2,000
Telephone	328	2,879	4,000
Internet	427	3,900	5,500
Collection development	3,721	41,798	55,000
Technology	151	4,068	10,000
Accounting and auditing	0	16,475	25,000
Courier	0	1,164	3,000
Custodial services	1,823	16,407	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 Nine Months Ended
March 31, 2018

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Technical services	58	3,562	4,000
Library consortium	0	11,914	12,000
Copiers	75	722	1,500
Elections expense	0	0	0
Furniture and equipment	0	561	2,000
Insurance	(408)	8,192	11,500
Georgiana Smith Memorial Garden	1,520	16,847	21,000
Legal services	228	1,788	3,000
Professional services	16	96	0
Dues and subscriptions	226	2,456	4,000
Miscellaneous	0	516	1,000
Postage and freight	116	657	1,000
Printing	0	145	1,000
Programs	1,004	7,631	20,000
Advertising	18	342	1,000
Supplies - office	1,086	9,055	15,000
Travel	507	1,988	5,000
Training	955	2,520	1,500
Board development	0	614	1,500
Parking reimbursement	0	400	1,000
Electricity	1,479	14,779	20,000
Garbage	120	1,080	1,500
Natural gas	708	4,017	10,000
Water & sewer - building	391	4,034	4,700
Total Materials and Services	<u>17,304</u>	<u>205,511</u>	<u>307,950</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>60,754</u>	<u>618,687</u>	<u>1,003,110</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(28,000)	(28,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>(28,000)</u>	<u>(28,000)</u>
Change in Fund Balance	<u><u>(\$54,483)</u></u>	<u><u>\$296,611</u></u>	<u><u>(\$165,157)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2018

	<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	\$700	\$64,851	\$226,000
Intergovernmental revenue	0	4,965	0
Total Revenues	<u>700</u>	<u>69,816</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	29,291	68,856	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>29,291</u>	<u>68,856</u>	<u>271,000</u>
Change in Fund Balance	<u><u>(\$28,591)</u></u>	<u><u>\$960</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 Nine Months Ended
March 31, 2018

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$170	\$1,169	\$400
Other Financing Sources			
Transfer from General Fund	0	28,000	28,000
Total Revenues and Other Sources	<u>170</u>	<u>29,169</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>\$170</u></u>	<u><u>\$25,269</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 Nine Months Ended March 31, 2018

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Programs Fund	Friends of the Library	MCMC Grant	RTR 2017	RTR 2018	Total
Revenues:									
Donations and grants	\$0	\$0	\$50,433	\$3,618	\$10,800	\$0	\$0	\$0	\$64,851
Intergovernmental revenue							4,965	4,965	4,965
Total Revenues	0	0	50,433	3,618	10,800	0	0	4,965	69,816
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	0
Materials and services:									
Building maintenance			13,014						13,014
Collection development			11,663	300	4,808	50	462		17,283
Technology			129						129
Programs			1,176	1,393	5,986		4,045		12,600
Furniture and equipment			25,756						25,756
Georgiana Smith Memorial Garden									0
Office supplies									74
Miscellaneous									0
Printing			74						0
Total Materials and Services	0	0	51,812	1,693	10,794	50	4,507	0	68,856
Capital outlay	0	0	0	0		0	0	0	0
Total Expenditures	0	0	51,812	1,693	10,794	50	4,507	0	68,856
Net Change in Fund Balance	0	0	(1,379)	1,925	6	(50)	(4,507)	4,965	960
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507		51,396
Fund Balance - March 31, 2018	\$2,642	\$3,000	\$32,497	\$2,448	\$6,804	\$0	\$0	\$4,965	\$52,356

See Independent Accountants' Compilation Report

Hood River County Library District Ordinance No. 1

An ordinance regulating conduct on Library District property

WHEREAS, Hood River County Library District operates libraries in locations throughout Hood River County; and

WHEREAS, the District owns or manages the buildings and rooms where these branches are located as well as, in some cases, the grounds outside those facilities; and

WHEREAS, the District wants to ensure that those spaces are safe, welcoming environments for everyone;

NOW, THEREFORE Hood River County Library District ordains as follows:

1. Users of the properties and spaces District owns and manages abide by the Code of Conduct included in Exhibit A.
2. Violations of this ordinance will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws.
3. The District's affiliate groups, the Friends of the Hood River County Library and Hood River County Library Foundation, are not subject to restrictions on soliciting and advocating.
4. The District reserves the right to partner with organizations and individuals with closely-aligned missions and goals to offer programming, including solicitation and advocacy events, on District property, per the District's Programming Policy.
5. The public meeting room at the Cascade Locks and Hood River Libraries and the publicly-accessible bulletin boards and literature racks at the Cascade Locks, Hood River, and Parkdale Libraries are considered limited public forums and therefore "designated areas" as referenced in Exhibit A.
6. The Georgiana Smith Memorial Gardens at the Hood River Library is considered a traditional public forum and therefore a "designated area" as referenced in Exhibit A.

Read for the second time and passed on the 15th day of May, 2018, to become effective thirty (30) days hence.

SIGNED:

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Exhibit A - Code of Conduct



Hood River County Library District wants to make sure that our libraries are safe and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

While anywhere on library property, please:

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety.
- Be courteous to other patrons and staff.
- Keep your animals leashed and otherwise under control and properly clean up after them.
- Do not leave your animals unattended.
- Do not destroy, deface, or abuse library property or remove it without permission.
- Do not be disruptive, disorderly, or harass other patrons, staff, or wildlife.
- Do not smoke or use tobacco products, or use vaping devices.
- Do not sleep or appear to sleep, camp, or loiter.
- Do not leave personal belongings unattended.
- Do not engage in sexual activities including but not limited to extensive physical contact.
- Do not be impaired by or under the influence of a controlled substance or intoxicating liquor, including marijuana and marijuana derivatives.
- Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.
- Do not distribute materials or display signs anywhere except in designated areas.
- Do not solicit or advocate for any purposes except in designated areas.
- If soliciting or advocating in designated areas, do not
 - Display signs unless temporarily as part of an event;
 - Block or significantly limit access to paths, streets, sidewalks, and building entrances; or
 - Attach materials to vegetation, structures, or furnishings.
- Do not use skateboards, skates, rollerblades, or bicycles.
- Do not litter.
- Do not build or attempt to build fires, unless permitted as part of a library program.

While in library buildings, please:

- Wear appropriate clothing, including shoes and shirts.
- Keep beverages in covered containers.
- Do not consume food in the computer areas, unless permitted as part of library programming.
- Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
- Do not consume alcohol, unless permitted as part of library programming, or be intoxicated.
- Do not use the library restrooms for personal hygiene such as bathing, shaving, washing hair or clothing.
- Do not bring animals into the building, other than service animals or those involved in library programs.
- Do not bring into the library anything which creates an obstacle or takes up seating.
- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.

In addition to the above, any violation of local, state, or federal statutes will be regarded as a violation of District rules. Violations of the Code of Conduct will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws. Hood River County Library District reserves the right to eject or suspend or revoke privileges of those individuals who violate District rules. In addition to the sanctions imposed by the District, further sanctions may be pursued as determined by law.

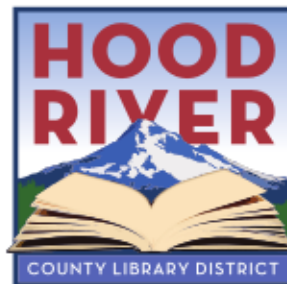
Adopted as Ordinance No. 1 by the Board of Directors: April 21, 2015
Became effective: May 15, 2018
Last amended: April 17, 2018

502 State Street
Hood River · OR 97031

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Use Restrictions Policy



Sometimes a patron's behavior may necessitate restricting his/her use of Hood River County Library District services. Such behavior includes but is not limited to violations of District policies as well as violations of federal, state, or local statutes.

Responsibility and restrictions

District staff, and ultimately the Library Director, is responsible for determining whether behaviors are unacceptable as delineated by District policies. When such behavior occurs, staff are authorized to restrict a patron's access to District services, appropriate to the unacceptable behavior and past actions by the patron. Such sanctions include, but are not limited to, the following:

- Bans from using the relevant service (e.g. meeting room, computers, bulletin boards);
- Loss of library card privileges;
- Billing for damage;
- Requirement for accompaniment by a parent, guardian, or caretaker;
- Ejection from District property (temporary, conditional, or extended).

Staff members are encouraged to use sound but flexible judgment in determining appropriate sanctions and lengths. Severe or extended sanctions require approval of the Library Director or designee.

Warnings

At their discretion, staff may warn a patron up to twice before sanctioning as per above. Subsequent similar behavior by the same individual may not require warning before sanctions are issued, and such sanctions may be more severe. While the District views this policy as primarily corrective and progressive, it is not possible to define in advance the specific action to be taken in response to every behavior. Consequently, the District reserves the right to take appropriate action, including immediate ejection from District property, in response to circumstances and events on a case-by-case basis.

For instance, staff may restrict a patron's use of services, or immediately eject a patron without warning for more severe violations of policy, including without limitation abusing District staff or patrons, abusing District property, attempting to alter or compromise District technology or networks, or violations of local, state, or federal laws.

Recording

Staff will record any instances in which sanctions are issued and will maintain current lists of patrons who are restricted from using library services and are banned from District facilities.

Adopted by the Board of Directors, September 18, 2012

Last amended, February 17, 2015

502 State Street
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Hood River County Library District Ordinance No. 1

An ordinance regulating conduct on Library District property

WHEREAS, Hood River County Library District operates libraries in locations throughout Hood River County; and

WHEREAS, the District owns or manages the buildings and rooms where these branches are located as well as, in some cases, the grounds outside those facilities; and

WHEREAS, the District wants to ensure that those spaces are safe, welcoming environments for everyone;

NOW, THEREFORE Hood River County Library District ordains as follows: that

1. uUsers of the properties and spaces it owns and manages abide by the Code of Conduct included in Exhibit A;
2. and that, vViolations of this ordinance will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws;
3. and that, tThe District's affiliate groups, the Friends of the Hood River County Library and Hood River County Library Foundation, are not subject to restrictions on soliciting and advocating;
4. and that, tThe District reserves the right to partner with organizations and individuals with closely-aligned missions and goals to offer programming, including solicitation and advocacy events, on District property, per the District's Programming Policy;
5. and that, tThe public meeting room at the Cascade Locks and Hood River Libraries and the publicly-accessible bulletin boards and literature racks at the Cascade Locks, Hood River, and Parkdale Libraries are considered limited public forums and therefore designated areas as referenced in Exhibit A;
6. and that, tThe Georgiana Smith Memorial Gardens at the Hood River Library is considered a traditional public forum and therefore a designated area as referenced in Exhibit A.

Read for the second time and passed on the 15th 21st-day of MayApril, 20185, to become effective thirty (30) days hence.

SIGNED:

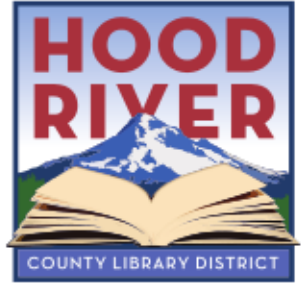
ATTEST:

Jean Sheppard Suzanne VanOrman, President

Rachael Fox Buzzy-Nielsen, Library Director

Exhibit A - Code of Conduct

Hood River County Library District wants to make sure that our libraries are safe and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.



While anywhere on library property, please:

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety. Ensure that children under the age of 10 are supervised by an adult.
- Be courteous to other patrons and staff.
- Keep your animals leashed and otherwise under control and properly clean up after them.
- Do not leave your animals unattended.
- Do not destroy, deface, or abuse library property or remove it without permission.
- Do not be disruptive, disorderly, or harass other patrons, staff, or wildlife.
- Do not smoke or use tobacco products, or use vaping devices. Do not smoke or use tobacco products.
- Do not sleep or appear to sleep, camp, or loiter. Do not sleep excessively, camp, or loiter.
- Do not leave personal belongings unattended.
- Do not engage in sexual activities including but not limited to extensive physical contact.
- Do not be impaired by or under the influence of a controlled substance or intoxicating liquor, including marijuana and marijuana derivatives.
- Do not possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.
- Do not distribute materials or display signs anywhere except in designated areas.
- Do not solicit or advocate for any purposes except in designated areas.
- If soliciting or advocating in designated areas, do not
 - Display signs unless temporarily as part of an event;
 - Block or significantly limit access to paths, streets, sidewalks, and building entrances; or
 - Attach materials to vegetation, structures, or furnishings.
- Do not use skateboards, skates, rollerblades, or bicycles.
- Do not litter.
- Do not build or attempt to build fires, unless permitted as part of a library program.

While in library buildings, please:

- Wear appropriate clothing, including shoes and shirts.
- Keep beverages in covered containers.
- Do not consume food in the computer areas, unless permitted as part of library programming.
- Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
- Do not consume alcohol, unless permitted as part of library programming, or be intoxicated.
- Do not bring animals into the building, other than service animals or those involved in library programs.
- Do not improperly use library restrooms, including, but not limited to, do not bath, shave or wash hair or clothing.
- Do not bring into the library anything which creates an obstacle or takes up seating.

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Hood River, OR 97031

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- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.
-

In addition to the above, any violation of local, state, or federal statutes will be regarded as a violation of District rules. Violations of the Code of Conduct will be handled in accordance with the District's Use Restrictions Policy and relevant local, state, and federal laws. Hood River County Library District reserves the right to eject or suspend or revoke privileges of those individuals who violate District rules. In addition to the sanctions imposed by the District, further sanctions may be pursued as determined by law.

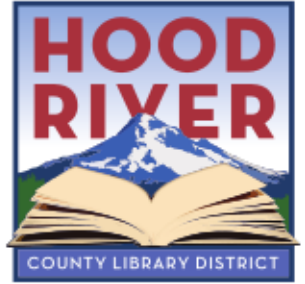
Adopted as Ordinance No. 1 by the Board of Directors: April 21, 2015

Became effective: ~~June 14~~ ~~May 21~~, 201~~8~~5

Last amended: April ~~17~~21, 201~~8~~5

Job Description

Youth Outreach Assistant



Summary

Performs a variety of duties for the purpose of assisting with the Odell Bus.

Classification: Clerk I

Essential duties and responsibilities

1. Accompany and supervise children on the Library Express bus to and from the library.
2. Assists with story time and supervising children during the Odell bus visit in the library.
3. Promotes the Odell bus program to families in the Odell community
4. Communicates with families to remind them of the weekly bus services.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Assistant Director. Daily assignments and supervision may be provided by other senior staff.

Supervision exercised

Supervision of other employees is not a normal function of this position.

Desired minimum qualifications

Education and experience:

1. Two years of high school coursework. High school diploma or equivalent preferred.
2. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
2. Ability to read and interpret routine documents such as reports, correspondence, policies, and procedures.
3. Ability to communicate effectively vocally to the public and staff.
4. Ability to perform basic mathematical functions.
5. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
6. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. Ability to perform essential job functions with or without accommodation.

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Tools and equipment used

Personal computer, including the Internet, general office applications; book carts; copy machines; telephones; magazine storage racks; general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 85% of the time.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Retrieves, and replaces library materials from 2 inches from the floor to 7 feet from the floor.
5. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
6. Normal office exposure to noise, stress, and disruptions.
7. Part-time position for the months of May through August, up to 10 hours per week. Some weekend hours are required.
8. This is a temporary position dependent on grant funding.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Library Director

Approval: _____
Board President

Effective Date: April 17, 2018

Last revised: April 12, 2018

PARENT PERMISSION & WAIVER FORM FOR BUS TRANSPORTATION



I, the parent/guardian of the child named below, approve of my child participating in bus trip(s) to the Hood River County Library on Saturdays beginning June 2, 2018, and ending August 25, 2018. I understand that the bus travel includes departure from the Odell Mobile Home Park, arrival to the Hood River County Library, and a return trip to the Odell Mobile Home Park; that the bus departs the Odell Mobile Home Park around 10:00 AM and returns to the Odell Mobile Home Park around 1:30 PM; and that supervision will be provided for children ages 3-9.

Understanding the above, I hereby grant permission for my child to participate. In the event of an injury requiring medical attention, I hereby grant permission to the supervising librarian or staff to attend to my son/daughter. If the injury warrants further medical attention, I expect every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given. In addition, I hereby give my permission to the supervising librarian or staff to take my child to the physician, dentist, or the hospital if an accident or serious illness occurs on the trip, and I cannot be located.

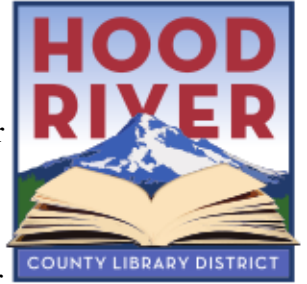
It is the priority of the Hood River County Library District to provide educational experiences in which the District can assure the student and parent/guardian a reasonably safe environment. In traveling to and from District property, parents must first acknowledge potential risks that might be encountered, and approve their child's participation.

1. The District's representation and that of its representative(s) is that a quality educational experience will be pursued.
2. The same rules that are in effect at the District Library facility are in effect for the trip. The child is to abide by the instructions of the authorized supervisor.
3. Parent/guardian must inform themselves of the level of supervision that will be on the trip, the details of the trip, and then judge themselves, considering the behavior patterns of their child and their child's maturity, whether their child has the maturity and ability to accept direction and function responsibly and safely as a trip member in the unfamiliar situation.
4. Participants must exercise the appropriate level of maturity and self-discipline for their age and extend the effort necessary to protect their individual safety and benefit from the experience. Each participant is urged to be continually on guard for the safety of the others in the group and circumstances that impair that safety.
5. The dangers that are present in this trip are those commonly experienced by and known to all persons traveling with young people within the United States. The District cannot and does not claim to control such dangers. Parents wishing more information regarding the trip and its leadership should contact the District.
6. The District will not make any judgments regarding the safety of non-District transportation (common carriers) used, traffic hazard situations, unlawful behavior of strangers and other dangers to be found in the surroundings and cannot be expected to control children's behavior that is contrary to the directions given to the party or individuals in the party.

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As parent(s) or legal guardian(s) of the child(ren) listed below, I/We, the undersigned, hereby release and agree to defend and hold harmless the Hood River County Library District officers, agents, employees, including supervisors, and their assigns from any claims from any person, entity or estate, in any forum that may arise against them by reason of property loss or injury and/or death resulting from any cause including, but not limited to, the child or other children having failed to properly carry out instructions from the supervisor, but excepting those which occur because the supervisor negligently failed to take reasonable steps available to it to protect the child from an immediate substantial hazard actually known to the supervisor. My child's medication information is complete and accurate on this form, and I hereby give the District (or its representative designee) authority to seek emergency medical treatment as described above for my child. I understand that parent/guardian will be responsible for any expenses incurred.

Please check below IF your child has sensitivity to:

- Bee Sting
- Dairy
- Nuts
- Latex
- Other _____

Please check below IF your child has:

- Asthma
- Kidney Injuries
- Heart Condition
- Diabetes
- Seizure Disorder
- Other Medical Condition _____

If ordered by the child's physician, an EpiPen must be provided for all trips.

List all children (please print).

CHILDREN MUST AT LEAST 3 YEARS OLD AND POTTY TRAINED TO PARTICIPATE

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Parent or Guardian Name (Please Print): _____

Parent or Guardian Signature: _____

Date: _____

Parent or Guardian's Contact Phone Number: (_____) _____

Resolution No. 2017-18.07

A Resolution of Hood River County Library District adopting a supplemental budget for the fiscal year 2017-18 and making supplemental appropriations

WHEREAS, the Hood River County Library District budget for the fiscal year 2017-18 was adopted by the Hood River County Library District Board at their regular meeting thereof on Tuesday, June 20, 2017; and

WHEREAS, the Hood River County Library District has since determined to spend a portion of the Ready to Read 2018 grant funds on funding two part-time position for the Odell Bus project.

WHEREAS, a Supplemental budget is necessary in the Grants Fund to decrease the appropriations from \$151,000 to \$150,000 in the Materials and Services and increase the appropriations in the Personal Services fund from \$0 to \$1,000 fund to pay for salary of two part time positions for the Odell Bus project.

WHEREAS, in accordance with local budget law, notice was published in the Hood River News on April 11, 2018 of the supplemental budget at the Hood River County Library District board meeting on April 17, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE HOOD RIVER COUNTY LIBRARY DISTRICT, HOOD RIVER, OREGON THAT:

Section 1: Adopt the following Supplemental Budget and make appropriations for fiscal year 2017-18 in the Grants Fund.

Grants Fund

RESOURCES	Adopted budget
Cash on hand	45,000
Grants (specific purposes)	150,000
Friends of the Library donations	15,000
Library Foundation donations	85,000
Pat Hazelhurst Fund donations	2,000
TOTAL RESOURCES	297,000

REQUIREMENTS	Adopted budget	Change	Supplemental budget
Materials and services			
Collection development	30,000		30,000
Technology	7,000		7,000
Programs	15,000		15,000
Furniture and equipment	55,000		55,000
Other materials and services	44,000	1,000	43,000
Total materials and services	151,000	1,000	150,000
Personal Services	-		
<i>Salaries</i>			
Clerk I			1,000
Total personal services	-	1,000	1,000
Capital outlay	146,000		146,000
Ending balance (prior years)			
UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
TOTAL REQUIREMENTS	297,000		297,000

Section 3: Effective Date. Resolution shall take effect immediately.

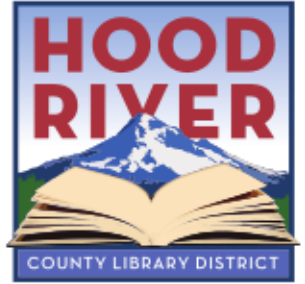
Adopted by the Board of Directors of Hood River County Library District this 17th day of April, 2018.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Return to Work Policy



Objective

The intent of the district's return to work policy is to return employees/volunteers (herein referred to as employees) to meaningful work as soon as medically appropriate in an effort to keep injured employees engaged in the workforce and manage workers' compensation claim costs.

Parameters

This policy is designed to provide temporary accommodations for work related injuries only. It does not replace the district's responsibility to comply with Americans with Disability Act or address union contracts. Accommodations are made unless they create a hardship upon the district.

Implementation

1. Medical treatment is sought for a work related injury by an employee resulting in medically authorized restricted duty or time loss.
2. District identifies transitional duty tasks that fit within the injured employee's restrictions.
3. District makes a written transitional duty offer to the injured employee within their physical restrictions.

Employee Responsibilities

1. Provide a copy of written restrictions or authorized time loss from healthcare provider to district supervisor within 36 hours of treatment.
2. Accept or decline written transitional duty offer. Note: A declined transitional duty offer may impact an injured employee's benefits.
3. If the employee is not working due to authorized time loss or the district's inability to accommodate restrictions, they are required to check in with district management weekly to obtain any district communications and provide any updated medical releases.
4. While on transitional duty, injured employees are to report to work and perform duties as assigned. All district personnel policies, procedures and routine protocols apply.

Employer Responsibilities

1. Notify all district employees upon hire and annually that District accommodates work related injury restrictions and has an active transitional duty program.
2. Upon knowledge of work related injury restrictions, identify transitional duty tasks that fit within the restrictions.
3. Write the transitional job description within the injured employee's restrictions.
4. Fax or email the transitional job description to the medical provider for approval.
5. Make a written job offer to the injured employee to include a copy of their transitional job description and current restrictions.
6. Fax or email a copy of all documents to the district's SDAO Claim Examiner or RTW Consultant.
7. Continue to update transitional job description as restrictions are lifted through the healing process.

Approved by the Board of Directors, April 17, 2018

Last revised, April 12, 2018

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