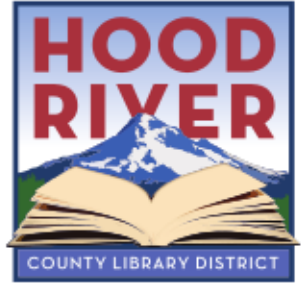


**Board of Directors**  
**Regular Meeting Agenda**

Tuesday, September 20, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President



- |   |           |
|---|-----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                      | Snyder    |
| <b>II. Conflicts or potential conflicts of interest</b>                     | Snyder    |
| <b>III. Consent agenda (ACTION)</b>   | Snyder    |
| <b>i. Minutes from August 16, 2016 meeting</b>                              | Snyder    |
| <b>IV. Open forum for the general public</b>                                |           |
| <b>V. Reports</b>   |           |
| <b>i. Friends update</b>  | Fox       |
| <b>ii. Foundation update</b>  | Schoppert |
| <b>iii. June, July, and August financial statements</b>                     | Fox       |
| <b>iv. Director's report</b>  | Fox       |
| <b>VI. Previous business</b>  |           |
| <b>i. IT support</b>  | Fox       |
| <b>ii. Discussion appointing Board member</b>                               | Snyder    |
| <b>VII. New business</b>  |           |
| <b>i. Proposal shelving Hood River Library (ACTION)</b>                     | Fox       |
| <b>ii. IGA with Hood River County (ACTION)</b>                              | Fox       |
| <b>iii. AGA Reading and Conversation Program Funds Transfer (ACTION)</b>    | Fox       |
| <b>iv. Discussion appointing Board member</b>                               | Snyder    |
| <b>v. Authorize Assistant Director to sign checks for District (ACTION)</b> | Fox       |
| <b>VIII. Agenda items for next meeting October 18, 2016</b>                 | Snyder    |
| <b>i. SDIS Best Practices Checklist</b>                                     | Fox       |
| <b>IX. Adjournment</b>  | Snyder    |

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

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

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

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 Info**  
Tuesday, September 20, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder President  
Notes prepared by Library Director Rachael Fox



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

Snyder

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

Snyder

**III. Consent agenda (ACTION)**

Snyder

**i. Minutes from August 16, 2016 meeting**

*Attachments:*

- III.i. Minutes of August 16, 2016, regular meeting

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

Snyder

**V. Reports**

**i. Friends update**

Fox

The Hood River County Reads committee has selected *Ordinary Grace* by William Kent Kruegar for their 2017 program. Kruegar lived in Hood River during his youth. He used a lot of what he learned in Hood River to create the setting in his novel. Kruegar will offer presentations in Hood River during the weekend of April 28-30, 2017.

Urma Hickman is the new secretary and the new treasurer is Bette Lou Yenne.

**ii. Foundation update**

Schoppert

The goal of the Feast of Words 2017 fundraiser will be to raise funds to update the furniture in the Hood River Library. The funds will be used to replace worn furniture in the seating areas with comfy chairs and foot stools. In addition, the District would like to continue to make the furniture mobile. Ideas include lightweight tables in the public meeting room and new tables on casters in the Children's Library. New tables in the atrium will be designed to hold multiple public computers so they require less space. This will allow expansion in the seating area near the magazines and the Young Adult area. Library Director Rachael Fox is meeting with a salesman in September from Oregon Corrections Enterprises (OCE) to discuss furniture options. The District has used OCE for several of their furniture projects and have been happy with their work.

The updates to the Children's Library are scheduled to be completed by December 2016. District staff will host a party in January 2017 to celebrate the transformation. The party will be open to the public but special invitations will be sent to those who donated to the 2016 Feast of Words fundraiser. Highlights include new paint throughout, murals by artist Mark Nilsson, signage by Ben Bonham, new couches, window cushions, and new and modified shelving.

The Foundation has two new board members, Kelsey Culbertson and Emily Curtis. They are still looking for new board members and committee members to assist with the upcoming Feast of Words fundraiser.

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

Fox

V.iii.a. June financial statements

V.iii.b. July financial statements

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

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

Fox

#### *Facilities*

- The maple tree was removed from the handicap parking space and the stump was ground down below grade by Braun Arboricultural Consulting. I will contact Lane's Paving and Professional Pavers and Construction to receive bids on paving and striping the handicap parking space.
- The stump of the maple tree removed earlier this summer near the Stolz Winery building was also ground below grade. Unfortunately, the roots are wound tightly around the base of the stone wall which prohibits the rebuilding of the wall. The tree is still alive and will continue to grow. If the tree is killed with poison, then the roots will decompose and create instability in the area. I met with the stonemason Mike Bryne and John Stoltz to discuss the project. Bryne said the best way to proceed is to dig up the entire root system of the tree, including the roots which have extended under the paved driveway on the Stoltz property. Since John Stolz is planning on repaving the driveway in the spring, we decided to excavate at the same time and share the cost. Once the roots are completely removed, Bryne will rebuild the stone wall.

#### *Programs and Services*

- The summer reading program ended with our annual unity picnic on Friday, September 2. Due to rain, we moved the picnic inside but that didn't stop people from attending. Over 350 people enjoyed the River City Jazz band, special activities by Columbia Gorge Ecology, Taco Bar by Michoacan Sport Bar and Grill in Odell, and Mike's Ice Cream.
- The Hood River, Cascade Locks and Parkdale branches are distribution points for the Aging in the Gorge Alliance book, *The Age of Dignity: Preparing the Elder Boom in an Aging America* by Al-Jen Poo. The project involves also distributing free books at the White Salmon Library, The Dalles-Wasco County Library and Stevenson Library. Each community will hold conversations to discuss the book. The Hood River Library will host a conversation on Sunday, November 6 from 2-4pm.
- The Hood River Library will be participating in the Minoru Yasui Centennial birthday celebration. The Presidential Medal of Freedom awarded to Minoru Yasui and the Vision and Vigilance banners will be on display in Library Lane at the Hood River Library Tuesday and Wednesday, October 18 and 19. The unveiling of the LEGACY STONE and reception (birthday party) will be held in the gardens at 4pm on Wednesday, October 19. The Columbia Center for the Arts will also be holding a reading, discussion and film screening during the two day celebration.

#### *Statistics*

I am still learning how to gather and compile the statistics from the Evergreen system, so I do did not have those statistics available.

## **VI. Previous business**

### **i. IT support**

Fox

iSolutions has almost completed their discovery session and will have a quote ready soon. Independent contractor Ken Jacobs and I met to discuss IT support. Jacobs has in-depth knowledgeable and experience with the Linux operating system and is interested in providing services to the District. He charges \$40 per hour. I will contact Radcom to receive a quote. I hope to have all the quotes for services by the October District Board meeting.

### **iv. Discussion appointing Board member**

Snyder

*Attachments:*

- VII.iv. Board governance policy

According to the District Board governance policy, vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board by in accordance with ORS 198.320.

According to ORS 198.320, the Board can appoint an individual to fulfill an open position and then he or she will need to run in the next election or another person can be elected and shall serve either the remainder of the term or a full term. Since Suzanne VanOrman's term ends June 2017, the elected successor shall serve a full term.

Fox spoke to Special District Association of Oregon (SDAO) and was told the Board can use any method to fulfill the position. The appointment must be approved by the majority of the board.

## **VII. New business**

### **i. Proposal shelving Hood River Library (ACTION)**

Snyder

*Attachments:*

- VII.i. Proposal shelving Hood River Library

New and modified shelving will be installed in the Hood River Library during the week of September 19.

- Lower shelving in children's nonfiction area.
- Mobilize existing three ranges of shelving in center area in Children's Library.
- Add a shelving unit next to the hold shelf near 1<sup>st</sup> level circulation desk.
- Install a six unit range of shelving in the Adult Fiction area using reused shelving from the Children's Library.

The project is estimated to cost \$22,411. This project was organized and arranged prior to my becoming Library Director. I am asking permission to approve up to \$24,000 for the project because it is beyond my spending authority. The project will be funded by \$10,000 from Feast of Words funds raised for the Children's Library. The additional \$12,411 will be paid from the Capital Equipment Reserve Fund. In the 2016-17 budget, former Library Director Buzzy Nielsen designated \$10,000 for shelving projects in the Hood River and Parkdale Libraries. While the proposed project exceeds the amount, there are \$30,000 in funds that have been set aside for the Cascade Locks Branch move which can be applied to this project.

### **ii. IGA with Hood River County (ACTION)**

Fox

*Attachments:*

- VII.ii. IGA Hood River County

County Public Works Director Mikel Diwan informed me that part of the agreement for the transfer of the Hood River Property from the County to the District involved signing an IGA with Hood River County for Emergency use of the premises. District lawyer Jeff Baker reviewed the document and suggested a few changes which the county lawyer approved. The Hood River County Board of Commissioners will present the document for approval at their monthly meeting Monday, September 19, 2016.

**iii. AGA Reading and Conversation Program Funds Transfer (ACTION)** Fox

*Attachments:*

- VII.iii. Resolution 2016-17.05, AGA reading and conversation program funds transfer.

The Library Foundation agreed to accept funds on behalf of the Aging in the Gorge Alliance (AGA) to purchase books for their Age of Dignity Reading and Conversation Program. The Gorge Community Foundation, on behalf of the Salvador fund, sent a check in the amount of \$900 addressed to the District instead of the Foundation. The funds were deposited into the District bank account in June and attributed to a grant fund. It is my understanding, any additional funds raised were to be transferred from the Library Foundation to the District and added to the grant fund. The District lawyer Jeff Baker advised the District to return the funds to the Foundation and to not act as fiscal agent for the AGA. Once the District receives funds, they become public funds. The District can not give public funds to a private entity like the AGA, nor can they spend on their behalf since the funds will not be spent primarily on District programs and services. The Library Foundation has agreed to receive the funds. The District Board needs to authorize the release of the funds by Resolution. The Resolution was approved by the pre-loss department at the Special District Association of Oregon.

**iv. Authorize Assistant Director to sign checks for District (ACTION)** Fox

I am requesting the Board authorize Assistant Director Arwen Ungar to become an authorized signer on the Columbia State Bank District account.

**VIII. Agenda items for next meeting October 18, 2016**

Snyder

**i. SDIS Best Practices Checklist**

**IX. Adjournment**

Snyder

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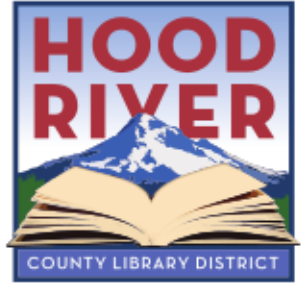
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- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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**Board of Directors**  
**Regular Meeting Minutes**

Tuesday, August 16, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder, President  
Notes prepared by Library Director Rachael Fox



Present: Rachael Fox (staff), Sarah Snyder, Suzanne VanOrman, Jean Sheppard

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

Snyder

President Sara Snyder called the meeting to order at 7:04pm. Schoppert was on vacation. Vaivoda was unable to attend. Sheppard moved to approve the agenda as presented. VanOrman seconded. The motion carried unanimously.

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

Snyder

None stated.

**III. Consent agenda (ACTION)**

Snyder

- **Minutes from July 19, 2016 meeting**
- **Invoice sidewalk assessment**
- **Proposal to install railing in Gardens**
- **Proposal to replace air handling unit compressor**

VanOrman moved to approve the consent agenda as presented. Sheppard seconded. The motion carried unanimously.

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

Snyder

No public present.

**V. Reports**

- **Friends update**

VanOrman

In addition to the written report. VanOrman stated Bette Lou Yenne had replaced her as the treasurer for the Friends.

- **Foundation update**

Snyder

Foundation President Jen Bayer was unable to attend the meeting but emailed to following report to Fox.

- The Endowment Campaign was a huge success! Over \$53K went into the Fund, more than doubling their previous balance.
- The Foundation is recruiting Board and/or Feast of Words committee members
- The next meeting is Wednesday September 7th, which will be their Annual Meeting, where they will develop priorities for 2017 projects with the Library Director's input, adopt Fundraising Target, present and approve annual budget, create annual calendar, and confirm monthly meeting time/day.
- Columbia Bank has donated \$1,000 and the Foundation would like to apply it to Feast of Words fundraiser for the children's area. Library staff is working with the Foundation to identify a project.

- **June and July financial statements**

Fox

The June and July financial statements were unavailable at the time of the meeting. Fox stated there was a delay due to questions regarding a grant fund. Fox is working with former Library Director Buzzy Nielsen and the District accountant to resolve the issue.

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- **Director's report**

Fox

In addition to the written report, Fox stated the following.

- The hiring committee has selected a new Assistant Director. We had several well qualified applicants but the committee selected Arwen Ungar. She currently works for the Fort Vancouver Regional Library District Vancouver branch as the Senior Public Services Librarian-Early Learning. Ungar has a Master of Library Information Science from the University of Washington and a Bachelor of Arts in Journalism. Prior to working in libraries, Ungar worked as a journalist. Ungar was found to be the best candidate for the District based upon her experience with staff scheduling, supervising, marketing, and programming for all ages. Ungar has a professional demeanor, genuine interest in the community, passion and enthusiasm for the library field, excellent communication skills, and speaks Spanish at an intermediate level. The committee felt she would fit in well with the culture of the library and she possesses the skills and abilities to be a leader in the organization and a team player. Staff look forward to her new ideas and energy she will bring to the District.
- David Braun from Braun Arboricultural Consulting completed a risk assessment on the two maple trees directly in front of the Hood River Library on State street. Braun determined the maple on the west side has extensive decay but can possibly live for several more decades if pruned correctly and assessed each year. The east maple has significant issues with sun scald, improper pruning, and bark loss. The District will ask Braun to prune the west maple and remove the east maple. After the east maple is removed the area will be repaved and two full handicap parking spots will be created. Braun also did a brief assessment of nine other trees. He found two white oak trees on the west side of the gardens next to the Stolz building to be high risk due to decay and dead limbs. He determined the trees need further assessment but can both be possibly reduced to low risk if they are pruned. The other trees need regular pruning. The District will request in-depth risk assessment of the two white oak and set up a schedule to prune several of the trees in the late fall or early winter.
- The District is in the process of completing a discovery session with iSolutions. The session is no cost to the District but will provide a plan and budget for providing IT support. Fox will also seek quotes for IT services from Radcomp and Ken Jacobs, a private consultant who works on the Linux operating system.

**X. Previous business**

None stated

**XI. New business**

VanOrman

VanOrman announced she is resigning from the Board effective immediately. VanOrman sold her home and is moving to be closer to her son. Snyder asked Fox to contact SDAO to inquire about the process for filling the vacancy and report the findings at the new board meeting. Snyder and Sheppard expressed a desire to have the position filled by November.

**XII. Agenda items for next meeting September 20, 2016**

Snyder

- Process for filling board vacancy

**XIII. Adjournment**

Snyder

The meeting adjourned at 7.34pm.

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

ORS 192.660 (1) (d) Labor Negotiations



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

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# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements June 30, 2016

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

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

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

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

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**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

Board of Directors  
Hood River County Library District  
Hood River, Oregon

We have compiled the accompanying balance sheet - cash basis of the Hood River County Library District, as of June 30, 2016 and the related statement of revenues, expenditures, and changes in fund balances - cash basis for the one month and twelve months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

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

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

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

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

*Onstott, Broehl & Cyphers, P.C.*  
August 22, 2016

**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**June 30, 2016**

**ASSETS**

|                                    | General<br>Fund  | Grants<br>Fund  | Capital<br>Equipment<br>Reserve<br>Fund | Sage<br>Library<br>System<br>Fund | Total            |
|------------------------------------|------------------|-----------------|---|-----------------------------------|------------------|
| Current Assets:                    |                  |                 |   |                                   |                  |
| Cash in bank - Columbia State Bank | \$76,420         |                 |   |                                   | \$76,420         |
| Cash with Hood River County        | 505,536          | \$88,140        | \$103,636                               | \$3,878                           | 701,190          |
| Petty cash                         | 416              |                 |   |                                   | 416              |
| Employee advances                  | 450              |                 |   |                                   | 450              |
| Total Current Assets               | <u>582,822</u>   | <u>88,140</u>   | <u>103,636</u>                          | <u>3,878</u>                      | <u>778,476</u>   |
| TOTAL ASSETS                       | <u>\$582,822</u> | <u>\$88,140</u> | <u>\$103,636</u>                        | <u>\$3,878</u>                    | <u>\$778,476</u> |

**LIABILITIES & FUND BALANCES**

|                                   |                  |                 |                  |                |                  |
|-----------------------------------|------------------|-----------------|------------------|----------------|------------------|
| Liabilities                       |                  |                 |                  |                |                  |
| Current Liabilities               |                  |                 |                  |                |                  |
| Payroll liabilities               | \$1,830          |                 |                  |                | \$1,830          |
| Total Current Liabilities         | <u>1,830</u>     | <u>0</u>        | <u>0</u>         | <u>0</u>       | <u>1,830</u>     |
| Total Liabilities                 | <u>1,830</u>     | <u>0</u>        | <u>0</u>         | <u>0</u>       | <u>1,830</u>     |
| Fund Balances:                    |                  |                 |                  |                |                  |
| Unassigned                        | <u>580,992</u>   | <u>88,140</u>   | <u>103,636</u>   | <u>3,878</u>   | <u>776,646</u>   |
| TOTAL LIABILITIES & FUND BALANCES | <u>\$582,822</u> | <u>\$88,140</u> | <u>\$103,636</u> | <u>\$3,878</u> | <u>\$778,476</u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Twelve Months Ended June 30, 2016**

|  | General Fund     | Grants Fund     | Capital<br>Equipment<br>Reserve<br>Fund | Sage Library<br>System Fund | Total            |
|--|------------------|-----------------|---|-----------------------------|------------------|
| <b>Revenues:</b>   |                  |                 |   |                             |                  |
| Donations and grants   | \$0              | \$84,852        |   |                             | \$84,852         |
| Property tax revenues - current year                                 | 788,107          |                 |   |                             | 788,107          |
| Property tax revenues - prior year                                   | 23,619           |                 |   |                             | 23,619           |
| Fines and fees   | 13,061           |                 |   |                             | 13,061           |
| Intergovernmental revenue  |                  | 25,929          |   | \$56,839                    | 82,768           |
| Interest revenue   | 4,565            |                 | \$654                                   |                             | 5,219            |
| Miscellaneous  |                  |                 |   |                             | 0                |
| <b>Total Revenues</b>  | <b>829,352</b>   | <b>110,781</b>  | <b>654</b>                              | <b>56,839</b>               | <b>997,626</b>   |
| <b>Expenditures:</b>   |                  |                 |   |                             |                  |
| <b>Personal services:</b>  |                  |                 |   |                             |                  |
| Wages and salaries   | 365,304          | 12,210          |   | 39,876                      | 417,390          |
| Employee benefits  | 127,681          | 5,641           |   | 12,486                      | 145,808          |
| <b>Total Personal Services</b>                                       | <b>492,985</b>   | <b>17,851</b>   | <b>0</b>                                | <b>52,362</b>               | <b>563,198</b>   |
| <b>Materials and services:</b>                                       |                  |                 |   |                             |                  |
| Bank charges   | 193              |                 |   |                             | 193              |
| Building rental  | 3,700            |                 |   |                             | 3,700            |
| Building maintenance   | 11,627           | 5,293           |   |                             | 16,920           |
| HVAC   | 11,691           |                 |   |                             | 11,691           |
| Elevator   | 1,830            |                 |   |                             | 1,830            |
| Telephone  | 4,819            |                 |   |                             | 4,819            |
| Internet   | 5,099            |                 |   |                             | 5,099            |
| Collection development   | 77,905           | 12,479          |   |                             | 90,384           |
| Technology   | 4,911            |                 |   |                             | 4,911            |
| Accounting and auditing  | 29,300           |                 |   |                             | 29,300           |
| Courier  | 1,475            |                 |   |                             | 1,475            |
| Custodial services   | 20,891           |                 |   |                             | 20,891           |
| Technical services   | 3,015            |                 |   |                             | 3,015            |
| Library consortium   | 11,340           |                 |   |                             | 11,340           |
| Copiers  | 976              |                 |   |                             | 976              |
| Elections expense  | 0                |                 |   |                             | 0                |
| Furniture and equipment  | 3,167            | 4,684           |   |                             | 7,851            |
| Insurance  | 4,254            |                 |   |                             | 4,254            |
| Georgiana Smith Memorial Garden                                      | 16,472           | 7,671           |   |                             | 24,143           |
| Legal services   | 2,575            |                 |   |                             | 2,575            |
| Professional services  | 12,307           |                 |   |                             | 12,307           |
| Dues and subscriptions   | 3,323            |                 |   |                             | 3,323            |
| Miscellaneous  | 451              |                 |   |                             | 451              |
| Postage and freight  | 685              |                 |   |                             | 685              |
| Printing   | 659              |                 |   |                             | 659              |
| Programs   | 18,727           | 11,214          |   |                             | 29,941           |
| Advertising  | 1,154            |                 |   |                             | 1,154            |
| Supplies - office  | 13,477           |                 |   |                             | 13,477           |
| Travel   | 5,759            |                 |   | 599                         | 6,358            |
| Training   | 1,546            |                 |   |                             | 1,546            |
| Board development  | 1,127            |                 |   |                             | 1,127            |
| Electricity  | 17,203           |                 |   |                             | 17,203           |
| Garbage  | 1,387            |                 |   |                             | 1,387            |
| Natural gas  | 5,497            |                 |   |                             | 5,497            |
| Water & sewer - building   | 4,173            |                 |   |                             | 4,173            |
| <b>Total Materials and Services</b>                                  | <b>302,715</b>   | <b>41,341</b>   | <b>0</b>                                | <b>599</b>                  | <b>344,655</b>   |
| Capital outlay   | 0                | 25,459          | 44,848                                  |                             | 70,307           |
| <b>Total Expenditures</b>  | <b>795,700</b>   | <b>84,651</b>   | <b>44,848</b>                           | <b>52,961</b>               | <b>978,160</b>   |
| <b>Revenues Over Expenditures</b>                                    | <b>33,652</b>    | <b>26,130</b>   | <b>(44,194)</b>                         | <b>3,878</b>                | <b>19,466</b>    |
| <b>Other Financing Sources (Uses)</b>                                |                  |                 |   |                             |                  |
| Operating transfers in   |                  |                 | 50,000                                  |                             | 50,000           |
| Operating transfers out  | (50,000)         |                 |   |                             | (50,000)         |
| <b>Total Other Financing Sources (Uses)</b>                          | <b>(50,000)</b>  | <b>0</b>        | <b>50,000</b>                           | <b>0</b>                    | <b>0</b>         |
| <b>Revenues and Other Financing Sources (Uses) Over Expenditures</b> | <b>(16,348)</b>  | <b>26,130</b>   | <b>5,806</b>                            | <b>3,878</b>                | <b>19,466</b>    |
| Fund Balance - July 1, 2015  | 597,340          | 62,010          | 97,830                                  | 0                           | 757,180          |
| Fund Balance - June 30, 2016   | <u>\$580,992</u> | <u>\$88,140</u> | <u>\$103,636</u>                        | <u>\$3,878</u>              | <u>\$776,646</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 Twelve Months Ended**  
**June 30, 2016**

|                                | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| <b>Revenues:</b>               |                          |                        |                  |
| Donations and grants           | \$0                      | \$0                    | \$500            |
| Tax revenues - current         | 3,195                    | 788,107                | 764,441          |
| Tax revenues - prior year      | 1,420                    | 23,619                 | 15,000           |
| Fines and fees                 | 1,175                    | 13,061                 | 11,700           |
| Interest revenue               | 617                      | 4,565                  | 4,000            |
| Miscellaneous                  | 0                        | 0                      | 500              |
| <b>Total Revenues</b>          | <b>6,407</b>             | <b>829,352</b>         | <b>796,141</b>   |
| <b>Expenditures:</b>           |                          |                        |                  |
| Personal services:             |                          |                        |                  |
| Wages and salaries:            |                          |                        |                  |
| Library clerk I                | 407                      | 4,679                  | 5,494            |
| Library clerk II               | 6,033                    | 66,409                 | 81,631           |
| Library assistant I            | 8,233                    | 78,229                 | 78,443           |
| Library assistant II           | 8,100                    | 78,969                 | 75,470           |
| Librarian I                    | 1,997                    | 26,338                 | 30,261           |
| Librarian II                   | 4,174                    | 38,658                 | 51,076           |
| Library director               | 6,053                    | 72,022                 | 72,643           |
| Payroll taxes and benefits:    |                          |                        |                  |
| Retirement                     | 2,609                    | 27,775                 | 27,710           |
| Social security                | 2,662                    | 27,860                 | 30,219           |
| Workers' compensation          | 34                       | 1,122                  | 1,200            |
| Health insurance               | 5,364                    | 66,258                 | 60,125           |
| Unemployment insurance         | 543                      | 4,666                  | 7,110            |
| <b>Total Personal Services</b> | <b>46,209</b>            | <b>492,985</b>         | <b>521,382</b>   |
| Materials and services:        |                          |                        |                  |
| Bank charges                   | 18                       | 193                    | 300              |
| Building rental                | 0                        | 3,700                  | 8,100            |
| Building maintenance           | 81                       | 11,627                 | 15,000           |
| HVAC                           | 540                      | 11,691                 | 6,000            |
| Elevator                       | 155                      | 1,830                  | 2,100            |
| Telephone                      | 422                      | 4,819                  | 5,340            |
| Internet                       | 425                      | 5,099                  | 5,400            |
| Collection development         | 12,120                   | 77,905                 | 70,000           |
| Technology                     | 2,806                    | 4,911                  | 10,000           |
| Accounting and auditing        | 6,000                    | 29,300                 | 22,200           |
| Courier                        | 0                        | 1,475                  | 3,000            |
| Custodial services             | 1,743                    | 20,891                 | 21,000           |
| Technical services             | 0                        | 3,015                  | 4,000            |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Twelve Months Ended**  
**June 30, 2016**

|                                   | Current Period        | Year to Date          | Annual                 |
|-----------------------------------|-----------------------|-----------------------|------------------------|
|                                   | Actual                | Actual                | Budget                 |
| Library consortium                | 0                     | 11,340                | 12,000                 |
| Copiers                           | 70                    | 976                   | 1,100                  |
| Elections expense                 | 0                     | 0                     | 0                      |
| Furniture and equipment           | 121                   | 3,167                 | 5,000                  |
| Insurance                         | 0                     | 4,254                 | 4,000                  |
| Georgiana Smith Memorial Garden   | 1,495                 | 16,472                | 20,000                 |
| Legal services                    | 0                     | 2,575                 | 2,500                  |
| Professional services             | 0                     | 12,307                | 15,000                 |
| Dues and subscriptions            | 604                   | 3,323                 | 3,500                  |
| Miscellaneous                     | 82                    | 451                   | 1,000                  |
| Postage and freight               | 116                   | 685                   | 1,000                  |
| Printing                          | 71                    | 659                   | 1,000                  |
| Programs                          | 3,590                 | 18,727                | 25,000                 |
| Advertising                       | 859                   | 1,154                 | 1,000                  |
| Supplies - office                 | 1,032                 | 13,477                | 17,000                 |
| Travel                            | 894                   | 5,759                 | 5,000                  |
| Training                          | 0                     | 1,546                 | 2,000                  |
| Board development                 | 0                     | 1,127                 | 1,000                  |
| Electricity                       | 1,320                 | 17,203                | 20,500                 |
| Garbage                           | 116                   | 1,387                 | 1,500                  |
| Natural gas                       | 55                    | 5,497                 | 11,500                 |
| Water & sewer - building          | 352                   | 4,173                 | 4,400                  |
| <br>Total Materials and Services  | <br>35,087            | <br>302,715           | <br>327,440            |
| <br>Capital Outlay                | <br>0                 | <br>0                 | <br>0                  |
| <br>Transfer to Equipment Reserve | <br>0                 | <br>50,000            | <br>50,000             |
| <br>Contingency                   | <br>0                 | <br>0                 | <br>90,000             |
| <br><b>Total Expenditures</b>     | <br>81,296            | <br>845,700           | <br>988,822            |
| <br><b>Change in Fund Balance</b> | <br><b>(\$74,889)</b> | <br><b>(\$16,348)</b> | <br><b>(\$192,681)</b> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Grants Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Twelve Months Ended**  
**June 30, 2016**

|                               | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|-------------------------------|--|--------------------------------------|--------------------------------|
| <b>Revenues:</b>              |  |                                      |                                |
| Donations and grants          | \$22,050                               | \$84,852                             | \$276,000                      |
| Intergovernmental revenue     | 1,931                                  | 25,929                               | 0                              |
| <b>Total Revenues</b>         | <u>23,981</u>                          | <u>110,781</u>                       | <u>276,000</u>                 |
| <b>Expenditures:</b>          |  |                                      |                                |
| Personal services             | 0                                      | 17,851                               | 17,340                         |
| Materials and services:       | 6,017                                  | 41,342                               | 90,000                         |
| Capital outlay                | 5,680                                  | 25,458                               | 175,000                        |
| <b>Total Expenditures</b>     | <u>11,697</u>                          | <u>84,651</u>                        | <u>282,340</u>                 |
| <b>Change in Fund Balance</b> | <u><u>\$12,284</u></u>                 | <u><u>\$26,130</u></u>               | <u><u>(\$6,340)</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 Twelve Months Ended**  
**June 30, 2016**

|   | <u>Current Period<br/>Actual</u> | <u>Year to Date<br/>Actual</u> | <u>Annual<br/>Budget</u> |
|---|----------------------------------|--------------------------------|--------------------------|
| <b>Revenues:</b>                            |                                  |                                |                          |
| Interest revenue                            | \$109                            | \$654                          | \$400                    |
| <b>Other Financing Sources</b>              |                                  |                                |                          |
| Transfer from General Fund                  | 0                                | 50,000                         | 50,000                   |
| <b>Total Revenues and<br/>Other Sources</b> | <u>109</u>                       | <u>50,654</u>                  | <u>50,400</u>            |
| <b>Expenditures:</b>                        |                                  |                                |                          |
| Materials and services                      | 0                                | 0                              | 0                        |
| Capital outlay                              | 0                                | 44,848                         | 50,000                   |
| <b>Total Expenditures</b>                   | <u>0</u>                         | <u>44,848</u>                  | <u>50,000</u>            |
| <b>Change in Fund Balance</b>               | <u><u>\$109</u></u>              | <u><u>\$5,806</u></u>          | <u><u>\$400</u></u>      |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**Sage Library System Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Twelve Months Ended**  
**June 30, 2016**

|                                     | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget  |
|-------------------------------------|--------------------------|------------------------|-------------------|
| <b>Revenues:</b>                    |                          |                        |                   |
| Intergovernmental revenue           | \$4,192                  | \$56,839               | \$65,875          |
| <b>Total Revenues</b>               | <u>4,192</u>             | <u>56,839</u>          | <u>65,875</u>     |
| <b>Expenditures:</b>                |                          |                        |                   |
| Personal services:                  |                          |                        |                   |
| Wages and salaries:                 |                          |                        |                   |
| Librarian I                         | 3,215                    | 39,876                 | 40,953            |
| Payroll taxes and benefits:         |                          |                        |                   |
| Retirement                          | 289                      | 3,885                  | 3,686             |
| Social security                     | 243                      | 3,028                  | 3,133             |
| Workers' compensation               | 3                        | 102                    | 66                |
| Health insurance                    | 401                      | 4,958                  | 6,000             |
| Unemployment insurance              | 41                       | 513                    | 737               |
| <b>Total Personal Services</b>      | <u>4,192</u>             | <u>52,362</u>          | <u>54,575</u>     |
| Materials and services:             |                          |                        |                   |
| Dues and subscriptions              | 0                        | 0                      | 300               |
| Miscellaneous                       | 0                        | 0                      | 2,000             |
| Travel                              | 108                      | 599                    | 3,000             |
| Training                            | 0                        | 0                      | 1,000             |
| <b>Total Materials and Services</b> | <u>108</u>               | <u>599</u>             | <u>6,300</u>      |
| Contingency                         | 0                        | 0                      | 5,000             |
| <b>Total Expenditures</b>           | <u>4,300</u>             | <u>52,961</u>          | <u>65,875</u>     |
| <b>Change in Fund Balance</b>       | <u><u>(\$108)</u></u>    | <u><u>\$3,878</u></u>  | <u><u>\$0</u></u> |

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**Grants Funds**  
**For the Twelve Months Ended June 30, 2016**

|                                     | Newsprint<br>Digitization | SDAO<br>Safety 2014 | SDAO<br>Safety 2016 | Foundation<br>Grants | Friends of<br>the Library | Foster<br>Donation | LSTA<br>Outreach<br>2015 | MCMC<br>Grant | GCF<br>Nichols | Aging in the<br>Gorge | RTR<br>2016     | RTR<br>2015    | Tolurky      | Total           |
|-------------------------------------|---------------------------|---------------------|---------------------|----------------------|---------------------------|--------------------|--------------------------|---------------|----------------|-----------------------|-----------------|----------------|--------------|-----------------|
| <b>Revenues:</b>                    |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| Donations and grants                | \$1,000                   | \$0                 | \$3,000             | \$60,045             | \$17,674                  | \$0                | \$10,681                 | \$403         | \$830          | \$900                 | \$15,249        | \$0            | \$1,000      | \$84,852        |
| Intergovernmental revenue           |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              | 25,930          |
| <b>Total Revenues</b>               | <b>1,000</b>              | <b>0</b>            | <b>3,000</b>        | <b>60,045</b>        | <b>17,674</b>             | <b>0</b>           | <b>10,681</b>            | <b>403</b>    | <b>830</b>     | <b>900</b>            | <b>15,249</b>   | <b>0</b>       | <b>1,000</b> | <b>110,782</b>  |
| <b>Expenditures:</b>                |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| <b>Personal services:</b>           |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| Wages and salaries:                 |                           |                     |                     |                      |                           |                    | 12,210                   |               |                |                       |                 |                |              | 12,210          |
| Library assistant II                |                           |                     |                     |                      |                           |                    | 1,099                    |               |                |                       |                 |                |              | 1,099           |
| Employee benefits:                  |                           |                     |                     |                      |                           |                    | 930                      |               |                |                       |                 |                |              | 930             |
| Retirement                          |                           |                     |                     |                      |                           |                    | 183                      |               |                |                       |                 |                |              | 183             |
| FICA                                |                           |                     |                     |                      |                           |                    | 3,408                    |               |                |                       |                 |                |              | 3,408           |
| Workers compensation                |                           |                     |                     |                      |                           |                    | 11                       |               |                |                       |                 |                |              | 11              |
| Health insurance                    |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| Unemployment insurance              |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| <b>Total Personal Services</b>      | <b>0</b>                  | <b>0</b>            | <b>0</b>            | <b>0</b>             | <b>0</b>                  | <b>0</b>           | <b>17,851</b>            | <b>0</b>      | <b>0</b>       | <b>0</b>              | <b>0</b>        | <b>0</b>       | <b>0</b>     | <b>17,851</b>   |
| <b>Materials and services:</b>      |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              |                 |
| Building maintenance                |                           |                     |                     | 2,000                | 3,078                     | 215                |                          |               |                |                       |                 |                |              | 5,293           |
| Collection development              |                           |                     |                     | 7,310                | 3,545                     |                    |                          | 341           |                |                       |                 | 1,283          |              | 12,479          |
| Technical services                  |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              | 0               |
| Programs                            |                           |                     |                     | 2,590                | 4,567                     |                    | 570                      |               |                |                       | 1,191           | 1,297          | 1,000        | 11,215          |
| Furniture and equipment             |                           |                     |                     | 7,671                | 2,899                     | 1,785              |                          |               |                |                       |                 |                |              | 4,684           |
| Georgiana Smith Memorial Garden     |                           |                     |                     |                      |                           |                    |                          |               |                |                       |                 |                |              | 7,671           |
| <b>Total Materials and Services</b> | <b>0</b>                  | <b>0</b>            | <b>0</b>            | <b>19,571</b>        | <b>14,089</b>             | <b>2,000</b>       | <b>570</b>               | <b>341</b>    | <b>0</b>       | <b>0</b>              | <b>1,191</b>    | <b>2,580</b>   | <b>1,000</b> | <b>41,342</b>   |
| <b>Capital outlay</b>               | <b>0</b>                  | <b>3,000</b>        | <b>0</b>            | <b>19,528</b>        | <b>2,101</b>              | <b>0</b>           | <b>0</b>                 | <b>0</b>      | <b>830</b>     | <b>0</b>              | <b>0</b>        | <b>0</b>       | <b>0</b>     | <b>25,459</b>   |
| <b>Total Expenditures</b>           | <b>0</b>                  | <b>3,000</b>        | <b>0</b>            | <b>39,099</b>        | <b>16,190</b>             | <b>2,000</b>       | <b>18,421</b>            | <b>341</b>    | <b>830</b>     | <b>0</b>              | <b>1,191</b>    | <b>2,580</b>   | <b>1,000</b> | <b>84,652</b>   |
| <b>Net Change in Fund Balance</b>   | <b>1,000</b>              | <b>(3,000)</b>      | <b>3,000</b>        | <b>20,946</b>        | <b>1,484</b>              | <b>(2,000)</b>     | <b>(7,740)</b>           | <b>62</b>     | <b>0</b>       | <b>900</b>            | <b>14,058</b>   | <b>(2,580)</b> | <b>0</b>     | <b>26,130</b>   |
| <b>Fund Balance - July 1, 2015</b>  | <b>642</b>                | <b>3,000</b>        | <b>0</b>            | <b>52,688</b>        | <b>3,926</b>              | <b>2,000</b>       | <b>(2,826)</b>           | <b>0</b>      | <b>0</b>       | <b>0</b>              | <b>0</b>        | <b>2,580</b>   | <b>0</b>     | <b>62,010</b>   |
| <b>Fund Balance - June 30, 2016</b> | <b>\$1,642</b>            | <b>\$0</b>          | <b>\$3,000</b>      | <b>\$73,634</b>      | <b>\$5,410</b>            | <b>\$0</b>         | <b>(\$10,566)</b>        | <b>\$62</b>   | <b>\$0</b>     | <b>\$900</b>          | <b>\$14,058</b> | <b>\$0</b>     | <b>\$0</b>   | <b>\$88,140</b> |

# HOOD RIVER COUNTY LIBRARY DISTRICT

## Compiled Financial Statements July 31, 2016

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

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

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

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**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

Board of Directors  
Hood River County Library District  
Hood River, Oregon

We have compiled the accompanying balance sheet - cash basis of the Hood River County Library District, as of July 31, 2016 and the related statement of revenues, expenditures, and changes in fund balances - cash basis for the one month then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

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

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

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

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

*Onstott, Broehl & Cyphers, P.C.*  
September 6, 2016

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

**ASSETS**

|                                    | General<br>Fund  | Grants<br>Fund  | Capital<br>Equipment<br>Reserve<br>Fund | Sage<br>Library<br>System<br>Fund | Total            |
|------------------------------------|------------------|-----------------|---|-----------------------------------|------------------|
| Current Assets:                    |                  |                 |   |                                   |                  |
| Cash in bank - Columbia State Bank | \$253,548        |                 |   |                                   | \$253,548        |
| Cash with Hood River County        | 263,942          | \$83,220        | \$102,800                               | \$4,093                           | 454,055          |
| Petty cash                         | 416              |                 |   |                                   | 416              |
| Total Current Assets               | <u>517,906</u>   | <u>83,220</u>   | <u>102,800</u>                          | <u>4,093</u>                      | <u>708,019</u>   |
| TOTAL ASSETS                       | <u>\$517,906</u> | <u>\$83,220</u> | <u>\$102,800</u>                        | <u>\$4,093</u>                    | <u>\$708,019</u> |

**LIABILITIES & FUND BALANCES**

|                                   |                  |                 |                  |                |                  |
|-----------------------------------|------------------|-----------------|------------------|----------------|------------------|
| Liabilities                       |                  |                 |                  |                |                  |
| Current Liabilities               |                  |                 |                  |                |                  |
| Payroll liabilities               | \$620            |                 |                  |                | \$620            |
| Total Current Liabilities         | <u>620</u>       | <u>0</u>        | <u>0</u>         | <u>0</u>       | <u>620</u>       |
| Total Liabilities                 | <u>620</u>       | <u>0</u>        | <u>0</u>         | <u>0</u>       | <u>620</u>       |
| Fund Balances:                    |                  |                 |                  |                |                  |
| Unassigned                        | 517,286          | 83,220          | 102,800          | 4,093          | 707,399          |
| TOTAL LIABILITIES & FUND BALANCES | <u>\$517,906</u> | <u>\$83,220</u> | <u>\$102,800</u> | <u>\$4,093</u> | <u>\$708,019</u> |

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the One Month Ended July 31, 2016**

|  | General Fund     | Grants Fund     | Capital<br>Equipment<br>Reserve<br>Fund | Sage Library<br>System Fund | Total            |
|--|------------------|-----------------|---|-----------------------------|------------------|
| <b>Revenues:</b>   |                  |                 |   |                             |                  |
| Donations and grants   |                  | \$0             |   |                             | \$0              |
| Property tax revenues - current year                                 | \$0              |                 |   |                             | 0                |
| Property tax revenues - prior year                                   | 2,364            |                 |   |                             | 2,364            |
| Fines and fees   | 1,218            |                 |   |                             | 1,218            |
| Intergovernmental revenue  |                  |                 |   | \$4,757                     | 4,757            |
| Interest revenue   | 388              |                 | \$114                                   |                             | 502              |
| Miscellaneous  | 25               |                 |   |                             | 25               |
| <b>Total Revenues</b>  | <b>3,995</b>     | <b>0</b>        | <b>114</b>                              | <b>4,757</b>                | <b>8,866</b>     |
| <b>Expenditures:</b>   |                  |                 |   |                             |                  |
| Personal services:   |                  |                 |   |                             |                  |
| Wages and salaries   | 32,206           |                 |   | 3,512                       | 35,718           |
| Employee benefits  | 13,136           |                 |   | 1,030                       | 14,166           |
| <b>Total Personal Services</b>                                       | <b>45,342</b>    | <b>0</b>        | <b>0</b>                                | <b>4,542</b>                | <b>49,884</b>    |
| Materials and services:  |                  |                 |   |                             |                  |
| Bank charges   | 16               |                 |   |                             | 16               |
| Building rental  | 0                |                 |   |                             | 0                |
| Building maintenance   | 186              |                 |   |                             | 186              |
| HVAC   | 1,151            |                 |   |                             | 1,151            |
| Elevator   | 0                |                 |   |                             | 0                |
| Telephone  | 70               |                 |   |                             | 70               |
| Internet   | 425              |                 |   |                             | 425              |
| Collection development   | 2,465            | 33              |   |                             | 2,498            |
| Technology   | 339              |                 |   |                             | 339              |
| Accounting and auditing  | 0                |                 |   |                             | 0                |
| Courier  | 221              |                 |   |                             | 221              |
| Custodial services   | 1,773            |                 |   |                             | 1,773            |
| Technical services   | 0                |                 |   |                             | 0                |
| Library consortium   | 0                |                 |   |                             | 0                |
| Copiers  | 116              |                 |   |                             | 116              |
| Elections expense  | 0                |                 |   |                             | 0                |
| Furniture and equipment  | 0                |                 |   |                             | 0                |
| Insurance  | 2,170            |                 |   |                             | 2,170            |
| Georgiana Smith Memorial Garden                                      | 4,378            | 3,645           |   |                             | 8,023            |
| Legal services   | 538              |                 |   |                             | 538              |
| Professional services  | 0                |                 |   |                             | 0                |
| Dues and subscriptions   | 0                |                 |   |                             | 0                |
| Miscellaneous  | 2,406            |                 |   |                             | 2,406            |
| Postage and freight  | 31               |                 |   |                             | 31               |
| Printing   | 0                |                 |   |                             | 0                |
| Programs   | 1,972            | 342             |   |                             | 2,314            |
| Advertising  | 433              |                 |   |                             | 433              |
| Supplies - office  | 1,788            |                 |   |                             | 1,788            |
| Travel   | 93               |                 |   |                             | 93               |
| Training   | 0                |                 |   |                             | 0                |
| Board development  | 0                |                 |   |                             | 0                |
| Electricity  | 1,307            |                 |   |                             | 1,307            |
| Garbage  | 116              |                 |   |                             | 116              |
| Natural gas  | 0                |                 |   |                             | 0                |
| Water & sewer - building   | 365              |                 |   |                             | 365              |
| <b>Total Materials and Services</b>                                  | <b>22,359</b>    | <b>4,020</b>    | <b>0</b>                                | <b>0</b>                    | <b>26,379</b>    |
| Capital outlay   | 0                | 900             | 950                                     |                             | 1,850            |
| <b>Total Expenditures</b>  | <b>67,701</b>    | <b>4,920</b>    | <b>950</b>                              | <b>4,542</b>                | <b>78,113</b>    |
| <b>Revenues Over Expenditures</b>                                    | <b>(63,706)</b>  | <b>(4,920)</b>  | <b>(836)</b>                            | <b>215</b>                  | <b>(69,247)</b>  |
| Other Financing Sources (Uses)                                       |                  |                 |   |                             |                  |
| Operating transfers in   |                  |                 | 0                                       |                             | 0                |
| Operating transfers out  | 0                |                 |   |                             | 0                |
| <b>Total Other Financing Sources (Uses)</b>                          | <b>0</b>         | <b>0</b>        | <b>0</b>                                | <b>0</b>                    | <b>0</b>         |
| <b>Revenues and Other Financing Sources (Uses) Over Expenditures</b> | <b>(63,706)</b>  | <b>(4,920)</b>  | <b>(836)</b>                            | <b>215</b>                  | <b>(69,247)</b>  |
| Fund Balance - July 1, 2016  | 580,992          | 88,140          | 103,636                                 | 3,878                       | 776,646          |
| <b>Fund Balance - July 31, 2016</b>                                  | <b>\$517,286</b> | <b>\$83,220</b> | <b>\$102,800</b>                        | <b>\$4,093</b>              | <b>\$707,399</b> |

See Independent Accountants' Compilation Report

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

|                                | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget |
|--------------------------------|--------------------------|------------------------|------------------|
| <b>Revenues:</b>               |                          |                        |                  |
| Tax revenues - current         | \$0                      | \$0                    | \$799,956        |
| Tax revenues - prior year      | 2,364                    | 2,364                  | 20,000           |
| Fines and fees                 | 1,218                    | 1,218                  | 12,000           |
| Interest revenue               | 388                      | 388                    | 3,500            |
| Miscellaneous                  | 25                       | 25                     | 500              |
| <b>Total Revenues</b>          | <b>3,995</b>             | <b>3,995</b>           | <b>835,956</b>   |
| <b>Expenditures:</b>           |                          |                        |                  |
| Personal services:             |                          |                        |                  |
| Wages and salaries:            |                          |                        |                  |
| Library clerk I                | 326                      | 326                    | 6,855            |
| Library clerk II               | 6,348                    | 6,348                  | 81,515           |
| Library assistant I            | 4,796                    | 4,796                  | 60,817           |
| Library assistant II           | 8,160                    | 8,160                  | 111,443          |
| Librarian I                    | 2,349                    | 2,349                  | 59,859           |
| Librarian II                   | 4,174                    | 4,174                  | 55,141           |
| Library director               | 6,053                    | 6,053                  | 79,608           |
| Payroll taxes and benefits:    |                          |                        |                  |
| Retirement                     | 2,858                    | 2,858                  | 36,160           |
| Social security                | 2,449                    | 2,449                  | 34,826           |
| Workers' compensation          | 1,356                    | 1,356                  | 1,200            |
| Health insurance               | 6,120                    | 6,120                  | 81,498           |
| Unemployment insurance         | 353                      | 353                    | 5,918            |
| <b>Total Personal Services</b> | <b>45,342</b>            | <b>45,342</b>          | <b>614,840</b>   |
| Materials and services:        |                          |                        |                  |
| Bank charges                   | 16                       | 16                     | 250              |
| Building rental                | 0                        | 0                      | 12,400           |
| Building maintenance           | 186                      | 186                    | 15,000           |
| HVAC                           | 1,151                    | 1,151                  | 8,000            |
| Elevator                       | 0                        | 0                      | 2,000            |
| Telephone                      | 70                       | 70                     | 4,500            |
| Internet                       | 425                      | 425                    | 5,250            |
| Collection development         | 2,465                    | 2,465                  | 75,000           |
| Technology                     | 339                      | 339                    | 20,000           |
| Accounting and auditing        | 0                        | 0                      | 23,000           |
| Courier                        | 221                      | 221                    | 3,000            |
| Custodial services             | 1,773                    | 1,773                  | 24,000           |
| Technical services             | 0                        | 0                      | 4,000            |

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

|                                   | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget       |
|-----------------------------------|--------------------------|------------------------|------------------------|
| Library consortium                | 0                        | 0                      | 12,000                 |
| Copiers                           | 116                      | 116                    | 1,100                  |
| Elections expense                 | 0                        | 0                      | 2,000                  |
| Furniture and equipment           | 0                        | 0                      | 5,000                  |
| Insurance                         | 2,170                    | 2,170                  | 10,000                 |
| Georgiana Smith Memorial Garden   | 4,378                    | 4,378                  | 21,000                 |
| Legal services                    | 538                      | 538                    | 3,000                  |
| Professional services             | 0                        | 0                      | 0                      |
| Dues and subscriptions            | 0                        | 0                      | 4,000                  |
| Miscellaneous                     | 2,406                    | 2,406                  | 1,000                  |
| Postage and freight               | 31                       | 31                     | 1,000                  |
| Printing                          | 0                        | 0                      | 1,000                  |
| Programs                          | 1,972                    | 1,972                  | 22,000                 |
| Advertising                       | 433                      | 433                    | 1,000                  |
| Supplies - office                 | 1,788                    | 1,788                  | 16,000                 |
| Travel                            | 93                       | 93                     | 5,000                  |
| Training                          | 0                        | 0                      | 1,750                  |
| Board development                 | 0                        | 0                      | 1,500                  |
| Parking reimbursement             | 0                        | 0                      | 1,000                  |
| Electricity                       | 1,307                    | 1,307                  | 20,000                 |
| Garbage                           | 116                      | 116                    | 1,500                  |
| Natural gas                       | 0                        | 0                      | 10,000                 |
| Water & sewer - building          | 365                      | 365                    | 4,500                  |
| <br>Total Materials and Services  | <br>22,359               | <br>22,359             | <br>341,750            |
| <br>Capital Outlay                | <br>0                    | <br>0                  | <br>0                  |
| <br>Transfer to Equipment Reserve | <br>0                    | <br>0                  | <br>40,000             |
| <br>Contingency                   | <br>0                    | <br>0                  | <br>100,000            |
| <br><b>Total Expenditures</b>     | <br>67,701               | <br>67,701             | <br>1,096,590          |
| <br><b>Change in Fund Balance</b> | <br><b>(\$63,706)</b>    | <br><b>(\$63,706)</b>  | <br><b>(\$260,634)</b> |

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

|                               | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|-------------------------------|--|--------------------------------------|--------------------------------|
| <b>Revenues:</b>              |  |                                      |                                |
| Donations and grants          | \$0                                    | \$0                                  | \$211,000                      |
| Intergovernmental revenue     | 0                                      | 0                                    | 0                              |
| <b>Total Revenues</b>         | <u>0</u>                               | <u>0</u>                             | <u>211,000</u>                 |
| <b>Expenditures:</b>          |  |                                      |                                |
| Personal services             | 0                                      | 0                                    | 0                              |
| Materials and services:       | 4,020                                  | 4,020                                | 79,500                         |
| Capital outlay                | 900                                    | 900                                  | 175,000                        |
| <b>Total Expenditures</b>     | <u>4,920</u>                           | <u>4,920</u>                         | <u>254,500</u>                 |
| <b>Change in Fund Balance</b> | <u><u>(\$4,920)</u></u>                | <u><u>(\$4,920)</u></u>              | <u><u>(\$43,500)</u></u>       |

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

|                                | <u>Current Period</u><br><u>Actual</u> | <u>Year to Date</u><br><u>Actual</u> | <u>Annual</u><br><u>Budget</u> |
|--------------------------------|--|--------------------------------------|--------------------------------|
| <b>Revenues:</b>               |  |                                      |                                |
| Interest revenue               | \$114                                  | \$114                                | \$400                          |
| <b>Other Financing Sources</b> |  |                                      |                                |
| Transfer from General Fund     | 0                                      | 0                                    | 40,000                         |
| <b>Total Revenues and</b>      | <u>114</u>                             | <u>114</u>                           | <u>40,400</u>                  |
| <b>Other Sources</b>           |  |                                      |                                |
| <b>Expenditures:</b>           |  |                                      |                                |
| Materials and services         | 0                                      | 0                                    | 0                              |
| Capital outlay                 | 950                                    | 950                                  | 75,000                         |
| <b>Total Expenditures</b>      | <u>950</u>                             | <u>950</u>                           | <u>75,000</u>                  |
| <b>Change in Fund Balance</b>  | <u><u>(\$836)</u></u>                  | <u><u>(\$836)</u></u>                | <u><u>(\$34,600)</u></u>       |

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

|                                     | Current Period<br>Actual | Year to Date<br>Actual | Annual<br>Budget  |
|-------------------------------------|--------------------------|------------------------|-------------------|
| <b>Revenues:</b>                    |                          |                        |                   |
| Intergovernmental revenue           | \$4,757                  | \$4,757                | \$68,698          |
| <b>Total Revenues</b>               | <u>4,757</u>             | <u>4,757</u>           | <u>68,698</u>     |
| <b>Expenditures:</b>                |                          |                        |                   |
| Personal services:                  |                          |                        |                   |
| Wages and salaries:                 |                          |                        |                   |
| Librarian I                         | 3,512                    | 3,512                  | 43,534            |
| Payroll taxes and benefits:         |                          |                        |                   |
| Retirement                          | 316                      | 316                    | 3,918             |
| Social security                     | 265                      | 265                    | 3,330             |
| Workers' compensation               | 3                        | 3                      | 50                |
| Health insurance                    | 401                      | 401                    | 6,000             |
| Unemployment insurance              | 45                       | 45                     | 566               |
| <b>Total Personal Services</b>      | <u>4,542</u>             | <u>4,542</u>           | <u>57,398</u>     |
| Materials and services:             |                          |                        |                   |
| Dues and subscriptions              | 0                        | 0                      | 300               |
| Miscellaneous                       | 0                        | 0                      | 2,000             |
| Travel                              | 0                        | 0                      | 3,000             |
| Training                            | 0                        | 0                      | 1,000             |
| <b>Total Materials and Services</b> | <u>0</u>                 | <u>0</u>               | <u>6,300</u>      |
| Contingency                         | 0                        | 0                      | 5,000             |
| <b>Total Expenditures</b>           | <u>4,542</u>             | <u>4,542</u>           | <u>68,698</u>     |
| <b>Change in Fund Balance</b>       | <u><u>\$215</u></u>      | <u><u>\$215</u></u>    | <u><u>\$0</u></u> |

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**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**

**Grants Funds**

For the One Month Ended July 31, 2016

|                                     | Newspaper<br>Digitization | SDAO<br>Safety 2016 | Foundation<br>Grants | Friends of<br>the Library | LSTA<br>Outreach<br>2015 | MCMC<br>Grant | Aging in the<br>Gorge | RTR<br>2016     | Total           |
|-------------------------------------|---------------------------|---------------------|----------------------|---------------------------|--------------------------|---------------|-----------------------|-----------------|-----------------|
| <b>Revenues:</b>                    |                           |                     |                      |                           |                          |               |                       |                 |                 |
| Donations and grants                | \$0                       | \$0                 | \$0                  | \$0                       | \$0                      | \$0           | \$0                   | \$0             | \$0             |
| Intergovernmental revenue           | 0                         | 0                   | 0                    | 0                         | 0                        | 0             | 0                     | 0               | 0               |
| <b>Total Revenues</b>               |                           |                     |                      |                           |                          |               |                       |                 |                 |
| <b>Expenditures:</b>                |                           |                     |                      |                           |                          |               |                       |                 |                 |
| Personal services:                  |                           |                     |                      |                           |                          |               |                       |                 |                 |
| Wages and salaries:                 |                           |                     |                      |                           |                          |               |                       |                 |                 |
| Library assistant II                |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Employee benefits:                  |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Retirement                          |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| FICA                                |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Workers compensation                |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Health insurance                    |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Unemployment insurance              |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| <b>Total Personal Services</b>      | 0                         | 0                   | 0                    | 0                         | 0                        | 0             | 0                     | 0               | 0               |
| Materials and services:             |                           |                     |                      |                           |                          |               |                       |                 |                 |
| Building maintenance                |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Collection development              |                           |                     |                      | 21                        |                          | 12            |                       |                 | 33              |
| Technical services                  |                           |                     |                      |                           |                          |               |                       | 342             | 342             |
| Programs                            |                           |                     |                      |                           |                          |               |                       |                 | 0               |
| Furniture and equipment             |                           |                     |                      |                           |                          |               |                       |                 | 3,645           |
| Georgiana Smith Memorial Garden     |                           |                     | 3,645                |                           |                          |               |                       |                 |                 |
| <b>Total Materials and Services</b> | 0                         | 0                   | 3,645                | 21                        | 0                        | 12            | 0                     | 342             | 4,020           |
| Capital outlay                      | 0                         | 0                   | 900                  |                           | 0                        | 0             | 0                     | 0               | 900             |
| <b>Total Expenditures</b>           | 0                         | 0                   | 4,545                | 21                        | 0                        | 12            | 0                     | 342             | 4,920           |
| <b>Net Change in Fund Balance</b>   | 0                         | 0                   | (4,545)              | (21)                      | 0                        | (12)          | 0                     | (342)           | (4,920)         |
| <b>Fund Balance - July 1, 2016</b>  | 1,642                     | 3,000               | 73,634               | 5,410                     | (10,566)                 | 62            | 900                   | 14,058          | 88,140          |
| <b>Fund Balance - July 31, 2016</b> | <u>\$1,642</u>            | <u>\$3,000</u>      | <u>\$69,089</u>      | <u>\$5,389</u>            | <u>(\$10,566)</u>        | <u>\$50</u>   | <u>\$900</u>          | <u>\$13,716</u> | <u>\$83,220</u> |

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## Program statistics, July 2016

| Event  | Cosponsor(s)   | Location               | Date                  | Attendees    |
|--|--|------------------------|-----------------------|--------------|
| <i>ADULT PROGRAMS</i>                                |  |                        |                       |              |
| HR District 5 <sup>th</sup> Birthday Party           |  | HR Library             | July 1                | 100          |
| Recursos Informativos: New Radio Show                | Radio Tierra Anna Osborn Snap-ED Program & HRC Extention | The Gorge              | July 6                | 500          |
| HR Book Club: The Girl on the Train by Paula Hawkins |  | HR Library             | July 7                | 8            |
| Odell Book Mobile/Library @ Zumba Mon and Thurs      | HR Providence Hospital & St. Francis                     | Odell                  | July 7, 11, 14        | 150          |
| Odell Book Mobile/Library                            | Mercado del Valle  | Odell                  | July 7                | 30           |
| Grave Matters: Death Cafe                            | Providence Down Manor                                    | Providence Down Manor  | July 9                | 12           |
| Summer Reading: Weaving workshop                     | Libraries of Eastern Oregon                              | Parkdale               | July 9                | 9            |
| Summer Reading: Songwriters in the Round             |  | HR Library             | July 13               | 11           |
| Outreach: Providence Dethman House                   |  | Providence Dethman H   | July 13               | 5            |
| Outreach: Hood River Valley Adult Center             |  | HR Valley Adult Center | July 13               | 1            |
| Outreach: Parkhurst House                            |  | Parkhurst House        | July 13               | 3            |
| Outreach: Providence Brookside Manor                 |  | Providence Brookside M | July 15               | 4            |
| Outreach: Providence Down Manor                      |  | Providence Down Manor  | July 15               | 17           |
| Grave Matters: Death and Dying in Buddhism           |  | HR Library             | July 22               | 30           |
| Info table set up @ the Hood River County Fair       | Migrant Program  | Odell                  | July 27, 28, 29, 30   | 100          |
| Summer Reading: Adult coloring                       |  | Cascade Locks          | July 28               | 2            |
| Author reading Yvonne Wakefield                      |  | HR Library             | July 30               | 25           |
| <b>Adult total</b>                                   |  |                        |                       | <b>1,007</b> |
| <i>KIDS PROGRAMS</i>                                 |  |                        |                       |              |
| Mini-library book donations                          |  | Countywide             |                       | 50           |
| HR District 5 <sup>th</sup> Birthday Party           |  | HR Library             | July 1                | 200          |
| Storytime  |  | CL Library             | July 2, 9, 16, 23, 30 | 10           |
| Storytime Tuesdays                                   | Learning Farm Preschool                                  | HR                     | July 5, 12, 26        | 125          |
| La Hora Infantil: Radio Show 10:30-11:30am           | Radio Tierra   | The Gorge              | July 6, 13, 27        | 1,500        |
| Summer Reading: Master of Marvels show               |  | HR Library             | July 6                | 120          |
| Summer Reading: Master of Marvels show               | Mid Valley Elementary                                    | Mid Valley Elementary  | July 6                | 250          |
| Summer Reading: Bubbles                              | Cascade Locks Summer School                              | CL Elementary          | July 6                | 35           |
| Summer Reading: Master of Marvels show               | PK Elementary  | PK Elementary          | July 6                | 35           |
| Rinconcito Outreach                                  |  | HR                     | July 6, 13, 20, 27    | 15           |
| Crafternoon  | G. Williker's Toy Shoppe                                 | HR Library             | July 7, 14, 21        | 42           |
| Toddler Storytime                                    |  | HR Library             | July 7, 21, 28        | 80           |
| Preschool Storytime                                  |  | HR Library             | July 7, 21, 28        | 48           |

|  |                                   |                       |                                     |       |
|--|-----------------------------------|-----------------------|-------------------------------------|-------|
| Odell Express Bus                              |                                   | HR Library            | July 9                              | 10    |
| Odell Migrant Summer School Story Time         | Migrant Program                   | Odell                 | July 11, 13, 14, 18, 20, 21, 25, 27 | 500   |
| Summer Reading: Zaniac                         |                                   | HR Library            | July 13                             | 125   |
| Summer Reading: Zaniac                         | Mid Valley Elementary             | Mid Valley Elementary | July 13                             | 250   |
| Summer Reading: Zaniac                         | PK Elementary                     | PK Elementary         | July 13                             | 39    |
| Cascade Locks Summer School                    | CL Summer School                  | CL Library            | July 13, 20, 27                     | 69    |
| Combined Story time                            |                                   | HR Library            | July 14                             | 53    |
| Odell Express Bus                              |                                   | HR Library            | July 16                             | 12    |
| Summer Reading: Noise Guy                      |                                   | HR Library            | July 20                             | 85    |
| Summer Reading: Noise Guy                      | Mid Valley Elementary             | Odell                 | July 20                             | 250   |
| Summer Reading: Noise Guy                      |                                   | Cascade Locks         | July 20                             | 32    |
| Odell Express Bus                              |                                   | HR Library            | July 23                             | 17    |
| Odell Movies in the Park Kick Off presentation | HR Prevention Department & HRC Co | Odell                 | July 25                             | 60    |
| Migrant Parent Meeting (Summer School recap)   | Migrant Program                   | Odell                 | July 26                             | 350   |
| Comedia Dell'arte Workshop                     | Sullivan Mackintosh               | HR Library            | July 26-29                          | 8     |
|  | <b>Kids total</b>                 |                       |                                     | 4,370 |
| <i>TEEN PROGRAMS</i>                           |                                   |                       |                                     |       |
| Gaming Co-op                                   |                                   | PK Library            | July 6, 13, 20, 27                  | 15    |
| Gaming Co-op                                   |                                   | HR Library            | July 7, 14, 21, 28                  | 16    |
|  | <b>Teen total</b>                 |                       |                                     | 31    |

## Program statistics, August 2016

| Event   | Cosponsor(s)   | Location               | Date                   | Attendees    |
|---|--|------------------------|------------------------|--------------|
| <i>ADULT PROGRAMS</i>                                 |  |                        |                        |              |
| HR Book Club: Station Eleven by Emily St. John Mandel |  | HR Library             | Aug. 4                 | 4            |
| Odell Book Mobile/Library                             | Mercado del Valle  | Odell                  | Aug. 4, 18             | 50           |
| Pastel and Poetry                                     |  | PK Library             | August 6               | 3            |
| Mask Making workshop                                  | Libraries of Eastern Oregon  | HR Library             | August 6               | 5            |
| Writing workshop                                      |  | HR Library             | Aug. 8                 | 6            |
| Concert: Richard and Tova Tillinghast                 |  | HR Library             | August 10              | 22           |
| Outreach: Providence Dethman House                    |  | Providence Dethman H   | Aug. 10                | 3            |
| Outreach: Hood River Valley Adult Center              |  | HR Valley Adult Center | Aug. 10                | 0            |
| Outreach: Parkhurst House                             |  | Parkhurst House        | Aug. 10                | 0            |
| Recursos Informativos: New Radio Show                 | Radio Tierra: Luz Oropeza HR Prevention Dept.                                  | The Gorge              | Aug. 17, 31            | 1000         |
| Outreach: Providence Brookside Manor                  |  | Providence Brookside M | Aug. 19                | 3            |
| Outreach: Providence Down Manor                       |  | Providence Down Manor  | Aug. 19                | 18           |
| Pastel and Poetry                                     |  | CL Library             | August 20              | 3            |
| <b>Adult total</b>                                    |  |                        |                        | <b>1,117</b> |
| <i>KIDS PROGRAMS</i>                                  |  |                        |                        |              |
| Mini-library book donations                           |  | Countywide             |                        | 60           |
|   | Mid Valley Elementary, HR<br>Prevention Department, HRC<br>Community Education | Odell                  | Aug. 1, 8, 15, 22      | 300          |
| Odell Movies in the Park                              |  |                        |                        |              |
| Storytime Tuesdays                                    | Learning Farm Preschool  | HR                     | Aug. 2, 9, 16, 23, 30  | 225          |
| Summer Reading: Jugglemania                           |  | HR Library             | Aug. 3                 | 130          |
| La Hora Infantil: Radio Show                          | Radio Tierra   | The Gorge              | Aug. 3, 10, 17, 24, 31 | 2,500        |
| Crafternoon   | G. Williker's Toy Shoppe   | HR Library             | Aug. 4, 11, 18, 25     | 43           |
| Toddler Storytime                                     |  | HR Library             | Aug. 4, 18             | 45           |
| Preschool Storytime                                   |  | HR Library             | Aug. 4, 18             | 43           |
| Odell Express Bus                                     |  | HR Library             | Aug. 6, 13, 20, 27     | 2            |
| Storytime   |  | CL Library             | Aug. 6, 13, 20, 27     | 12           |
| Cookies and Books                                     |  | CL Library             | Aug. 6, 13, 20, 27     | 15           |
| Summer Reading: Buster's Red Nose Review              |  | HR Library             | Aug. 10                | 65           |
| Combined Story time                                   |  | HR Library             | Aug. 11, 25            | 67           |
| Odell Express Bus                                     |  | HR Library             | Aug. 13                | 6            |
| Puppet workshop                                       | Sullivan Mackintosh  | HR Library             | Aug. 17, 18, 19        | 10           |



|                              |                   |                    |       |
|------------------------------|-------------------|--------------------|-------|
| Summer Reading: Angel Ocasio | HR Library        | Aug. 17            | 60    |
| Odell Express Bus            | HR Library        | Aug. 20            | 17    |
| Summer Reading: Red Yarn     | HR Library        | Aug. 24            | 120   |
| Summer Reading: Reptile Man  | CL Port Pavillion | Aug. 24            | 35    |
| Odell Express Bus            | HR Library        | Aug. 27            | 10    |
| Summer Reading: Reptile Man  | HR Library        | Aug. 31            | 230   |
| <b>Kids total</b>            |                   |                    | 3,995 |
| <i>TEEN PROGRAMS</i>         |                   |                    |       |
| Gaming Co-op                 | HR Library        | Aug. 4, 11, 18, 25 | 11    |
| Gaming Co-op                 | PK Library        | Aug. 6, 13, 20, 27 | 14    |
| <b>Teen total</b>            |                   |                    | 25    |

## Program statistics, 2016-17

[illegible]

# Computer use, 2016-17

## Computer sessions

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

|                      | Jul          | Aug          | Sep      | Oct      | Nov      | Dec      | Jan      | Feb      | Mar      | Apr      | May      |          |              |
|----------------------|--------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|
| <b>Hood River</b>    | 929          | 774          |          |          |          |          |          |          |          |          |          |          |              |
| <b>Cascade Locks</b> | 89           | 139          |          |          |          |          |          |          |          |          |          |          | 228          |
| <b>Parkdale</b>      | 72           | 88           |          |          |          |          |          |          |          |          |          |          | 160          |
| <b>TOTAL</b>         | <b>1,090</b> | <b>1,001</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>2,091</b> |

/

## Electronic resource use, 2016-17

[illegible]

Twitter

|                   |       |     |       |
|-------------------|-------|-----|-------|
| Tweets            | 7     | 0   | 7     |
| Tweet impressions | 1,547 | 0   | 1,547 |
| Mentions          | 1     | 0   | 1     |
| Total followers   | 489   | 517 | 501   |

# Board Governance Policy



## I. Membership

### A. *Composition*

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

### B. *Term of office*

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231).

### C. *Vacancies*

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

### D. *Interaction Agreement*

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

### E. *Education*

Board members should be aware of the requirements of the Oregon Government Ethics laws and all other laws and policies pertaining to the District and ethical standards expected of members. Members are required regularly to attend or view conferences, and other trainings relevant to District business.

### F. *Board Candidates*

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

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

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

September 9, 2016

Ms. Rachael Fox  
Director, Hood River Library  
Hood River Oregon 97

Rachael,:

The following is a brief narrative covering my understanding of the recent modifications you are considering for your Hood River Library (slightly updated since originally sent to Buzzy, including the ADULT STACK addition).

**Area #1:** **Children's MAIN STACK Area** Existing 15 units of 78" high double-face Spacesaver shelving units will be lowered to 3-level, 42" high shelving, rotated 90-degrees and arranged in three new ranges approximately 18' in length, supplied with new laminate tops and end panels supplied in WilsonArt Laminate SOLAR OAK #7816-60 (matching earlier trim supplied to the children's area). This arrangement avoids the difficulties caused by the column in the middle of the area instead, "wrapping" shelving around the column and providing almost 4-foot aisles in the area and much greater visibility for security of children in the area.

NOTE: Excess (removed) shelving 78" high frames and adjustable shelves will be reused in below areas as much as possible and/or saved for future reuse in the planned Relocation of the Cascade Locks Library.

**Area #2.** **Children's "ALCOVE Area** (left of the stack area in a 9'6" alcove, presently without installed shelving)

Three tall 78" high frames, modified bases and existing adjustable shelving removed from Area #1 (above) will be reused/reinstalled in this area as single-face shelving but with new WA-SOLAR OAK endpanels (no top shelves).

**Area #3.** **Children's low stack area** (3 ranges of 40" high double-face shelving with metal endpanels presently existing to the North of the main stacks (Area #1 above).

Existing shelving will be reused and put onto mobile (wheeled) steel carriages allowing them to be moved at will to create an open area for gathering of children's groups. Note, the longer 15' range of shelving will be separated into two independent mobile units, one 6' in length, the other 9' in length for easy mobility. All four new mobile units will have high pressure laminate tops and end panels is WilsonArt SOLAR OAK.

**Area #4.** **Children's low stack area** (3 ranges of 6'-long, 40" high fixed double-face shelving with metal endpanels presently existing to the North of the main stacks (Area #1 above)---**considered only for future modification.** Existing shelving will be reused and put onto mobile (wheeled) steel carriages allowing them to be moved at will to create a larger open area for gathering of children's groups. The three new mobile units will have high pressure laminate tops and end panels is WilsonArt SOLAR OAK.



Area #5. First floor Reception "HOLDS" area Add one 36" wide unit of 60" high shelving onto (and extending) existing single-sided shelving unit to increase HOLDS capacity. Note: Shelving has 10" deep fixed shelving in this HOLDS area.

*SPECIAL NOTE: Provide 4 ea. laminate end panels, each 12" deep and 60" high for this area (and another similar-sized shelving unit) all in **WilsonArt MONTANA WALNUT** finish, matching the darker finished furnished earlier on nearby mobile shelving units.*

Area #6. Adult Stacks area Add six 36" wide unit double-face shelving units (from first-floor Childrens area, 78" high, reusing excess shelving and endpanels (2ea) as much as possible. Note: Shelving has 11" deep fixed shelving in this area.

*SPECIAL NOTE: This unit will be 36" shorter than the adjacent 7-unit shelving on either side and will align on the front side with adjacent shelving.*

Respectfully submitted,

*Guy Foster*

503/924-4107 (to my desk)



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# Hood River Library Modifications/Additions

|          |   |                     |               |
|----------|---|---------------------|---------------|
| <b>1</b> | <b>CHILDRENS MAIN STACKS, LOWER EXISTING SHELVING AND ROTATE 90-DEGREES</b>     |                     |               |
|          | RECONFIGURE SHELVING PER PROPOSED PLAN  | \$ 7,335.00         | EQUIP         |
|          | ADD NEW WORK TOPS AND LAMINATE ENDPANELS  | \$ 4,865.00         | TRIM          |
|          |   | <b>\$ 12,200.00</b> |               |
| <b>2</b> | <b>CHILDRENS ALCOVE, ADD 3 UNITS OF CANT SHLV, REUSING EXIST SHLVING (AMAP)</b> |                     |               |
|          | REUSE EXIST WITH NEW BASES AND MISC RQD PARTS                                   | \$ 750.00           | EQUIP         |
|          | NOTE: 2 ea. NEW Solar Oak END PANELS WILL BE REQUIRED                           | \$ 350.00           | TRIM          |
|          |   | <b>\$ 1,100.00</b>  |               |
| <b>3</b> | <b>MOBILIZE EXISTING 3 RANGES OF CANT SHELVING</b>                              |                     |               |
|          | NEW MOBILE CARRIAGES, MISC PARTS  | \$ 3,902.00         | EQUIP         |
|          | CREATE 4 MOBILE UNITS WITH NEW TOPS & ENDPANELS                                 | \$ 2,043.00         | TRIM          |
|          |   | <b>\$ 5,945.00</b>  |               |
| <b>4</b> | <b>FUTURE QUOTE FOR 3 CHILDRENS LOW-STACKS (CHANGE TO MOBILE UNITS</b>          |                     | <b>FUTURE</b> |
|          |   |                     | <b>QUOTE</b>  |
| <b>5</b> | <b>1ST FLOOR HOLDS AREA, ADD ONE SHELVING UNIT TO EXISTING S/F</b>              |                     |               |
|          | REQUIRED NEW EQUIPMENT  | \$ 185.00           | EQUIP         |
|          | ALSO PROVIDE 4EA NEW END PANELS (FINISH??)                                      | \$ 606.00           | TRIM          |
|          |   | <b>\$ 791.00</b>    |               |
| <b>6</b> | <b>PROVIDE A 6-UNIT RANGE OF D/F CANT SHELVING IN 1ST FLOOR ADULT AREA</b>      |                     |               |
|          | REUSE SURPLUS SHELVING FROM CHILDRENS AREA (AS MUCH AS POSSIBLE)                |                     |               |
|          | REUSE SURPLUS 78" D/F FRAMES FROM CHILDRENS AREA (AS MUCH AS POSSIBLE)          | \$ 2,375.00         | EQUIP         |
|          |   | <b>\$ 2,375.00</b>  |               |
|          | <b>TOTAL ESTIMATED JOB COST (delivered and installed</b>                        | <b>\$ 22,411.00</b> |               |

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
HOOD RIVER COUNTY  
AND  
THE HOOD RIVER COUNTY LIBRARY DISTRICT  
FOR EMERGENCY USE OF PREMISES**

PARTIES: HOOD RIVER COUNTY (“County”)  
601 State Street  
Hood River, OR 97031

HOOD RIVER COUNTY LIBRARY DISTRICT (“Library District”)  
502 State Street  
Hood River, OR 97031

**THIS AGREEMENT** by and between **HOOD RIVER COUNTY**, a political subdivision and home rule county of the State of Oregon, acting by and through its Board of County Commissioners, (hereinafter County), and the **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board (hereinafter Library District).

**RECITALS:**

**WHEREAS**, ORS 190.010 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either party, its officers or agencies, has the authority to perform on its own; and

**WHEREAS**, County may require temporary use of Library facilities in the case of an emergency, disaster response scenario, or Continuity of County Operations protocol; and

**WHEREAS**, the Library has the facilities necessary to accommodate County in the case of an emergency, disaster response scenario, or Continuity of County Operations protocol.

**NOW, THEREFORE**, in consideration of the recitals above and the mutual covenants, terms and provisions set forth below, the parties agree as follows:

**1. PURPOSE.** The purpose of this Agreement is to establish the responsibilities of the parties with respect to the use of Library facilities by the County in the event of an emergency, disaster, or Continuity of County Operations situation. This Agreement sets forth the responsibilities of the parties herein and the conditions under which the Agreement shall be implemented.

**2. DURATION AND EFFECTIVE DATE.** The term of this Agreement shall commence

upon execution by both parties and shall terminate after five (5) years from that date. The Agreement may be extended by mutual written agreement of the parties.

**3. COUNTY OBLIGATIONS:**

- A. County shall only use Library facilities in the event of a County emergency, as determined by the County Administrator, or in the event that the Continuity of County Operations protocols are triggered and require the occupancy of additional facilities.
- B. County shall provide Library as much notice as is practicable under the circumstances before assuming use of the facilities.
- C. County shall designate an employee who is responsible for contacting the Library and coordinating use of Library facilities in the event of an emergency.
- D. County shall repair damages caused by the County in its use of the facilities. Damage caused by third parties or acts of nature remain the responsibility of the Library.
- E. County shall pay for the use of power and other utilities consumed by the Library during the time the Library facilities are under County operation.
- F. County shall cease its use of Library facilities when the County emergency is lifted, or when the use of the Library is no longer necessary for the emergency command.

**4. LIBRARY DISTRICT OBLIGATIONS:**

- A. Library shall provide to the County the use of Library facilities in the event of a County emergency, as determined by the County Administrator, or in the event that the Continuity of County Operations protocols are triggered and require the occupancy of additional facilities.
- B. Library shall provide the designated County employee noted in paragraph 3(c) with a key or other means of accessing Library facilities in the event of an emergency.
- C. Library shall close its facilities to the public as soon as is practicable once notified that the County will be using the facilities for emergency response.
- D. Library shall allow County use of all resources of the Library facilities, including but not limited to computers and networks, telephone services, heating and cooling systems, restrooms, water facilities and common areas.
- E. Library agrees to hold County harmless from any loss of revenue during which time County utilizes or occupies the Library facilities under the terms of this agreement.

**5. TERMINATION.** This Agreement may be terminated in whole or in part by mutual agreement of the parties.

**6. MISCELLANEOUS:**

- A. Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement any right, remedy, or claim under or with respect to this Agreement.
- B. This Agreement may be amended only by an instrument in writing executed by the parties, which writing must refer to this instrument.
- C. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.
- D. This Agreement shall be governed and construed in accordance with the laws of Hood River County and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

**IN WITNESS WHEREOF**, the County and Library District have caused this Agreement to be executed by their respective principal officers on the day and year written below.

**COUNTY:**

**LIBRARY DISTRICT:**

**HOOD RIVER COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**HOOD RIVER COUNTY LIBRARY  
DISTRICT BOARD**

By \_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Resolution No. 2016-17.05**

### **AGING IN THE GORGE ALLIANCE READING AND CONVERSATION PROGRAM FUNDS TRANSFER**

WHEREAS, the District received a check in the amount of \$900, which represented grant funds intended for the Library Foundation from the Gorge Community Foundation to fund the Aging in the Gorge Alliance reading and conversation program,

WHEREAS the check was made payable from the Gorge Community Foundation to the District and was transferred into its Aging in the Gorge grant fund within the District's budget,

WHEREAS the original intent was to have the Library Foundation manage the project through its grant from the Gorge Community Foundation,

WHEREAS the Board of Directors wishes to return the \$900 to the Library Foundation and have the Foundation manage the Aging in the Gorge Alliance reading and conversation program,

THEREFORE BE IT RESOVED that the Board of Directors authorizes the transfer of \$900 from the Library District's Aging in the Gorge grant fund to the Library Foundation.

Adopted by the Board of Directors of Hood River County Library District this 20th day of September, 2016.

ATTEST:

\_\_\_\_\_  
Sara Snyder, President

\_\_\_\_\_  
Rachael Fox, Secretary