

Board of Directors
Regular Meeting Agenda, Supplementary
 Tuesday, May 29, 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 April 17, 2018 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | |
| ii. Foundation update | Fox |
| iii. April financial statements | Fox |
| iv. Director's report | Fox |
| VI. Previous business | |
| VII. New business | |
| i. 2018-19 salary schedule (ACTION) | Sheppard |
| ii. Second reading of Ordinance No. 1, Code of Conduct | Fox |
| I. Public hearing on Ordinance No. 1 | |
| iii. Executive session: Library Director evaluation | 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, May 29, 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 April 17, 2018 meeting | |

Attachments:

- III.i. April 17, 2018, regular meeting minutes

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

- | | |
|--------------------------|-----|
| i. Friends update | Fox |
|--------------------------|-----|

- The Friends of the Library are gearing up for their annual book sale. It's scheduled for May 31 - June 2.
 - The Members Only Preview Sale will be Thursday, May 31, 4:30-6:30pm. Membership can be purchased or renewed at the door.
 - The Public Sale will be Friday, June 1, noon-6:00pm.
 - The Bag Sale will be Saturday, June 2, 10:00am-2:00pm.

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

- The Foundation is planning a fall donor recognition event, in addition to the donor recognition event at the Cascade Locks Grand Opening party on Saturday, July 7, 2018.
- The Foundation Board is working on a board manual.
- The membership committee will meet to discuss membership drive.
- Over the past two fiscal years, the District been decreasing our print magazine subscriptions due to decreased use. Last year, the Foundation also supported our movie licensing service which ended up being less that anticipated. Our Heritage Quest database was also canceled last year due to our consortium no longer providing the group discount. Due to this changes, we have \$3,200 of Foundation funds to roll over into fiscal year 2018-19.

The District did not spend the donation the Foundation made last year to the Bonneville Dam Chronicle Newspaper Digitization project. The project came in under budget and we have the \$1,000 to carry over.

In addition, I have discovered in my predecessor's spreadsheets for Library Foundation expenses we have \$2,500 in the fund which is unallocated and was in the fund prior to my becoming library director.

This means we can carry over \$6,700 into fiscal year 2017-18.

The Foundation has donated the following funds to the Library District for fiscal year 2018-19 in the amount of \$71,003.05.

- **Yasui Garden Fund for maintenance of garden - \$3,035**
- **Earmarked for Feast of Words 2018 - \$22,566.98**
- **Katie Barker Bequest-Use for Odell improvements \$17,001.07**
- **Magazines and newspapers - \$5,500**

For the past six years, the Foundation has supported all of our magazine and newspaper subscriptions. This is a popular collection, both in terms of circulation and in-library use. Five years ago, the Foundation also funded the new magazine shelves and area, which has been very well-received. The magazines can be challenging of late, as several are going out of print and we have seen decreased use in specific titles, but thanks to the Foundation we're still maintaining a vibrant and actively-used collection.

- **Electronic resources - \$2,800 (\$9,500 current year expense - \$6,700 carry over)**

In years past, the Foundation has also supported our popular electronic resources, including the downloadable media service Library2Go, the kids e-book service TumbleBooks, the genealogy resources Ancestry.com, Auto Repair Reference Center, and the language-learning database Pronunciator. This year, we would like to add two new databases for digital magazines and a video streaming service. Both services, are being offered in libraries across the country. We're currently doing research to find the most cost effective and best options for our population.

- **Movie licensing - \$800**

Two years ago a new theater system was installed in the children's Story Book Theater. Over the years, families have enjoyed movie matinees and each week the Odell Express bus brings residents from Odell to the library to enjoy many activities, which include a movie screening. Our new Teen Services Librarian has been hosting more movie events for teens. Each year we pay two companies Movie Licensing USA and Motion Picture Licensing Corporation to have the licensing rights to screen movies for the public.

- **Makerspace room – Self contained sink - \$1,500**

Due to the location of the plumbing in the building, we are unable to have a sink connected to our system. The next best thing, a self contained sink. This will be beneficial to have a station in the room for use during programs which involve painting.

- **Signage - \$5,000**

Over the years, I have received many comments from the public regarding the lack of adequate signage on the grounds of the Hood River property. We do need signage visible from State and Oak Street for the Hood River Library and Georgiana Smith Memorial Gardens. We also need small signs at the three entrances to the garden stating our Code of Conduct.

- **Painting - \$3,400**

The library lane display wall and the meeting room are in great need to be repainted. This is a highly used display area for local art and projects created within our community.

- **Spanish collection - \$5,000**

Bilingual Outreach Specialist Yeli Boots will be visiting the American Library Association Guadalajara book fair in Mexico this year. It would be the ideal place to new order Spanish Language materials for our new space in Odell. This would allow us to create a new collection without needing to take materials from Hood River and Parkdale locations.

- **English collection - \$3,400**

We could purchase new kids, teens and adult materials for the new space in Odell. This would be helpful in building a new collection geared toward the community of Odell.

- **Makerspace - \$1,000**

We will have the Makerspace up and running by June. We plan to order furniture soon using Feast of Words 2017 funds. We have purchased materials to start with some fun programming but will need to expand during fiscal year 2018-19 after we determine the needs of our community and hear input of programming and services they would like to see.

iii. April financial statements

Fox

Attachments: V.iii. April financial statements

We will receive the check from the Library Foundation in the amount \$71,003.05 before the end of the fiscal year. We will be spending the entire Feast of Words 2018 funds \$22,566.98 by the end of this fiscal year.

The Capital Equipment Reserve Fund will also be decreased up to \$33,510 for shelving at the new Cascade Locks Space and to pay for our new sidewalks at the Hood River Library. This puts us on target to carry over \$95,000 into the next fiscal year.

iv. Director's report Facilities

Fox

- The electrician has run into issues in fixing the light in the stairwell. It's a complex unit with emergency lights. I have contacted the architect who did the remodel of the building to obtain plans for the light system which would help the electrician resolve the issue.
- The new shelving will be installed in the Cascade Locks Library the week of June 18. The week of May 28, I will create a closure and moving schedule for the branch. I'm estimating we will be closed 2-3 weeks to complete the move and set up.
- Hood River County School District Superintendent Dan Goldman recently emailed me to state there have been several new developments regarding the Odell Branch. They were awarded a large state grant to perform seismic upgrades at the site. This work will not begin until next summer, which complicates the overall project (to a degree). Regardless, here's where they are at for the time being. Originally, we discussed using a small room which adjoined their new library. Initially, they wanted to have a storage closet for the school in the room but said they thought they could use storage elsewhere. Now, they cannot move forward with that agreement. They will have to create a storage space within the small room because the space is critical to the functioning of their library as it's the only separate/secure office/storage/circulation maintenance area connected with the school library. This makes the room about 1/3 smaller. Because the seismic project will entail significant work on the structure, there may be an opportunity in another adjoining area; their architect firm is only at the very beginning phase of design. They have asked me to provide them with both the minimum and the desired space requirements we are looking for.
- The Columbia Gorge Lionesses of Cascade Locks disbanded last year. They reached out to me to see if their remaining funds they still had in their account could be used for at the new Cascade Locks Branch. I provided a wish list and they gave us \$1,369.16 for the following items:
 - Train set - G. Wilikers Toy Shoppe in Hood River has offered to donate a train table to the library and will sell us a big train set at their wholesale cost.
 - 6 cube organizer shelf - Hold six baskets. Each basket will hold a set of items children can play with in the library.
 - 6 baskets for organizer shelf
 - 6 sets of toys for kids We haven't selected the toys yet, but we plan to pick similar items like the Hood River and Parkdale branch. We're picturing Duplos (big legos), plastic animals, toy cars, tea set, puppets, marble maze.
 - 5'4" x 7'8" Rug for children's area - Contains the alphabet, English and Spanish words, pictures.
 - 2 chairs for teen area
- The Hood River Lions Club awarded the library a grant request for \$997.00 for our new makerspace. The funds were raised through their bottles and cans collection

program. The funds will be used to acquire coding robots and tools for early learners through age 18. The library will acquire Cubelets, Ozobots and an ipad to operate them.

Personnel

- We have hired two new part-time Public Service Clerks, which replace the position formally held by one staff member.
 - Christina Eastes is relatively new to the Gorge and is originally from Hawaii. She currently works as an Accounts Payable Admin at Electronic Assemblers Inc and has previously worked in a variety of customer service settings. She starts today!
 - Jessamyn Duckwall currently works at Waucoma Books and has also held a variety of customer service positions. She also has an Associate of Arts Oregon Transfer degree from Columbia Gorge Community College. Jessamyn will start training next week.

Programs

- We will start our fabulous Summer Reading Program in June! We start sign ups on Friday, June 8. The all ages kick off event will be held on Saturday, June 16. We'll have programs and performers in Hood River, Cascade Locks, Parkdale, and Odell throughout the summer. Our end of year bash, the Unity Picnic, will take place Saturday, August 18. Our website pages and events calendar will be updated by Friday, June 8 with all our programs and instructions.

VI. Previous business

VII. New business

i. 2018-19 salary schedule (ACTION)

Sheppard

Attachments:

VII.i.a. 2018-19 and 2017-18 salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 2.8% cost of living increase, which is the average increase of the Western Region CPI in 2017.

ii. Second 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 is the second reading the District's Ordinance No. 1, establishing a Code of Conduct for our buildings and grounds. The ordinance process will proceed as thus:

- A public hearing notice was published in the May 23 issue of the *Hood River News*.
- The second reading of the ordinance will be done at this meeting. A public hearing must be held. After the reading and hearing, the Board will vote on the ordinance.
- If the vote is affirmative, the ordinance becomes effective thirty days after this meeting, June 28.
- The ordinance text can be revised during this process, based on discussion and input. All current verbiage has been reviewed by District legal counsel Ruben Cleaveland.
- 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.
- The changes and rationale for this ordinance were discussed in the March 20 and April 17 Board meetings.

iii. **Executive session: Library Director evaluation**

Sheppard

VIII. Agenda items for next meeting

Sheppard

- 2017-18 budget approval
- Approval of recurring payments for 2017-18
- Discussion of 2017-18 President and Vice-President positions
- Discussion of 2017-18 regular meeting time
- Library Director Contract approval

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, 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
Board President Jean Sheppard called the meeting to order at 7:02pm. Janik moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

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

III. Consent agenda (ACTION) Sheppard
i. Minutes from March 20, 2018 meeting
Marsden moved to approve the consent agenda. Hackett seconded. The motion passed unanimously.

IV. Open forum for the general public Sheppard

V. Reports

i. Friends update Fox
There was nothing to add to the written report.

ii. Foundation update Fox
There was nothing to add to the written report.

iii. March financial statements Fox
Sheppard asked why we currently have \$296,611 more in revenue than expenditures and why will we spend only \$231,000 in the General Fund by the end of the fiscal year. Fox stated it's because we received the large, unexpected donation of \$82,945 from Arvilla Armstrong.

iv. Director's report Fox
Fox stated there was a small leak in the roof but the roofer discovered a seal had come off a pipe in the roof. He repaired the seal.

Fox stated there will be an electrician coming to the library on Friday to repair three lights in the stairwell which have quit working.

Marsden asked if we would repainting the trim around the windows on the front of the historic part of the library. Fox stated she spoke to building maintenance worker Michael Peterson-

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

Love in the morning regarding the project. He recommended waiting until July to do the work.

VI. Previous business

i. Approve budget committee and budget officer Sheppard

Hackett moved to appoint Amber Bello to the budget committee for a three year term and appoint Library Director Rachael Fox as budget officer. Janik seconded. The motion carried unanimously.

VII. New business

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

I. Public hearing on Ordinance No. 1

Sheppard read the title of Ordinance No. 1, "An ordinance regulating conduct on Library District property". The text of the ordinance was included in the meeting packet. The ordinance revises the District's Code of Conduct. She opened the public hearing on the ordinance at 7:24pm. There was no public comment. The hearing was closed at 7:25pm. Sheppard state there was still a typo in the original version of bath and it should be bathe.

The second reading of Ordinance No. 1 will happen at the next meeting. If passed by the Board, the ordinance would become effective June 14, 2018.

ii. Job Description Youth Outreach (ACTION) Sheppard

Marsden asked why we chose the age of three years. Fox stated staff felt it would be difficult to care for children younger and staff where also requiring the children to be potty trained. Fox stated families have been asking for this service. Sheppard asked if the teens are bilingual. Fox said they both are bilingual. Marsden made a motion to approve the job description of Youth Outreach. Hackett seconded. The motion passed unanimously.

iii. Supplemental budget (ACTION) Sheppard

Fox stated when the budget was created last year, we had not determined the proposal for the Odell Bus Ready to Read Grant. Since there were no funds allocated in the Grants Fund for Personal Services, we needed to move \$1,000 from Materials and Services to Personal Services. Hackett moved to approve Resolution 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. Janik seconded. Sheppard took a roll call vote. The motion passed unanimously.

iv. Return to Work Policy (ACTION) Sheppard

Sheppard asked if this was the same as a Light Duty Policy. Fox stated it was the same. This was recommended by Special Districts Insurance Services and approved by district counsel Ruben Cleaveland. Sheppard asked if the policy stated the Transitional work letter must be signed by the employees medical provider. Fox stated yes it does. Sheppard found the reference in the "Employer Responsibilities" question number four. Janik made a motion to approve the policy. Marsden seconded. The motion carried unanimously.

VIII. Agenda items for next meeting

Sheppard

Sheppard asked when the Board evaluation for the library director will be emailed. Fox stated it will be emailed to the board by Arwen Ungar on by Wednesday, April 15, and the board will have two weeks to complete it. Fox stated it will contain the staff and community member (Friends and Foundation Presidents), her self evaluation and a copy of the current contract.

IX. Adjournment

Sheppard

The meeting adjourned at 7:35pm.

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.

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
April 30, 2018**

TABLE OF CONTENTS

Independent Accountants' Compilation Report	1
Balance Sheet – Cash Basis	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis.	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund.	4-5
Grants Fund.	6
Capital Equipment Reserve Fund	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds.	8

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 April 30, 2018, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and ten 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
May 11, 2018

Hood River County Library District
Balance Sheet - Cash Basis
April 30, 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	\$158,722			\$158,722
Cash with Hood River County	605,954	\$40,419	\$128,510	774,883
Petty cash	416			416
Accounts receivable	1,714			1,714
Total Current Assets	<u>766,806</u>	<u>40,419</u>	<u>128,510</u>	<u>935,735</u>
TOTAL ASSETS	<u>\$766,806</u>	<u>\$40,419</u>	<u>\$128,510</u>	<u>\$935,735</u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,375			\$1,375
Total Current Liabilities	<u>1,375</u>	<u>0</u>	<u>0</u>	<u>1,375</u>
Total Liabilities	<u>1,375</u>	<u>0</u>	<u>0</u>	<u>1,375</u>
Fund Balances:				
Unassigned	<u>765,431</u>	<u>40,419</u>	<u>128,510</u>	<u>934,360</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$766,806</u>	<u>\$40,419</u>	<u>\$128,510</u>	<u>\$935,735</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2018

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$82,945	\$66,943		\$149,888
Property tax revenues - current year	834,192			834,192
Property tax revenues - prior year	12,608			12,608
Fines and fees	12,906			12,906
Intergovernmental revenue		4,965		4,965
Interest revenue	8,522		\$1,415	9,937
Miscellaneous	0			0
Total Revenues	<u>951,173</u>	<u>71,908</u>	<u>1,415</u>	<u>1,024,496</u>
Expenditures:				
Personal services:				
Wages and salaries	343,172			343,172
Employee benefits	116,974			116,974
Total Personal Services	<u>460,146</u>	<u>0</u>	<u>0</u>	<u>460,146</u>
Materials and services:				
Bank charges	99			99
Building rental	6,319			6,319
Building maintenance	7,209	13,014		20,223
HVAC	12,275			12,275
Elevator	1,460			1,460
Telephone	3,213			3,213
Internet	4,326			4,326
Collection development	48,129	19,836		67,965
Technology	4,408	2,369		6,777
Accounting and auditing	16,930			16,930
Courier	1,337			1,337
Custodial services	18,230			18,230
Technical services	3,504			3,504
Library consortium	11,914			11,914
Copiers	796			796
Elections expense	0			0
Furniture and equipment	1,346	34,292		35,638
Insurance	10,760			10,760
Georgiana Smith Memorial Garden	18,762		3,900	22,662
Legal services	1,788			1,788
Professional services	96			96
Dues and subscriptions	2,478			2,478
Miscellaneous	516			516
Postage and freight	673			673
Printing	145			145
Programs	10,621	13,300		23,921
Advertising	343			343
Supplies - office	10,886	74		10,960
Travel	2,230			2,230
Training	2,520			2,520
Board development	614			614
Parking reimbursement	400			400
Electricity	15,899			15,899
Garbage	1,200			1,200
Natural gas	4,741			4,741
Water & sewer - building	4,453			4,453
Total Materials and Services	<u>230,620</u>	<u>82,885</u>	<u>3,900</u>	<u>317,405</u>
Capital outlay	0	0	0	0
Total Expenditures	<u>690,766</u>	<u>82,885</u>	<u>3,900</u>	<u>777,551</u>
Revenues Over Expenditures	<u>260,407</u>	<u>(10,977)</u>	<u>(2,485)</u>	<u>246,945</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>232,407</u>	<u>(10,977)</u>	<u>25,515</u>	<u>246,945</u>
Fund Balance - July 1, 2017	533,024	51,396	102,995	687,415
Fund Balance - April 30, 2018	<u>\$765,431</u>	<u>\$40,419</u>	<u>\$128,510</u>	<u>\$934,360</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 Ten Months Ended
April 30, 2018

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Revenues:			
Tax revenues - current	\$4,046	\$834,192	\$834,953
Tax revenues - prior year	1,352	12,608	15,000
Fines and fees	1,236	12,906	12,000
Interest revenue	1,241	8,522	4,000
Donations	0	82,945	0
Miscellaneous	0	0	0
Total Revenues	<u>7,875</u>	<u>951,173</u>	<u>865,953</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	591	5,025	6,858
Library clerk II	7,785	73,140	88,353
Library assistant I	4,301	36,457	48,751
Library assistant II	6,823	73,554	89,302
Librarian I	5,580	52,152	65,957
Librarian II	4,417	44,078	52,998
Library director	5,888	58,766	70,658
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,729	27,131	34,364
Social security	2,690	26,126	32,350
Workers' compensation	26	(71)	1,072
Health insurance	5,446	59,682	99,000
Unemployment insurance	459	3,871	5,497
Other employee benefits	235	235	
Total Personal Services	<u>46,970</u>	<u>460,146</u>	<u>595,160</u>
Materials and services:			
Bank charges	16	99	250
Building rental	944	6,319	9,000
Building maintenance	97	7,209	15,000
HVAC	1,400	12,275	12,000
Elevator	0	1,460	2,000
Telephone	333	3,213	4,000
Internet	427	4,326	5,500
Collection development	6,331	48,129	55,000
Technology	340	4,408	10,000
Accounting and auditing	455	16,930	25,000
Courier	173	1,337	3,000

See Independent Accountants' Compilation Report

Custodial services

1,823

18,230

24,000

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2018

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Technical services	(58)	3,504	4,000
Library consortium	0	11,914	12,000
Copiers	74	796	1,500
Elections expense	0	0	0
Furniture and equipment	785	1,346	2,000
Insurance	2,569	10,760	11,500
Georgiana Smith Memorial Garden	1,915	18,762	21,000
Legal services	0	1,788	3,000
Professional services	0	96	0
Dues and subscriptions	22	2,478	4,000
Miscellaneous	0	516	1,000
Postage and freight	16	673	1,000
Printing	0	145	1,000
Programs	2,990	10,621	20,000
Advertising	0	343	1,000
Supplies - office	1,814	10,886	15,000
Travel	242	2,230	5,000
Training	0	2,520	1,500
Board development	0	614	1,500
Parking reimbursement	0	400	1,000
Electricity	1,120	15,899	20,000
Garbage	120	1,200	1,500
Natural gas	725	4,741	10,000
Water & sewer - building	419	4,453	4,700
Total Materials and Services	<u>25,092</u>	<u>230,620</u>	<u>307,950</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
Total Expenditures	<u>72,062</u>	<u>690,766</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>(\$64,187)</u>	<u>\$232,407</u>	<u>(\$165,157)</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 Ten Months Ended
April 30, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$2,092	\$66,943	\$226,000
Intergovernmental revenue	0	4,965	0
Total Revenues	<u>2,092</u>	<u>71,908</u>	<u>226,000</u>
Expenditures:			
Personal services	0	0	0
Materials and services:	14,029	82,885	125,000
Capital outlay	0	0	146,000
Total Expenditures	<u>14,029</u>	<u>82,885</u>	<u>271,000</u>
Change in Fund Balance	<u><u>(\$11,937)</u></u>	<u><u>(\$10,977)</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 Ten Months Ended
April 30, 2018

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Interest revenue	\$246	\$1,415	\$400
Other Financing Sources			
Transfer from General Fund	0	28,000	28,000
Total Revenues and Other Sources	<u>246</u>	<u>29,415</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>\$246</u></u>	<u><u>\$25,515</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 Ten Months Ended April 30, 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	\$4,987	\$11,523	\$0	\$0	\$0	\$66,943
Intergovernmental revenue							4,965	4,965	4,965
Total Revenues	0	0	50,433	4,987	11,523	0	0	4,965	71,908
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	1,817		13,014						13,014
Collection development			11,751	300	5,457	50	462		19,837
Technology			129	1,500	740				2,369
Programs			1,176	2,093	5,986		4,045		13,300
Furniture and equipment			33,722		569				34,291
Georgiana Smith Memorial Garden									0
Office supplies									74
Miscellaneous									0
Printing									0
Total Materials and Services	1,817	0	59,866	3,893	12,752	50	4,507	0	82,885
Capital outlay	0	0	0	0		0	0	0	0
Total Expenditures	1,817	0	59,866	3,893	12,752	50	4,507	0	82,885
Net Change in Fund Balance	(1,817)	0	(9,433)	1,094	(1,229)	(50)	(4,507)	4,965	(10,977)
Fund Balance - July 1, 2017	2,642	3,000	33,876	523	6,798	50	4,507		51,396
Fund Balance - April 30, 2018	\$825	\$3,000	\$24,443	\$1,617	\$5,569	\$0	\$0	\$4,965	\$40,419

See Independent Accountants' Compilation Report

Salary Schedule, 2018-19
(Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$11.30	\$11.52	\$11.75	\$11.99	\$12.23	\$12.47	\$12.72
	\$23,499	\$23,962	\$24,440	\$24,939	\$25,438	\$25,938	\$26,458
Clerk II	\$12.99	\$13.25	\$13.52	\$13.79	\$14.07	\$14.35	\$14.64
	\$27,019	\$27,560	\$28,122	\$28,683	\$29,266	\$29,848	\$30,451
Library Assistant I	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55
	\$32,427	\$33,072	\$33,738	\$34,403	\$35,090	\$35,797	\$36,504
Library Assistant II	\$17.93	\$18.29	\$18.66	\$19.03	\$19.41	\$19.80	\$20.20
	\$37,294	\$38,043	\$38,813	\$39,582	\$40,373	\$41,184	\$42,016
Librarian I	\$21.52	\$21.95	\$22.39	\$22.84	\$23.30	\$23.77	\$24.25
	\$44,762	\$45,656	\$46,571	\$47,507	\$48,464	\$49,442	\$50,440
Librarian II	\$26.19	\$26.71	\$27.24	\$27.78	\$28.34	\$28.91	\$29.49
	\$54,475	\$55,557	\$56,659	\$57,782	\$58,947	\$60,133	\$61,339
Library Director	\$34.92	\$35.62	\$36.33	\$37.06	\$37.80	\$38.56	\$39.33
	\$72,634	\$74,090	\$75,566	\$77,085	\$78,624	\$80,205	\$81,806

Range approved by the Board of Directors,
Steps established by Library Director, May 8, 2018

**Salary Schedule, 2017-18
(Personnel Polices, Appendix A)**

Steps:	1	2	3	4	5	6	7
Clerk I	\$10.99	\$11.21	\$11.43	\$11.66	\$11.89	\$12.13	\$12.37
	\$22,859	\$23,317	\$23,774	\$24,253	\$24,731	\$25,230	\$25,730
Clerk II	\$12.64	\$12.89	\$13.15	\$13.41	\$13.68	\$13.95	\$14.23
	\$26,291	\$26,811	\$27,352	\$27,893	\$28,454	\$29,016	\$29,598
Library Assistant I	\$15.17	\$15.47	\$15.78	\$16.10	\$16.42	\$16.75	\$17.09
	\$31,554	\$32,178	\$32,822	\$33,488	\$34,154	\$34,840	\$35,547
Library Assistant II	\$17.44	\$17.79	\$18.15	\$18.51	\$18.88	\$19.26	\$19.65
	\$36,275	\$37,003	\$37,752	\$38,501	\$39,270	\$40,061	\$40,872
Librarian I	\$20.93	\$21.35	\$21.78	\$22.22	\$22.66	\$23.11	\$23.57
	\$43,534	\$44,408	\$45,302	\$46,218	\$47,133	\$48,069	\$49,026
Librarian II	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69
	\$52,998	\$54,059	\$55,141	\$56,243	\$57,366	\$58,510	\$59,675
Library Director	\$33.97	\$34.65	\$35.34	\$36.05	\$36.77	\$37.51	\$38.26
	\$70,658	\$72,072	\$73,507	\$74,984	\$76,482	\$78,021	\$79,581

Range approved by the Board of Directors,
Steps established by Library Director, May 2, 2017

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 29th day of May, 2018, to become effective thirty (30) days hence.

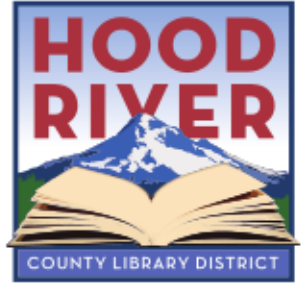
SIGNED:

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.

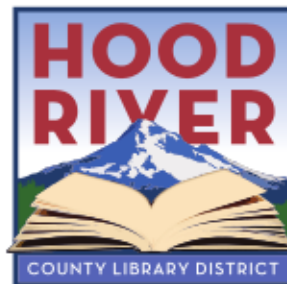
Adopted as Ordinance No. 1 by the Board of Directors: April 21, 2015
Became effective: June 28, 2018
Last amended: April 17, 2018

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

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
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

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. ~~u~~Users of the properties and spaces it owns and manages abide by the Code of Conduct included in Exhibit A;
2. ~~and that, v~~Violations 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, t~~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. ~~and that, t~~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. ~~and that, t~~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. ~~and that, t~~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 21st-day of MayApril, 20185, to become effective thirty (30) days hence.

SIGNED:

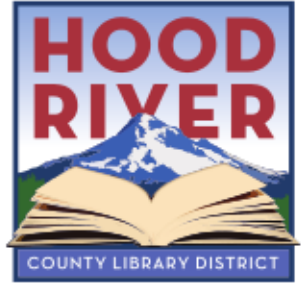
ATTEST:

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.

502 State Street

Hood River, OR 97031

541 386 2535

www.hoodriverlibrary.org

- 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