

Board of Directors
Regular Meeting Agenda
 Tuesday, April 16, 2019, 7:00pm
 Jeanne Marie Gaulke Community Meeting Room
 502 State St, Hood River
 Jean Sheppard, President

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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |
| i. Minutes from March 19, 2019 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. March 2019 financial statements | Fox |
| iv. Director's report | Fox |
| VI. New Business | |
| i. HVAC compressor replacement discussion (ACTION) | Sheppard |
| ii. Benches for the Georgiana Memorial Smith Gardens (ACTION) | Sheppard |
| iii. Budget 2018-19 correcting resolution (ACTION) | Sheppard |
| iv. License request Hood River Electric company (ACTION) | Sheppard |
| v. Intergovernmental Agreement – Parkdale Fire District (ACTION) | Sheppard |
| vi. Meeting Room Policy (ACTION) | Sheppard |
| VII. Agenda items for next meeting | Sheppard |
| VIII. Adjournment | Sheppard |

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

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

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00pm 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, supplemental info

Tuesday, April 16, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Notes prepared by Library Director Rachael Fox

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

i. Minutes from March 19, 2019 meeting

Attachments: III.i Minutes from March 19, 2019 meeting

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

i. Friends update	Fox
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- The Friends are preparing for their book sale scheduled June 6th-8th. They are seeking volunteers for set up, sale and clean up.
- The Friends of the Library in conjunction with the Gorge Community Foundation are offering a unique opportunity to support the work of our library and Hood River County Reads.

The Pat Hazlehurst Endowment Fund has regularly provided some of the funding for Hood River County Reads. Now a private foundation has arranged with the Gorge Community Foundation to match up to \$250,000 of all the contributions that the Pat Hazlehurst Endowment receives from the start of the 2019 Hood River Reads through June 30, 2019.

The Friends and Library Foundation will send out a mailing to all their members to notify them of the opportunity.

The Library District has promoted the opportunity in our monthly newsletter, special newsletter, website and Facebook.

- Hood River Reads will continue through the second weekend in April. The title this year is *Temperance Creek* by Pamela Royes.
 - Saturday, April 13, 10:00am-12:30pm – Writing Workshop with author Pamela Royes. Reservations start Saturday, March 2, at 2pm.
 - Sunday, April 14, 2:00pm – Public Presentation with author Pamela Royes.

ii. Foundation update	Fox
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- The Library Foundation has granted partial funding from Feast of Words 2019. The funds will go towards immediate needs for the Pop-Up Library in Odell.
- The Library Foundation June meeting has been rescheduled for Wednesday, June 12, 5-6:30pm, in the Columbia Room.
- The Foundation board debriefed regarding the Feast of Words and plan to make a few changes to improve the event. Many commented things went smoothly this year.

- A committee will meet to discuss the recognition board. They will work with the Friends of the Library.
- The Foundation Board is still exploring a county-wide membership campaign.
- The Endowment/Planned giving committee will meet to work on a campaign to inform donors about the endowment fund and legacy giving to the Foundation.

iii. March 2019 financial statements

Fox

Attachment:

- V.iii. March 2019 financial statements

We are tracking well for this time of the year in our general budget. We will exceed our projected expenditures in the buildings maintenance category. We had to make several repairs due to items aging. For example, light ballasts, toilet automatic flushers, and the light pole removal. We are also now having Michael Peterson-love inspect our roof monthly for damage or moss buildup and replace light bulbs. We also paid for part of the Cascade Locks remodel with this fund. We will not exceed expenditures in our overall budget for Materials and Services. It is fine to exceed in an individual category because we will underspend in other categories.

We have participated in the Employer-at-Injury Program (EAIP). It is one of the financial incentives available to employers and injured workers.

We have received \$2,736 for one employee and expect to receive \$3,177.03 for another in the next few months. I'm working to fill out paperwork for our third employee who had a workman's comp claim.

EAIP was created to encourage employers to help their injured workers return to transitional work within their restrictions prior to closure of the claim. The program offers financial incentives to employers with the opportunity to modify and create productive work for injured workers.

The program is funded by the state of Oregon's Workers' Benefit Fund. EAIP is voluntarily activated by the employer, and it does not negatively affect premium or claim costs. The insurer responsible for the claim (SAIF) administers the program and requests reimbursement from the Department of Consumer and Business Services.

iv. Director's report

Fox

Administration

- Two board member positions will end on June 30, 2019. These positions are currently occupied by Jean Sheppard and Brian Hackett. Sheppard and Hackett are running uncontested on the May ballot.
- Our Budget Committee meetings will be held Tuesday, May 14, 6:00-8:00pm and a follow-up meeting will take place on Tuesday, May 21, 6:00-7:00pm, if needed. These meetings are open to the public.
- Four Person-in-charge of the building staff members received mental health first aid training from Mid-Columbia Center for Living. The library partnered with Hood River Shelter Services to offer the training to library staff and shelter volunteers and staff. The rest of our Person-In-Charge staff members will attend the training in May.
- We have entered into a partnership with the Hood River Valley Parks and Recreation District to install a book box in the Odell Community Park. This box will be stocked by library staff and will have a wide assortment of bilingual books.
- I will be attending a stakeholders meeting for those experiencing homelessness. Various organizations and community leaders will meet to discuss how we can support our community members experiencing homelessness and how we can work together to support each other.
- I attended a poverty simulation with other community leaders. The poverty simulation

experience is designed to help participants begin to understand what it might be like to live in a typical low-income family trying to survive from month to month. It is a simulation, not a game. The object is to sensitize participants to the realities faced by low-income people. Attendees will meet in April and May to further discuss poverty in our area and how we can work together to support those effected by poverty.

Facilities

- We now have dog waste bag receptacles at the State and Oak Street entrances to the Georgiana Smith.

Programs

- Our weekly Makerspace programming has programs for all ages including Robot Coding, LEGO Club and Teen Crafting.
- The Hood River County Library Celebrates the anniversary of Shakespeare's Birthday with a series of fun, family-friendly events. During all of April, kids can get a bookmark with a Shakespearean Quote to memorize. Quotes may be recited to the librarian to receive a free book.
 - On Friday, April 19 at 6pm, students of Little Oak Montessori School present an abridged performance of Shakespeare's Macbeth. This all-ages adaptation can be enjoyed by everyone, and will include a drawing for a prize.
 - On Saturday, April 20 from 6-7:30pm, families are invited to participate in the annual Knight's Quest, an exciting Shakespearean scavenger hunt in the library. Members of Hood River Valley High School's theater department will be in costume and participants must best Crazy Ophelia, Charles the Wrestler, Piper the Royal Hound, Hotspur and Prince Hal before meeting Queen Elizabeth and getting the gold.
 - On Tuesday, April 23 is Shakespeare's birthday, which will be celebrated with a performance of Twelfth Night at 6pm followed by birthday cake for everyone. Shakespeare's classic comedy of mistaken identity and misplaced love will be performed by The Original Practice Shakespeare Festival of Portland. This popular acting company performs Shakespeare the way it was done in Elizabethan times: without rehearsal. This makes for lively, spontaneous and unique performances.
 - On Thursday, April 25 from 3-5pm, kids are invited to try writing the way it was done in Shakespeare's time: with a real feather and a bottle of ink. Red wax and brass stamps may be used to seal the creations.
- We also have great teen programming happening this month.
 - After hours glow in the dark egg hunt, black out poetry and masquerade masks.
- Library of Things
 - We will start a Library of Things in the next month. The collection supports lifelong learning and creativity by providing the physical tools necessary to explore new areas of interest and learn new skills. We have partnered with Oregon State University Extension Center to lend out food preservation equipment. We will expand to include a projector and screen and tools. We will be seeking input from the community to determine what items they are interested in.

Statistics

Attachment:

- V.iv.a. Statistics FY 2018-19

- V.iv.b. Program statistics FY 2018-19
- Our patrons have checked out almost 100,000 physical items this fiscal year.
- Increase 20% ebook checkout compared to the same time period last year
- Increase 18% eaudiobook checkout compared to the same time period last year

VI. New Business

i. **HVAC compressor replacement discussion (ACTION)**

Sheppard

Attachment:

- VII.i. Northwest Control - Quote Trane Unit Compressor Replacement

The compressor we replaced two times in the past three years has failed again. I have contacted the Northwest Control and they do not know why the compressor has failed twice. The compressor is under warranty but the labor is not.

I have received one price quote to install a new compressor for \$14,975 from Northwest Control which is a Portland based company. They want to also install an AC compressor lockout so the compressors will not run until the outside temp gets above 60 or so. They hope this new part will solve the issue with multiple compressors failing. A compressor should typically last 15 to 20 years.

I will receive another price quote on Tuesday, April 16 before the board meeting, from a local company, Ace Heating and Air Conditioning. They specialize in Trane products. Our HVAC and computer controls are both Trane.

I called Trane in Portland, and they said it would be \$210 per hour to come to Hood River and provide a price quote. I consulted with our legal counsel and they determined I made a reasonable attempt and they provided an unreasonable response. It would cost the District \$900-\$1,000 to get a quote. I have met our duty to solicit three bids.

I consulted with Ace Heating and Air Conditioning and they stated units like ours only last 20 years. Northwest Control suggested we might get 25 years. The units will not stop working but they will continue to breakdown and parts will need to be replaced. I have placed a phone call to Trane to get their opinion. Our HVAC unit is 18 years old.

I think we are at a point we need to consider replacing the whole unit in the near future. I have requested quotes from Ace Heating and Air Conditioning and NW Control to replace the whole unit. In the meantime, we can discuss whether we want to replace the compressor again and hopefully get another 2 plus years or look further into replacing the unit.

The heat is working properly and we have one compressor working to cool the building. Once we move into warmer weather the single compressor will not be adequate to cool the building. Also, our warranty on the failed compressor expires in June. By the board meeting I hope to have more information to help make a decision.

I have included the cost of repairing the unit over the last three fiscal years. Below I will outline how much money I anticipate will be unallocated and would be available for the District to use.

HVAC expenses 2016-2019

Compressor replacement

FY 18-19	\$18,637.00	Compressor A & B
FY 16-17	\$12,037.00	Compressor B
	\$30,674.00	

Maintenance HVAC

FY 18-19	\$8,254.00
FY 17-18	\$4,470.00
FY 16-17	\$1,602.00
	\$14,326.00

I am still working on preparing our next budget. There has been a delay because the county estimating program for tax revenue has failed and they are unable to fix it until mid-April. Without this information, I do not know how much tax revenue we plan to receive next fiscal year.

I project we will end this fiscal year with \$637,515 carryover. This year we projected \$77,500 per month in expenditures and it looks like we will be on target. Plus, we need to factor in the \$25,000 transfer to the capital reserve. This means the District needed \$358,125 to operate from July through half of November 2019.

We can estimate at least a 5% increase in expenses. We will need \$376,031 to operate from July through half of November 2020. We need to factor in the \$112,000 we carry over in contingency funds for emergency expenses for the library (\$100,000) and vacation reserve (\$12,000). This brings us to \$488,031 which we can not spend. This leaves us with \$149,484 in unallocated funds. These additional funds has lived in the Unappropriated Ending Fund Balance, which means we can not spend the funds during the fiscal year. We have the excess funds due to the \$83,000 donation we received from Arvilla Armstrong and the funds we have carried over in past fiscal years.

We do not want to use all the unallocated funds because we need to anticipate expenses will rise each year and will want to have funds to work with. A practice we have been doing for years is to allocate more funds than we need in the Personal Services and Materials and Services, which allows us flexibility and we do not have to create supplemental budgets if we choose to spend more than anticipated. My goal has been to keep our expenditures equal with our revenue. In addition, we will carryover \$70,000 in the Capital Equipment Reserve Fund.

Another factor is the downtown Urban Renewal District will be dissolved by FY 20-21. It has been in effect for 20 years. Beginning with the FY 20-21 budget the library district will receive \$39,000 more dollars in revenue, in addition to our regular tax revenue we receive each year. We could potentially put this increase toward the HVAC and/or rebuilding a reserve.

These estimates are subject to change once the FY 2019-20 budget has been determined.

ii. **Benches for the Georgiana Memorial Smith Gardens (ACTION)** Sheppard

The benches in the gardens appear to have been purchased when the Georgiana Smith Memorial Garden was renovated around 2005. Our maintenance person Michael Peterson-Love stated the benches are poorly made. Many are rotting and the design, where wood attaches to metal frame, is not made to hold up over time. We can fix them but the wood would need to be replaced again in 10 years. The estimate for replacing all the wood would cost \$550 per bench. It would cost \$100 more per bench to reinforce the attachment of wood to metal frame, which may extend life beyond 10 years. Peterson-Love recommended purchasing new benches, which I agree with.



I recommend we purchase benches from Barco's Tables and Benches. The benches have a 50 year guarantee against breakage. They are made out of high grade, recycled plastic with aluminum frames. This is the same company that made the metal tables and chairs we currently have in the gardens.

Cost per 6' bench: \$648.85. We will replace 8 benches and move the donor plaques from existing benches to new benches.

Total cost benches: \$5,190.80

Shipping: \$809.98

Total: \$6,000.78

The Library Foundation received \$1,200 donation and would like it applied to the benches.

Cost Library District: \$4800.78.

I had planned on purchasing these benches this fiscal year and the money will come from the Capital Fund. We do not have any other planned capital projects we need to pay for this fiscal year. We have currently spent \$26,938 this fiscal year. The bulk of funds were spent on compressor replacement \$18,637.00. The rest was spent on painting in the interior of the building and resealing the Gazebo in the Gardens.

This purchase exceeds my spending authority. I ask for board approval.

iii. **Budget 2018-19 correcting resolution (ACTION)**

Sheppard

Attachment:

- VII.ii.a. Resolution No. 2018-19.07, Correction Budget fiscal year 2018-19
- VII.ii.b. Budget FY 2018-19

I made a simple error in the General Fund calculator on the form LB-31 for fiscal year 2018-19. I contacted Oregon Department of Revenue and was advised to create a correcting resolution to be approved by the Library District Board. Special Districts of Oregon (SDAO) approved verbiage on the resolution.

We need to correct an error in the budget resulting from a transfer to the Capital Reserve Fund from the General Fund listed at \$30,000. The transferred amount was actually \$25,000. The corrected transfer amount will change total expenditures in the General Fund from \$100,448 to \$1,095,448 and the Unappropriated Ending Fund Balance from \$414,338 to \$419,338.

I ask the Library District Board approve the correcting resolution.

iv. **License request Hood River Electric company (ACTION)**

Sheppard

Attachments:

- VII.iv.a. Revocable License to use real property for utility purposes
- VII.iv.b. Revocable License to use real property for utility purposes, exhibit A

Hood River Electric would like to run a conduit from the box on the north side of the library building along the north property line to the east and then to the north west corner of the 212 4th St building.

I consulted with our legal counsel Ruben Cleaveland and he created a license to allow the conduit.

I'm asking for the Library District Board to approve the license.

v. Intergovernmental Agreement – Parkdale Fire District (ACTION) Sheppard

Attachment:

- VII.v. Intergovernmental Agreement Parkdale Rural Fire Protection District

The Parkdale Rural Fire Protection District owns the Parkdale Community Center where the Parkdale Branch Library is located. Our current Intergovernmental Agreement expires December 31, 2019. I met with the Parkdale Rural Fire Protection District chief Mike McCafferty to discuss renewing our 5 year contract, since I am preparing our budget for next fiscal year.

McCafferty and I would prefer the contract renews on the fiscal year, instead of the calendar year. Our legal counsel Ruben Cleaveland updated the new five year contract to run July 1, 2019 to June 30, 2024. The Fire District has requested an increase of \$400 per year. Our previous rate of \$1600 per year was in place for almost five years. Our new rate will be \$2,000 per year. I think this is a fair price for the space.

I ask for the Library District Board to approve the new contract.

vi. Meeting Room Policy (ACTION)

Sheppard

Attachment:

- VII.vi. Meeting and study rooms policy

Legal counsel Ruben Cleaveland has reviewed the meeting room policy. The following changes were made.

- *In order to allow maximum access to the room, regular weekly bookings are only allowed at the sole discretion of District Staff, taking into account the requested duration of the booking and the foreseeable availability of the room.*
 - The change was made to further clarify we do allow some weekly bookings with limited duration.
- *Remove: Children under the age of 10 must not be left unattended in the library.*
- *Add: Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety.*
 - This rule is from our updated Code of Conduct.
- *Remove: No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.*
- *Add: Do no possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved.*
 - A few years ago, the board decided to not allow meeting room users to have alcohol in the meeting room. If we did allow them, it would involve requiring proof of liquor liability coverage and require an OLCC licensed person to serve alcohol so they can be in charge of cutting people off.

I ask the board to approved the revised meeting room policy.

VII. Agenda items for next meeting

Sheppard

- Library Policy review
- Planning session discussion
- Library Director Evaluation
- Tuesday, May 14, 2019, 6:00-8:00p: First Budget Committee meeting

- Tuesday May 21, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2019-20 salary schedule

VIII.Adjournment

Sheppard

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Minutes
Tuesday, March 19, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Karen Bureker, Vice President

- I. Additions/deletions from the agenda (ACTION)** Bureker
Vice President Karen Bureker called the meeting to order at 7:01pm. Fox stated Karen Bureker's name was added to the Resolution and Garden's Maintenance Contract since President Jean Sheppard was unable to attend the meeting. Fox also requested asking a discussion regarding a light pole in the garden. Marsden moved to approve the agenda as amended. Janik seconded.
- II. Conflicts or potential conflicts of interest** Bureker
None stated.
- III. Consent Agenda (ACTION)** Bureker
i. Minutes from February 26, 2018 meeting
ii. Invoice for Ayles Services
Hackett moved to approved the consent agenda. Janik seconded. The motion passed unanimously.
- IV. Open forum for the general public** Bureker
There was no one from the public present.
- V. Reports**
i. Friends update Fox
Nothing to add to the written report.
ii. Foundation update Fox
Nothing to add to the written report.
iii. February 2019 financial statements Fox
Hackett asked what we expected for this year budget and if it was roughly the same each year. Fox stated this fiscal year 2018-19 we expect to receive about 4.6% increase in current year tax revenue than 2017-18. In 2017-18, we received an increase of 5.4% current year tax revenue. In 2016-17, we received about [3.8% increase current year tax revenue. Fox stated 2.5% at the meeting.]
iv. Director's report Fox
Nothing to add to the written report.
- VI. Previous business**
i. Contract for legal services (ACTION) Bureker
Janik moved to approve the contract for legal services. Hackett seconded. The motion passed unanimously.
Marsden moved to approve Resolution 2018-19.06, renewing legal services contractors. Hackett

seconded. The motion passed unanimously.

ii. **Approval Bid and Contract for Gardens Maintenance Services (ACTION)**

Bureker

Hackett moved to approve the updated contract for Gardens Maintenance Services. Janik seconded. The motion carried unanimously.

I. New Business

i. **Janitorial Services contract approval (ACTION)**

Bureker

Marsden made a motion to approve the Personal Services Janitorial contract. Janik seconded. The motion carried unanimously.

iii. **Social media policy (ACTION)**

Bureker

Janik made a motion to approve the updated Social Media Policy. Hackett seconded. The motion carried unanimously.

iv. **Library Director Evaluation (ACTION)**

Bureker

Bureker asked if there was any changes. Fox stated she is almost caught up with work that had accumulated during her parental leave, and she plans to give the entire staff an employee satisfaction survey, which was recommended by the board. Marsden made a motion to approve the Library Director Evaluation timeline and evaluation questions. Janik seconded. The motion carried unanimously.

v. **Gardens – light pole discussion**

Fox

Fox stated the light pole in the middle of the gardens area has several large cracks in it. There is also a section which looks like it could break apart off. Fox showed several pictures to the Board.

Schuepbach builders looked at the pole and they said they did not think it would fall over, based upon a pole with a similar design. Building maintenance person, Michael Peterson-Love conducted research and said he thought it was a hazard and pieces of concrete can break away and fall off the pole and it was not worth the risk, especially since water has been seeping into these cracks and we don't know the damage below the surface, or, what is causing it to crack.

Fox stated there is another pole made out of similar materials in the gardens and it does not have cracks in it.

Fox agreed with Peterson-Love's recommendation to remove the pole. The Board also agreed. Fox will contact Peterson-Love for an estimate to remove the pole. If the estimate, is beyond Fox's spending authority, Fox will contact Board President Jean Sheppard for approval and then bring the invoice for formal approval to the next board meeting. Fox will also research the cost of replacement and submit a proposal to the board.

VII. **Agenda items for next meeting**

Bureker

VIII. **Adjournment**

Bureker

The meeting was adjourned at 7:23pm.

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

ORS 192.660 (1) (d) Labor Negotiations

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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
March 31, 2019**

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

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

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

MEMBERS:
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of March 31, 2019, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
April 10, 2019

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2019

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$138,894			\$138,894
Cash with Hood River County	762,863	\$64,887	\$75,380	903,130
Petty cash	416			416
Total Current Assets	902,173	64,887	75,380	1,042,440
TOTAL ASSETS	\$902,173	\$64,887	\$75,380	\$1,042,440

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,851			\$1,851
Total Current Liabilities	1,851	0	0	1,851
Total Liabilities	1,851	0	0	1,851
Fund Balances:				
Unassigned	900,322	64,887	75,380	1,040,589
TOTAL LIABILITIES & FUND BALANCES	\$902,173	\$64,887	\$75,380	\$1,042,440

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2019

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$24,217		\$24,217
Property tax revenues - current year	865,425			865,425
Property tax revenues - prior year	12,162			12,162
Fines and fees	12,490			12,490
Intergovernmental revenue	4,600			4,600
Interest revenue	13,103		\$1,552	14,655
Miscellaneous	2,736			2,736
Total Revenues	<u>910,516</u>	<u>24,217</u>	<u>1,552</u>	<u>936,285</u>
Expenditures:				
Personal services:				
Wages and salaries	315,268	2,929		318,197
Employee benefits	102,601	183		102,784
Total Personal Services	<u>417,869</u>	<u>3,112</u>	<u>0</u>	<u>420,981</u>
Materials and services:				
Bank charges	143			143
Building rental	10,394			10,394
Building maintenance	15,494	3,690		19,184
HVAC	8,599			8,599
Elevator	1,503			1,503
Telephone	4,565			4,565
Internet	3,841			3,841
Collection development	50,304	17,803		68,107
Technology	5,025	5,728		10,753
Accounting and auditing	19,740			19,740
Courier	1,330			1,330
Custodial services	16,827			16,827
Technical services	5,081			5,081
Library consortium	12,271			12,271
Copiers	750			750
Elections expense	0			0
Furniture and equipment	3,409	5,718		9,127
Insurance	8,908			8,908
Georgiana Smith Memorial Garden	21,051			21,051
Legal services	2,940			2,940
Professional services	0			0
Dues and subscriptions	2,535			2,535
Miscellaneous	678			678
Postage and freight	788			788
Printing	356			356
Programs	8,424	16,438		24,862
Advertising	198			198
Supplies - office	9,903	320		10,223
Travel	1,058	44		1,112
Training	1,506			1,506
Board development	2			2
Parking reimbursement	200			200
Electricity	13,544			13,544
Garbage	1,101			1,101
Natural gas	3,578			3,578
Water & sewer - building	3,694			3,694
Total Materials and Services	<u>239,750</u>	<u>49,741</u>	<u>0</u>	<u>289,491</u>
Capital outlay	0	0	26,938	26,938
Total Expenditures	<u>657,619</u>	<u>52,853</u>	<u>26,938</u>	<u>737,410</u>
Revenues Over Expenditures	<u>252,897</u>	<u>(28,636)</u>	<u>(25,386)</u>	<u>198,875</u>
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues and Other Financing Sources (Uses) Over Expenditures	<u>252,897</u>	<u>(28,636)</u>	<u>(25,386)</u>	<u>198,875</u>
Fund Balance - July 1, 2018	647,425	93,523	100,766	841,714
Fund Balance - March 31, 2019	<u>\$900,322</u>	<u>\$64,887</u>	<u>\$75,380</u>	<u>\$1,040,589</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Tax revenues - current	\$3,111	\$865,425	\$876,286
Tax revenues - prior year	963	12,162	15,000
Fines and fees	1,431	12,490	13,500
Interest revenue	1,984	13,103	7,000
Intergovernmental revenue	4,600	4,600	0
Donations	0	0	0
Miscellaneous	0	2,736	0
Total Revenues	<u>12,089</u>	<u>910,516</u>	<u>911,786</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	500	1,678	7,195
Library clerk II	7,651	67,162	97,865
Library assistant I	3,984	38,437	52,294
Library assistant II	7,155	65,834	86,051
Librarian I	5,086	53,454	69,170
Librarian II	4,798	34,533	55,557
Library director	6,246	54,170	74,090
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,577	23,362	32,647
Social security	2,698	24,194	33,830
Workers' compensation	20	162	1,200
Health insurance	6,478	52,829	99,500
Unemployment insurance	317	2,054	5,749
Other employee benefits	0	0	0
Total Personal Services	<u>47,510</u>	<u>417,869</u>	<u>615,148</u>
Materials and services:			
Bank charges	16	143	300
Building rental	1,044	10,394	14,000
Building maintenance	2,368	15,494	15,000
HVAC	1,442	8,599	15,000
Elevator	171	1,503	2,300
Telephone	385	4,565	4,300
Internet	427	3,841	6,400
Collection development	5,519	50,304	78,000
Technology	946	5,025	11,000
Accounting and auditing	0	19,740	26,000
Courier	128	1,330	3,000

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2019

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	1,922	16,827	25,000
Technical services	0	5,081	4,000
Library consortium	0	12,271	12,300
Copiers	75	750	1,400
Elections expense	0	0	3,200
Furniture and equipment	75	3,409	4,000
Insurance	(407)	8,908	12,000
Georgiana Smith Memorial Garden	7,181	21,051	24,000
Legal services	542	2,940	3,000
Dues and subscriptions	127	2,535	4,000
Miscellaneous	(36)	678	1,000
Postage and freight	32	788	1,000
Printing	0	356	500
Programs	877	8,424	20,000
Advertising	21	198	1,500
Supplies - office	864	9,903	15,000
Travel	(111)	1,068	5,000
Training	662	1,506	3,000
Board development	0	2	1,500
Parking reimbursement	200	200	1,000
Electricity	1,420	13,544	21,000
Garbage	123	1,101	1,600
Natural gas	897	3,578	10,000
Water & sewer - building	422	3,694	5,000
Total Materials and Services	<u>27,332</u>	<u>239,750</u>	<u>355,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	0	0	100,000
Total Expenditures	<u>74,842</u>	<u>657,619</u>	<u>1,070,448</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(30,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(30,000)</u>
Change in Fund Balance	<u>(\$62,753)</u>	<u>\$252,897</u>	<u>(\$188,662)</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2019

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Donations and grants	\$1,750	\$24,217	\$225,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>1,750</u>	<u>24,217</u>	<u>225,000</u>
Expenditures:			
Personal services	102	3,112	7,500
Materials and services:	3,446	49,741	150,000
Capital outlay	0	0	112,500
Total Expenditures	<u>3,548</u>	<u>52,853</u>	<u>270,000</u>
Change in Fund Balance	<u><u>(\$1,798)</u></u>	<u><u>(\$28,636)</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2019

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$183	\$1,552	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and Other Sources	<u>183</u>	<u>1,552</u>	<u>26,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	26,938	75,000
Total Expenditures	<u>0</u>	<u>26,938</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$183</u></u>	<u><u>(\$25,386)</u></u>	<u><u>(\$49,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Nine Months Ended March 31, 2019

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	State Grants	CL Branch	Friends of the Library	Makerspace Grant	RTR 2018	RTR 2019	Total
Revenues:											
Donations and grants	\$0	\$0	\$1,700	\$1,745	\$3,000		\$12,800	\$0	\$0	\$4,972	\$24,217
Total Revenues	0	0	1,700	1,745	3,000	0	12,800	0	0	4,972	24,217
Expenditures:											
Personal services:											
Wages and salaries:											
Library clerk II			728				387		1,524		1,911
Library assistant II							290				1,018
Employee benefits:											
Retirement							30		116		146
FICA									2		2
Workers compensation											0
Health insurance							5		29		34
Unemployment insurance											0
Total Personal Services	0	0	728	0	0	0	712	0	1,671	0	3,111
Materials and services:											
Building maintenance			3,691								3,691
Collection development			10,987				3,826		28		17,803
Technology			5,068		2,962		144	517			5,729
Programs			4,534	899		906	7,263	462	2,373		16,437
Furniture and equipment	0		4,578	169		333	621	18			5,719
Office supplies			319								319
Travel					44						44
Total Materials and Services	0	0	29,177	1,068	3,006	1,239	11,854	997	2,401	0	49,742
Capital outlay	0	0	0	0	0	0		0	0	0	0
Total Expenditures	0	0	29,905	1,068	3,006	1,239	12,566	997	4,072	0	52,853
Net Change in Fund Balance	0	0	(28,205)	677	(6)	(1,239)	234	(997)	(4,072)	4,972	(28,636)
Fund Balance - July 1, 2018	825	3,000	79,678	(607)	0	1,304	4,021	997	4,305	0	93,523
Fund Balance - March 31, 2019	\$825	\$3,000	\$51,473	\$70	(\$6)	\$65	\$4,255	\$0	\$233	\$4,972	\$64,867

See Independent Accountants' Compilation Report

Circulation, 2018-19

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Audio	446	504	423	467	380	335	400	383	391				3,729
Video	1,284	1,520	1,324	1,349	1,720	1,775	1,833	1,637	1,628				14,070
Fiction	1,240	1,206	1,063	1,076	923	1,007	1,112	985	1,013				9,625
Large print	73	89	71	62	69	59	63	51	56				593
Nonfiction	987	1,090	950	1,106	958	825	1,156	995	1,077				9,144
Adult Spanish	46	40	36	36	38	40	39	45	69				389
Magazines	138	146	120	117	156	138	145	117	138				1,215
New books	1,157	1,114	1,022	1,079	1,048	972	1,059	899	1,015				9,365
Graphic novels	80	84	38	48	47	33	42	64	43				479
Miscellaneous	12	14	11	34	19	6	45	25	35				201
YA collection	533	438	275	223	256	230	297	229					2,481
YA Spanish	-	-	-	10	17	10	9	5	263				314
Library of Things	0	0	0	0	0	0	0	0	14				
Children's audio	220	212	140	131	138	148	128	127	162				1,406
Children's new books	558	563	455	508	517	382	548	515	589				4,635
Board Books	198	203	106	134	193	123	166	199	187				1,509
Children video	660	763	436	622	768	597	749	601	667				5,863
Children's fiction	1,083	1,067	730	661	576	570	714	597	797				6,795
Children's nonfiction	520	553	472	545	481	315	515	595	541				4,537
Children's Magazines	-	-	-	3	12	6	15	3	13				52
Picture books	864	913	705	729	763	602	749	806	804				6,935
Readers	658	489	371	417	328	210	412	312	450				3,647
Read Along	-	-	-	51	37	51	52	29	64				284
Holiday books	16	25	68	159	217	321	72	35	52				965
Children's graphic novels	508	621	291	275	299	313	384	359	405				3,455
Children's Spanish	170	220	205	168	166	146	268	166	187				1,696
Children's Miscellaneous	-	-	-	86	88	112	120	79	82				567
Theme bags & book kits	7	10	8	18	15	5	4	6	12				85
TOTAL	11,458	11,884	9,320	10,114	10,229	9,331	11,096	9,864	10,754				94050

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	11	15	15	18	20	12	17	11	4				123
Video	63	121	140	68	93	76	86	56	53				756
Fiction	35	53	35	32	25	26	34	28	42				310
Large print	0	6	3	3	13	6	15	3	1				50
Nonfiction	16	14	18	19	10	13	12	10	14				126
Spanish	0	0	0	2	0	0	0	0	1				3
Magazines	3	0	1	1	1	0	0	0	0				6
New books	16	22	24	35	33	19	31	16	22				218
Graphic novels	3	1	0	1	3	1	2	0	0				11
Miscellaneous	0	0	0	0	0	0	0	0	0				0
Library of Things	0	0	0	0	0	0	0	0	0				
Young adult collection	15	8	8	20	18	9	19	7	0				104
YA Spanish	-	-	-	0	0	0	0	0	10				10
Children's audio	4	4	1	1	3	1	0	0	0				14
Children's new books	7	10	5	11	13	19	14	15	1				95
Board Books	15	10	10	13	10	11	4	6	18				97
Children video	36	24	22	32	26	8	29	47	20				244
Children's fiction	14	15	18	18	9	16	5	10	32				137
Children's nonfiction	26	7	4	2	5	12	18	16	24				114
Children's Magazines	-	-	-	1	0	0	0	0	12				13
Picture books	24	35	30	20	30	13	42	40	0				234
Readers	0	9	22	16	4	1	5	4	66				127
Read Along	-	-	-	0	0	0	0	2	4				6
Holiday books	2	5	3	7	11	15	14	5	0				62
Children's graphic novels	10	4	6	2	0	1	2	3	4				32
Children's Spanish	2	0	0	2	0	0	0	0	4				8
Children's Miscellaneous	-	-	-	4	4	4	0	0	2				14
Theme bags & book kits	0	0	0	0	0	0	0	0	0				0
TOTAL	302	363	365	328	331	263	349	279	334				2914

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	0	5	3	6	7	13	1	1	9				45
Video	44	34	28	26	11	70	26	11	17				267
Fiction	33	27	23	37	17	25	25	17	38				242
Large print	1	1	1	0	1	0	1	0	0				5
Nonfiction	26	25	34	35	44	33	43	29	37				306
Adult Spanish	8	3	6	5	1	0	3	2	6				34
Magazines	2	0	0	2	1	2	0	0	0				7
New books	19	19	21	15	13	0	15	8	23				133
Graphic novels	0	1	1	3	2	0	1	0	2				10
Miscellaneous	0	0	0	0	0	0	0	0	0				0
Library of Things	0	0	0	0	0	0	0	0	0				
YA collection	6	6	8	9	9	7	6	3	11				65
YA Spanish	-	-	-	4	1	2	1	1	0				9
Children's audio	3	6	1	1	3	2	0	0	5				21
Children's new books	29	26	15	16	13	12	11	11	16				149
Board Books	3	4	8	8	5	17	6	3	14				68
Children video	51	38	33	15	28	49	26	18	37				295
Children's fiction	82	80	31	14	15	11	13	8	30				284
Children's nonfiction	22	29	15	12	15	9	8	6	28				144
Children's Magazines	-	-	-	0	0	0	2	0	0				2
Picture books	51	64	41	17	25	42	30	41	70				381
Readers	51	44	20	17	15	2	16	16	24				205
Read Along	-	-	-	0	0	0	0	0	1				1
Holiday books	1	0	0	0	8	3	0	3	0				15
Children's graphic novels	32	18	7	14	2	8	6	6	20				113
Children's Spanish	6	14	3	18	9	18	0	0	21				89
Children's Miscellaneous	-	-	-	2	4	2	5	5	0				18
Theme bags & book kits	0	0	0	0	0	0	0	0	0				0
TOTAL	470	444	299	276	249	327	245	189	409				2908

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Audio	457	524	441	491	407	360	418	395	404				3,897
Video	1,391	1,675	1,492	1,443	1,824	1,921	1,945	1,704	1,698				15,093
Fiction	1,308	1,286	1,121	1,145	965	1,058	1,171	1,030	1,093				10,177
Large print	74	96	75	65	83	65	79	54	57				648
Nonfiction	1,029	1,129	1,002	1,160	1,012	871	1,211	1,034	1,128				9,576
Adult Spanish	54	43	42	43	39	40	42	47	76				426
Magazines	143	146	121	120	158	140	145	117	138				1,228
New books	1,192	1,155	1,067	1,129	1,094	991	1,105	923	1,060				9,716
Graphic novels	83	86	39	52	52	34	45	64	45				500
Miscellaneous	12	14	11	34	19	6	45	25	35				201
Library of Things	0	0	0	0	0	0	0	0	1				
YA collection	554	452	291	252	283	246	322	239	11				2,650
YA Spanish	0	0	0	14	18	12	10	6	273				333
Children's audio	227	222	142	133	144	151	128	127	167				1,441
Children's new books	594	599	475	535	543	413	573	541	606				4,879
Board Books	216	217	124	155	208	151	176	208	219				1,674
Children video	747	825	491	669	822	654	804	666	724				6,402
Children's fiction	1,179	1,162	779	693	600	597	732	615	859				7,216
Children's nonfiction	568	589	491	559	501	336	541	617	593				4,795
Children's Magazines	0	0	0	4	12	6	17	3	25				67
Picture books	939	1,012	776	766	818	657	821	887	874				7,550
Readers	709	542	413	450	347	213	433	332	540				3,979
Read Along	0	0	0	51	37	51	52	31	69				291
Holiday books	19	30	71	166	236	339	86	43	52				1,042
Children's graphic novels	550	643	304	291	301	322	392	368	429				3,600
Children's Spanish	178	234	208	188	175	164	268	166	212				1,793
Children's Miscellaneous	0	0	0	92	96	118	125	84	84				599
Theme bags & book kits	7	10	8	18	15	5	4	6	12				85
	12,230	12,691	9,984	10,718	10,809	9,921	11,690	10,332	11,484				99,858

Interlibrary loans, 2018-19

Hood River

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,054	1,098	1,060	1,069	984	940	1,221	1,259	1,390				10,075
Borrowed from Sage	1,024	1,044	952	993	910	926	1,065	949	1,053				8,916
<i>Sage difference</i>	30	54	108	76	74	14	156	310	337	0	0	0	1,159

Cascade Locks

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	90	88	78	84	59	58	108	109	95				769
Borrowed from Sage	53	63	48	39	45	56	59	59	52				474
<i>Sage difference</i>	37	25	30	45	14	2	49	50	43	0	0	0	295

Parkdale

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	24	26	49	26	11	25	22	29	37				249
Borrowed from Sage	43	42	110	40	34	34	41	28	39				411
<i>Sage difference</i>	-19	-16	-61	-14	-23	-9	-19	1	-2	0	0	0	-162

Districtwide

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Checked out by Sage	1,168	1,212	1,187	1,179	1,054	1,023	1,351	1,397	1,522	0	0	0	11,093
Borrowed from Sage	1,120	1,149	1,110	1,072	989	1,016	1,165	1,036	1,144	0	0	0	9,801
<i>Sage difference</i>	48	63	77	107	65	7	186	361	378	0	0	0	1,292
Loaned out to non-Sage	0	9	5	5	0	3	7	3	3				35
Borrowed from non-Sage	2	6	5	1	1	0	6	8	2				31
<i>Non-Sage difference</i>	-2	3	0	4	-1	3	1	-5	1	0	0	0	4

Computer use, 2018-19

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

Computer sessions

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Hood River	498	504	483	430	495	378	468	346	268				3,870
Cascade Locks	21	28	35	32	39	42	54	29	75				355
Parkdale	18	19	16	15	17	16	23	7	N/A				131
TOTAL	537	551	534	477	551	436	545	382	343	0	0	0	4,356

Electronic resource use, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Ancestry													
<i>Searches</i>	47	29	31	0	5	9	0	N/C	N/C				121
Auto Repair Ref Ctr													0
<i>Database sessions</i>	17	0	7	0	0	0	0	0	0				24
<i>Regular sessions</i>	12	0	2	0	0	0	0	0	0				14
<i>Full text sessions</i>	41	0	20	0	0	0	0	0	0				61
Facebook													
<i>Posts</i>	58	23	16	26	34	25	30	42	20				274
<i>Post reach</i>	11,755	2,176	2,436	6,104	8,495	5,714	7,376	10,130	4,191				58,377
<i>Post engagement</i>	566	105	66	326	2,872	270	1,488	893	143				6,729
<i>Total likes</i>	1,511	1,519	1,525	1,531	1,534	1,535	1,540	1,554	1,569				0
Gale databases													
<i>In library sess.</i>	0	40	39	77	77	2	0	116	5				356
<i>Remote sess.</i>	1	1	78	1	40	192	40	121	47				521
<i>Full text</i>	0	0	3	2	2	6	4	57	1				75
<i>Searches</i>	2	161	118	80	273	232	157	1,623	60				2,706
hoodriverlibrary.org													
<i>Users</i>	2,498	2,696	2,284	2,531	2,204	2,210	2,622	2,505	2,626				22,176
<i>Sessions</i>	2,959	3,161	2,641	2,937	2,526	2,536	3,012	2,845	2,940				25,557
<i>New visitors</i>	1,286	1,472	1,142	1,314	1,150	1,153	1,367	1,262	1,450				11,596
<i>Returning visitors</i>	1,673	1,689	1,499	1,623	1,376	1,383	1,645	1,583	1,490				13,961
Instagram													
<i>Posts</i>	12	12	8	8	19	11	6	10	7				93
<i>Post feedback</i>	69	189	135	100	317	170	135	170	140				1,425
<i>Followers</i>	540	564	587	601	609	635	649	658	686				5,529
LearningExpress													
<i>Registrations</i>	0	0	1	0	1	1	5	4	0				12
<i>Session</i>	0	0	1	0	1	1	2	3	1				9
Library2go													
<i>ebooks</i>	543	515	570	583	514	547	622	629	599				5,122
<i>Audiobooks</i>	559	601	550	608	582	536	631	206	559				4,832
Newsletter													
<i>Subscribers</i>	944	944	942	941	939	935	934	933	933				
<i>Messages sent</i>	1	1	1	1	1	2	2	2	2				13
<i>Opened</i>	47.0%	44.0%	45.0%	48.0%	49.0%	44.0%	44.0%	41.0%	42.0%				

<i>Click rate</i>	9.0%	7.0%	9.0%	7.0%	7.0%	13.0%	6.0%	9.0%	9.2%	
Pronunciator										
<i>Registrations</i>	5	18	1	2	0	0	7	6	0	39
<i>Logins</i>	5	13	12	4	1	0	7	2	3	47
TumbleBooks										
<i>Book views</i>	15	18	15	46	14	43	6	1	8	166
Twitter										
<i>Tweets</i>	0	1	8	4	8	2	1	0	0	24
<i>Impressions</i>	101	173	1,415	1,124	1,309	842	619	747	0	6,330
<i>Mentions</i>	1	1	0	0	0	0	0	0	0	2
<i>Total followers</i>	600	599	594	595	596	602	602	604	603	

Patron statistics, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Used card in last month	2,131	2,232	2,333	2,022	1,984	1,883	2,101	1,887	2,118				18,691
New patrons	97	97	143	97	96	77	135	64	81				887
<i>Hood River</i>	55	55	109	67	77	57	99	48	56				623
<i>Cascade Locks</i>	9	9	4	5	5	2	10	3	2				49
<i>Odell</i>	1	0	0	1	0	2	9	0	1				14
<i>Parkdale</i>	7	6	5	6	6	4	0	5	4				43
<i>MIX libraries</i>	21	15	15	13	5	9	9	4	9				100
<i>Sage libraries</i>	4	11	10	5	3	3	3	3	8				50
<i>Passport librarie</i>	0	0	0	0	0	0	0	0	0				0
<i>Other</i>	0	1	0	0	0	0	5	1	1				8

Metropolitan Interlibrary eXchange (MIX) statistics, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Circulation													
First circs	451	451	401	400	490	464	523	515	388	0	0	0	4,083
Camas	0	0	0	0	0	0	0	0	0				0
Clackamas Co.	4	8	3	2	0	0	0	0	1				18
Fort Vancouver	406	358	359	324	385	382	462	456	354				3,486
Multnomah Co.	41	73	32	59	29	46	44	45	33				402
Washington Co.	0	12	7	15	76	36	17	14	0				177
Renewals	236	205	253	162	120	270	250	260	261	0	0	0	2,017
Camas	0	0	0	0	0	0	0	0	0				0
Clackamas Co.	0	4	0	0	2	2	0	0	8				16
Fort Vancouver	200	170	188	139	98	247	224	219	207				1692
Multnomah Co.	35	29	63	8	18	11	6	40	22				232
Washington Co.	1	2	2	15	2	10	20	1	24				77
TOTALS	687	656	654	562	610	734	773	775	649	0	0	0	6100

Program statistics, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Adult programs													
<i>Number</i>	12	6	7	20	4	5	10	5	7				76
<i>Attendees</i>	59	376	76	252	54	60	223	71	207				1,378
Teen programs													
<i>Number</i>	9	9	6	8	4	8	5	6	7				62
<i>Attendees</i>	55	24	48	107	36	54	21	14	56				415
Kids programs													
<i>Number</i>	29	32	29	24	20	22	22	27	26				231
<i>Attendees</i>	2,131	2,055	989	1,587	347	955	829	1,379	1,841				12,113
TOTAL													
<i>Number</i>	50	47	42	52	28	35	37	38	39				369
<i>Attendees</i>	2,245	2,455	1,113	1,946	437	1,069	1,073	1,464	2,104				13,906

People counter statistics, 2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cascade Locks													
<i>Patrons</i>	115	279	192	219	220	193	225	169	272				1,884
Parkdale													
<i>Patrons</i>	279	276	182	215	135	117	105	105	N/A				1,414
Odell													
<i>Patrons</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	29				29

Program statistics, March 2019

Event	Cosponsor(s)	Location	Date	Attendees
ADULT PROGRAMS				
GED	GED/CGCC	Odell	March 4th, 11th, 18 th	13
HRR: Kickoff	Friends		March 7	75
Balance For Better	Soroptimists		March 8	95
HRR: Hells Canyon	Friends		March 16	55
Author Reading Wardell			March 21	12
Senior Centers	Various			32
HRR: Makerspace: Wooly animals			March 30	13
Adult total				207
TEEN PROGRAMS				
LTC		Hood River	March 2,9,23,30	17
Land of Stories Trivia Challenge		Hood River	March 15	18
Bath Bombs		Hood River	March 23	14
Teen Movie Night		Hood River	March 30	7
Teen Total				56
KIDS PROGRAMS				
<i>Hora de Cuentos</i>	Radio Tierra	Hood River Co	March 5 th , 12 th , 19 th	1500
Wy'East Story Time		HR	March 1	4
CL Story Time		CL	March 6	12
Head Start Visit to the Library		HR	March 6	18
Preschool Story Time		HR	March 7	15
Infant/Toddler Story Time		HR	March 7	10
Parkdale Story Time		PK	March 8	8
Wy'East Story Time		HR	March 8	5
CL Story Time		CL	March 13	9
Rinconcito		HR	March 13	5
May Street Choir Event	May Street Elem.	HR	March 13	50
Preschool Story Time		HR	March 14	27
Infant/Toddler Story Time		HR	March 14	15
CL Story Time		CL	March 20	15

Rinconcito		HR	March 20	2
Lego Club		HR	March 20	3
Preschool Story Time		HR	March 21	26
Infant/Toddler Story Time		HR	March 21	14
Wy'East Story Time		HR	March 22	5
Parkdale Story Time		PK	March 22	2
Cascade Locks Flower Event		CL	March 27	10
Tintin Party		HR	March 27	55
Parkdale Flower Event		PK	March 29	12
LEX		OD/HR	March 30	19
Kids Total				1,841
Pop-Up Library	Mid Vally Com Chu Odell		March 2	3
Pop-Up Library	Mid Vally Com Chu Odell		March 9	12
Pop-Up Library	Mid Vally Com Chu Odell		March 16	8
Pop-Up Library	Mid Vally Com Chu Odell		March 23	1
Pop-Up Library	Mid Vally Com Chu Odell		March 30	5
Pop-Up Total				29

N.C.C.

NORTHWEST CONTROL COMPANY, INC.

8750 SE McLoughlin Blvd, Milwaukie OR 97222 Phone:
503-656-9205 Fax: 503-656-7609

Proposal

Customer:

Hood River County Library
582 State Street
Hood River, OR 97031

RE:

Trane unit compressor replacement

Date	Proposal #
April 9, 2019	

Scope of Work
<ul style="list-style-type: none"> ➤ 1 Trane OEM compressors CSHA-140A-0, braze connections, mineral oil, crankcase heater, and contactor. Liquid line dryer ➤ Compressor under warranty ➤ Recovery of all old refrigerant and reuse ➤ Disconnection of the old compressor ➤ Get old compressor out of the unit and move access the roof to the lower level, get the crane to lift the new compressors up and the old one down ➤ Get the new compressor up and into the unit ➤ Add mechanical lockout for the two compressors so that the AC doesn't run when not needed based on outside air temp of the liquid line filter core shell, and the compressor contactors, this will be a DDC Bac Net controller that can be added to the DDC front end latter stand alone for now. ➤ Reconnection of the compressors ➤ Leak check the system ➤ Pull vacuum on the system ➤ Charge with recovered R427A refrigerant ➤ Start up and check out ➤ All work to be done during normal business hours ➤ One-year compressor warranty and 30 days labor from NCC

Total excludes taxes, credit card fees and third party billing fees. **TOTAL:** -----\$14,975.00

THIS CONTRACT IS VOID 30 DAYS FROM PROPOSAL DATE UNLESS SIGNED AND RETURNED TO BIDDER CONTRACTOR'S GUARANTEE

We guarantee all material used in this contract to be specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations, requiring extra labor or material, will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workers are not recognized. We comply with all workers compensation and property damage liability insurance laws.

Date:	Signed:
-------	---------

ACCEPTANCE OF BID

The above specifications, terms, and contract are satisfactory, and (I/we) hereby authorize the performance of their work.

	Signed:
--	---------

Northwest Control Company Terms and Conditions

Acceptance of Terms

By requesting and authorizing service from Northwest Control Company to perform service on your building, your company has agreed to the following terms and conditions listed below.

Service Work and Billable Charges

All service work will be billed at Time and Material unless a proposal has been signed by both parties. All on-site Service Work is subject to a Truck Charge per technician per day. Service sites located outside the Portland/Metro OR Bend area are billed per mile. Minimum Charges: one (1) hour for on-site service call and 1/2 hour for remote service calls. Diagnostic time and trouble shooting time is billable at standard rates. Emergency Calls/Afterhours: are billed at a Labor Rate of time-and-half; Holidays are billed at Double Time. Labor is paid on a port-to-port basis. Scheduled Service on Sunday is billed at Double Time.

Site Access and Safety

The client will provide reasonable means of access to all equipment. NCC will be free to start and stop all primary equipment incidentals to the operation of the mechanical system(s) as arranged with the client's representative. Customer is responsible for providing or securing equipment necessary to access equipment including but not limited to scissor lifts, scaffoldings and ladders. The Customer will ensure that NCC personnel or representatives are provided a safe and secure work environment at all times while they are onsite to enable work to be carried out.

Payment Terms

Payment Terms are Net 30 for approved applicants. Past due accounts will be subject to an 18 percent annual finance charge. Credit Cards: A processing fee of four (4) percent will be applied for credit card payments. Third Party Billing: Customers utilizing third-party-billing portals will be billed per hour for set-up and enrollment at the standard Administrative Labor Rate. Invoices will be subject to a flat Administrative Fee as well as any actual costs incurred by NCC to submit invoices. Customer shall not be entitled to withhold from, set off against or otherwise reduce any payments unless agreed upon in writing by a Corporate Officer of NCC.

Warranty

LIMITED WARRANTY: All materials, parts, and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by NCC is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company. It is agreed that, in providing the system or services, NCC is not an insurer, and does not guarantee that no damage or injury to persons or property will occur. NCC's responsibility for damage or injury to persons or property that may be caused by or arise through furnishing, installing, maintaining, servicing, monitoring or performing any obligation under the agreement will be limited only to losses proximately caused by NCC's negligence. IN NO EVENT WILL WE BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL, SPECULATIVE OR REMOTE DAMAGES. NCC warrants that the work performed hereunder shall be done in a work like manner and shall be of workmanlike quality. NCC's liability depends upon proper operation and maintenance by Customer, NCC is not liable if the defect or failure is caused or contributed to, by accident, alteration, improper use or abuse by Customer or others.

Limitation of Liability

NCC or its Subcontractors or vendors shall never be liable in contract, tort, negligence, strict liability, warranty or otherwise for any special, indirect, incidental or consequential damages, such as, but limited to loss of anticipated profits or revenue, loss of use of power system, nonoperation or increased expense of operation of other equipment, cost of capital, cost of purchased or replacement power, or claims of your customers for service interruptions. Your remedies contained in this Contract are exclusive. Our liability with respect to any contract or anything done in connection with any contract or from the manufacture, sale, delivery, resale, installation, or technical consultation, repair, replacement or use of any equipment covered by or furnished under this Contract whether in contract, in tort, in warranty, in strict liability, or otherwise, shall not exceed the purchase price.

Cancellation

Customer must provide ten (10) business days advance written notice of any cancellation. It is agreed that it would be difficult to calculate the actual damages related to any cancellation of this Contract. Therefore, in the event of cancellation, both parties have agreed that as a liquidated damage amount, not as a penalty, the Customer will pay ten (10) percent of the total price of the Contract as reimbursement for administrative expenses incurred in preparation for our performance under the Contract plus actual expenses incurred and/or which have been committed on the Customers behalf. Dates
All specified dates shall be interpreted as "estimated dates" and in no event shall any date be construed as falling within the legal meaning of "time is of the essence."

Delays

NCC will not be liable for damages caused by delay in installation or interrupted service due to weather, fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, vandalism, war, act of God or any other cause beyond NCC's reasonable control.

Protection of Equipment

When equipment is ready for delivery and delivery is delayed or postponed by Customer for any cause, then Customer shall arrange for storage of the equipment and shall assume the risk of loss or damage and shall be responsible for any charges in connection with storage and reconditioning.

Notices

All notices given under this Contract shall be in writing and shall be deemed received when delivered in person to a corporate official of with party, sent via email with receipt confirmation or mailed by certified mail to the party address specified below or at such address supplied by Customer on Set-Up Form and/or Purchase Orders. Notices to NCC shall be sent to the following address: Northwest Control Company PO Box 22919 Milwaukie OR 97269.

Compliance with Law

NCC shall comply with all laws applicable to the duties in the performance of this Contract including the Fair Labor Standards Act, as amended, the non-discrimination provisions of Executive Order 11246, as amended and the Occupational Safety and Health Act of 1970, as amended.

Governing Laws and Jurisdiction

Both parties agree that this Contract shall be construed and the rights and liabilities of the parties determined by the laws of the State of Oregon. The parties agree to exclusive venue and jurisdiction of courts within the State of Oregon for all actions, proceeding, claims, counterclaims, or cross claims arising directly or indirectly in connection with, out of, or related to this agreement. The parties further agree they waive any right that may have to transfer or change the venue of any litigation brought in accordance with these terms.

Resolution No. 2018-19.07

Correction Budget fiscal year 2018-19

WHERE AS, Hood River County Library District needs to correct an error in the budget resulting from a transfer to the Capital Reserve Fund from the General Fund listed at \$30,000. The transferred amount was actually \$25,000. The corrected transfer amount will change total expenditures in the General Fund from \$ 1,100,448 to \$1,095,448 and the Unappropriated Ending Fund Balance from \$414,338 to \$419,338.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Hood River County Library District move to approve this budget correction.

Adopted this 16th day of April 2019.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary

GENERAL FUND
Resources

Hood River County Library District

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD actuals 3/31/18					
1	597,340	597,340	807,890	515,000	Available cash on hand	615,000	615,000	615,000
2	23,619	23,619	10,035	15,000	Previously levied taxes estimated to be received	15,000	15,000	15,000
3	4,565	4,565	3,938	4,000	Interest	7,000	7,000	7,000
4	13,061	13,061	10,224	12,000	Fines and fees	13,500	13,500	13,500
5	-	-	-	82,945	Donations	-	-	-
6	-	-	-	-	- Intergovernmental revenue	-	-	-
7	-	-	-	-	- Miscellaneous revenue	-	-	-
8								
9	638,585	638,585	832,087	628,945	Total resources, except taxes to be levied	650,500	650,500	650,500
10				834,953	Taxes estimated to be received	876,286	876,286	876,286
11	788,107	788,107	783,678		Taxes collected in year levied			
12	1,426,692	1,426,692		1,463,898	TOTAL RESOURCES	1,526,786	1,526,786	1,526,786

GENERAL FUND
Detailed Requirements

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2018-19			
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Correction
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018						
					LIBRARY OPERATIONS				
1					PERSONAL SERVICES				
2					Salaries				
3	4,979	5,788	4,434	6,858	Library Clerk I	7,195	7,195	7,195	7,195
4	71,363	75,799	65,355	88,353	Library Clerk II	97,865	97,865	97,865	97,865
5	81,946	49,923	32,156	48,751	Library Assistant I	52,294	52,294	52,294	52,294
6	83,810	102,124	66,730	89,302	Library Assistant II	86,051	86,051	86,051	86,051
7	30,751	50,372	46,572	65,957	Librarian I	69,170	69,170	69,170	69,170
8	41,581	44,621	39,662	52,998	Librarian II	55,557	55,557	55,557	55,557
9	76,065	65,630	52,877	70,658	Library Director	74,090	74,090	74,090	74,090
10	390,495	394,257	307,786	422,877	<i>Total Salaries</i>	442,222	442,222	442,222	442,222
11									
12					Benefits				
13	27,775	33,253	24,402	34,364	Retirement	32,647	32,647	32,647	32,647
14	27,860	32,239	23,437	32,350	FICA	33,830	33,830	33,830	33,830
15	1,122	2,607	(97)	1,500	Workers' compensation insurance	1,200	1,200	1,200	1,200
16	66,258	68,074	54,236	99,000	Health insurance	99,500	99,500	99,500	99,500
17	4,666	5,300	3,412	5,497	Unemployment insurance	5,749	5,749	5,749	5,749
18	127,681	141,473	105,390	172,711	<i>Total benefits</i>	172,926	172,926	172,926	172,926
19				-					
20	518,176	535,730	413,176	595,588	TOTAL PERSONAL SERVICES	615,148	615,148	615,148	615,148
21					Total Full Time Equivalent (FTE)*	11.075	11.075	11.075	11.075
					LIBRARY OPERATIONS				

22					MATERIALS AND SERVICES				
23	193	265	83	250	Bank charges	300	300	300	300
24	3,700	4,800	5,375	9,000	Building rental	14,000	14,000	14,000	14,000
25	11,627	6,696	7,111	15,000	Building maintenance	15,000	15,000	15,000	15,000
26	11,691	14,057	10,875	12,000	HVAC	15,000	15,000	15,000	15,000
27	1,830	2,090	1,460	2,000	Elevator	2,300	2,300	2,300	2,300
###	4,819	3,602	2,879	4,000	Telephone	4,300	4,300	4,300	4,300
###	5,099	5,121	3,900	5,500	Internet	6,400	6,400	6,400	6,400
###	77,905	66,889	41,798	62,000	Collection development	78,000	78,000	78,000	78,000
###	4,911	8,073	4,068	10,000	Technology	11,000	11,000	11,000	11,000
###	29,300	21,612	16,475	25,000	Accounting and auditing	26,000	26,000	26,000	26,000
###	1,475	2,121	1,164	3,000	Courier	3,000	3,000	3,000	3,000
###	20,891	22,879	16,407	24,000	Custodial services	25,000	25,000	25,000	25,000
###	3,015	2,927	3,562	4,000	Technical services	4,000	4,000	4,000	4,000
###	11,340	11,567	11,914	12,000	Library consortium	12,300	12,300	12,300	12,300
###	976	1,240	722	1,500	Copiers	1,400	1,400	1,400	1,400
###	-	3,063	-	-	Elections	3,200	3,200	3,200	3,200
###	3,167	1,513	561	2,000	Furniture and equipment	4,000	4,000	4,000	4,000
###	4,254	10,874	8,192	11,500	Property and liability insurance	12,000	12,000	12,000	12,000
###	16,472	28,539	16,847	21,000	Georgiana Smith Memorial Gardens	24,000	24,000	24,000	24,000
###	2,575	2,815	1,788	3,000	Legal Services	3,000	3,000	3,000	3,000
###	12,307	-	96	-	Professional services	-	-	-	-
###	3,323	3,393	2,456	4,000	Membership dues	4,000	4,000	4,000	4,000
###	451	3,417	516	1,000	Miscellaneous	1,000	1,000	1,000	1,000
###	685	846	657	1,000	Postage/freight	1,000	1,000	1,000	1,000
###	659	607	145	1,000	Printing	500	500	500	500
###	18,727	22,028	7,631	20,000	Programs	20,000	20,000	20,000	20,000
###	1,154	635	342	1,000	Advertising	1,500	1,500	1,500	1,500
###	13,477	14,088	9,055	15,000	Office supplies	15,000	15,000	15,000	15,000
###	5,759	5,385	1,988	5,000	Travel	5,000	5,000	5,000	5,000
###	1,546	1,472	2,520	1,500	Training	3,000	3,000	3,000	3,000
###	1,127	-	614	1,500	Board development	1,500	1,500	1,500	1,500
###	-	-	400	1,000	Parking reimbursement	1,000	1,000	1,000	1,000
###	17,203	17,717	14,779	20,000	Electricity	21,000	21,000	21,000	21,000
###	1,387	1,804	1,080	1,500	Garbage	1,600	1,600	1,600	1,600
###	5,497	5,729	4,017	10,000	Natural gas	10,000	10,000	10,000	10,000
###	4,173	4,259	4,034	4,700	Water and sewer (building)	5,000	5,000	5,000	5,000
###									
###	302,715	302,123	205,511	314,950	TOTAL MATERIALS & SERVICES	355,300	355,300	355,300	355,300

###									
###	50,000	40,000	28,000	28,000	TRANSFER TO CAPITAL RESERVE	30,000	30,000	30,000	25,000
###									
###	-	-	-	100,000	CONTINGENCY	100,000	100,000	100,000	100,000
###									
###	870,891	877,853	646,687	1,038,538	Total expenditures	1,100,448	1,100,448	1,100,448	1,095,448
###									
###		3,499	3,499	13,400	Vacation Reserve	12,000	12,000	12,000	12,000
###	555,801	533,024			Ending Balance (Prior Years)				
###				411,960	UNAPPROPRIATED ENDING FUND BALANCE	414,338	414,338	414,338	419,338
###	1,426,692	1,410,877		1,463,898	TOTAL REQUIREMENTS	1,526,786	1,526,786	1,526,786	1,526,786

CAPITAL EQUIPMENT RESERVE FUND
Resources and Requirements

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

Fund review year: 2021

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	97,830	103,636	99,095	100,000	Cash on hand	95,000	95,000	95,000
3	654	804	1,169	400	Interest	1,000	1,000	1,000
4	50,000	40,000	28,000	28,000	Transfer from General Fund	25,000	25,000	25,000
5								
6	148,484	144,440	128,264	128,400	TOTAL RESOURCES	121,000	121,000	121,000
7								
8					REQUIREMENTS			
9	44,848	41,445	3,900	60,000	Capital outlay	75,000	75,000	75,000
10								
11	103,636	102,995			Ending balance (prior years)			
12				68,400	RESERVED FOR FUTURE EXPENDITURE	46,000	46,000	46,000
13	148,484	144,440		128,400	TOTAL REQUIREMENTS	121,000	121,000	121,000

SPECIAL FUND
Resources and Requirements
GRANTS FUND

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	62,010	88,140	51,396	45,000	Cash on hand	45,000	45,000	45,000
3	33,062	7,292	8,583	150,000	Grants (specific purposes)	100,000	100,000	100,000
4	17,674	6,850	10,800	15,000	Friends of the Library donations	20,000	20,000	20,000
5	60,045	2,017	50,433	85,000	Library Foundation donations	100,000	100,000	100,000
6	-	-	-	2,000	Pat Hazelhurst Fund donations	5,000	5,000	5,000
7								
8	172,791	104,299	121,212	297,000	TOTAL RESOURCES	270,000	270,000	270,000
9								
10					REQUIREMENTS			
11					Personal services			
12					- <i>Salaries</i>			
13	12,210	69	-		- Library Assistant II	2,000	2,000	2,000
				1,000	Clerk I	5,000	5,000	5,000
1	1,099	-			<i>Benefits</i>			
2	930	-			- Retirement	-	-	-
3	3,408	-			- Health insurance	-	-	-
4								
5	204	-			- Other personal services	500	500	500
6								
7	17,851	69	-	1,000	Total personal services	7,500	7,500	7,500
8								
9					Materials and services			
10	12,479	15,414	17,283	29,000	Collection development	30,000	30,000	30,000
11	-	-	-	7,000	Technology	15,000	15,000	15,000
12	11,214	9,105	12,600	15,000	Programs	25,000	25,000	25,000
13	4,684	5,199	25,756	55,000	Furniture and equipment	40,000	40,000	40,000
14	12,964	9,896	13,217	44,000	Other materials and services	40,000	40,000	40,000
15								
16	41,341	39,614	68,856	150,000	Total materials and services	150,000	150,000	150,000

17								
18	25,459	13,220	-	146,000	Capital outlay	112,500	112,500	112,500
19								
20	88,140	51,396			Ending balance (prior years)			
21				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
22	172,791	104,299		297,000	TOTAL REQUIREMENTS	270,000	270,000	270,000

SAGE LIBRARY SYSTEM FUND
Resources and Requirements

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2018-19		
	Actual			Adopted Budget This Year 2017-18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2015-16	First Preceding Year 2016-17	YTD 3/31/2018					
1					RESOURCES			
2	-	3,878	-	-	Cash on hand	-		
3	56,839	46,459	-	-	Intergovernmental revenue	-		
4								
5	56,839	50,337	-	-	TOTAL RESOURCES			
6								
7					REQUIREMENTS			
8					Personal Services			
9					<i>Salaries</i>			
10	39,876	35,660	-	-	Librarian I	-		
11								
12					<i>Benefits</i>			
13	3,885	2,884	-	-	Retirement	-		
14	3,028	2,706	-	-	FICA	-		
15	102	27	-	-	Workers' compensation insurance	-		
16	4,958	3,331	-	-	Health insurance	-		
17	513	403	-	-	Unemployment insurance	-		
18								
19	52,362	45,011	-	-	Total personal services	-		
20								
21					Materials and services			
22	-	-	-	-	Membership dues	-		
23	599	-	-	-	Travel	128		
24	-	128	-	-	Training	-		
25	-	-	-	-	Other materials and services	-		
26								
27	599	128	-	-	Total materials and services	-		
28								
29	-	-	-	-	Contingency	-		
30								
31	599	-			Ending balance (prior years)			

32				- UNAPPROPRIATED ENDING FUND BALANCE	-		
33	52,961	45,139		- TOTAL REQUIREMENTS	-		

**REVOCABLE LICENSE TO USE REAL PROPERTY
FOR UTILITY PURPOSES**

PARTIES: Hood River County Library District (“Owner”)
502 State Street
Hood River, OR 97031

Hood River Electric Cooperative (“Licensee”)
PO Box 125
Odell, OR 97044

RECITALS

- A. The Owner has control and use of real property in Hood River, Oregon, known as the Hood River County Library with the street address of 502 State Street, Hood River, Oregon (the “Property”).
- B. Licensee desires to construct and maintain a conduit for utility purposes across the Property to serve an adjacent property with the street address of 212 4th Street, Hood River, Oregon.
- C. Owner desires to allow Licensee to use the Property for such use.

NOW, THEREFORE, in consideration of the mutual covenants and agreements between them, the parties hereto agree by and between themselves as follows:

- 1. **Grant of License.** The Owner hereby grants to Licensee for the uses specified in this Agreement and subject to the terms and conditions of this Agreement, a license for use of the Property as shown on Exhibit “A” attached hereto and thereby incorporated herein.
- 2. **Term of License.** This License shall commence upon mutual execution of the Agreement and shall remain in effect until terminated in accordance with the terms in Section 11 of this Agreement.
- 3. **Use.** Licensee shall only use the Property for installation and maintenance of a utility conduit. Licensee shall not erect any improvements on the Property other than those specified in this License.
- 4. **Use by the Owner.**
 - 4.1 Owner and Licensee agree that the License herein granted does not convey any right or interest in the Property, except for the purpose stated herein.
 - 4.2 Owner and Licensee agree that this License is subject to and subordinate to all easements, conditions, agreements and restrictions affecting the Property and existing as of the date of this Agreement.

5. **Condition, Maintenance and Improvements of the Property.** Licensee covenants and agrees that Licensee shall be responsible for compliance with all local, state and federal, rules, regulations and ordinances applicable to Licensee's use, repair, maintenance or reconstruction of the Property. Licensee shall not commit or permit any unlawful act within Property.

6. **Restoration.** Upon termination of this License, Licensee shall be responsible to restore the Property to the condition it was in prior to Licensee's use or, if improvements remain on the Property, those improvements shall be in a configuration acceptable to Owner. If improvements remain on the Property after termination of this License, such improvements shall be the property of Owner.

If Licensee fails to perform the obligations required by this License, Owner shall have the right to perform or cause to have performed said obligations and recover all associated costs from Licensee. Licensee shall reimburse the Owner within 30 days from the date billed.

7. **Licensee Obligations.** Termination of this License shall not terminate Licensee's obligations pursuant to Sections 6, 8, 9 and 10.

8. **Limitation of Liability.** Licensee acknowledges that it has examined the Property and has satisfied itself as to its condition. Licensee accepts the Property subject to the License in the condition existing as of the effective date of License, AS IS, with all defects, if any. Licensee covenants and agrees not to use the Property if it is in other than a safe condition. The Owner shall not be responsible for any injury or damages to persons or property that may arise from or be incident to use of the Property by Licensee or Licensee's agents, employees, guests, or invitees or others who may use the Property at the invitation of any of them.

9. **Indemnification and Insurance.** Licensee shall indemnify and hold the Owner and its officers, employees, and agents harmless from and against all liability of whatever kind arising from or incident to use of the Property by Licensee and by Licensee's agents, employees, guests, permittees or invitees or any others who may use the Property. Licensee's obligation to pay for all costs and expenses shall include those incurred by the Owner in assuming its own defense and/or that of its officers, employees or agents.

Licensee shall include the Property on its insurance and, with respect to the Property, maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this License, at levels necessary to protect against public body liability as specified in ORS 30.270. Licensee shall provide certificates of coverage if requested by Owner.

10. **Restrictions on Assignment of License.** The License granted under this Agreement is personal to Licensee. Licensee shall not transfer or assign any rights or privileges granted under this Agreement, nor shall Licensee grant any right or privilege in connection with this Agreement. Any such attempted transfer or assignment shall be void and of no effect.

11. **Termination of License; Revocation of License.**

11.1 Licensee may terminate this License upon 30 days written notice to the Owner to the address listed for Owner above.

11.2 Owner may terminate this License upon 30 days written notice to the Licensee to the address listed for Licensee above.

Notice shall be deemed effective after the third day of mailing notice or immediately if hand-delivered.

12. **No Liens on Property.** Licensee shall not permit or suffer any mechanic's or materialman's or other lien of any kind or nature to be recorded or enforced against the property for any work done or material furnished thereon; and Licensee agrees to indemnify and hold harmless the Owner and the Property against and from any and all liens, claims, demands, costs and expenses of any nature connected with such work done, labor performed or material furnished in connection with Licensee's use of the Property.

13. **Miscellaneous.**

13.1 **Governing Law; Venue; Consent to Jurisdiction.** This License shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between Owner and Licensee that arises from or relates to this License shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

13.2 **Merger Clause; Waiver.** This License Agreement and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this License. No waiver, consent, modification or change of terms of this Agreement shall bind the parties unless in writing and signed by both parties and any other necessary approvals have been obtained.

13.3 **Amendments.** No amendment to this Agreement is effective unless it is in writing signed by the parties.

13.4 **Attorney Fees.** In the event of any action or proceeding to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

13.5 **No Third Party Beneficiaries.** The signatories to this License are the only parties to this License and are the only parties entitled to enforce its terms. Nothing in this License gives, or is intended to give, or shall be construed to give or provide

any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

13.6 **Counterparts.** This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this License as of the day and date first above written.

OWNER:

LICENSEE:

Jean Sheppard Date
President

By: Date
Title:

EXHIBIT "A"

Approximate location of conduit and location of the revocable license is shown by the green line on the map below. Licensee may further use five (5) feet on either side of the green line for the installation and maintenance of the conduit.



Intergovernmental Agreement

between the

**Parkdale Rural Fire Protection District in Parkdale, Oregon
(PO Box 40, Parkdale, OR 97041)**

and the

**Hood River County Library District in Hood River County, Oregon
(502 State St., Hood River, OR 97031)**

regarding housing for the Parkdale Library

This Agreement is entered into this _____ day of _____, by and between the Parkdale Rural Fire Protection District (hereafter “PRFPD”), Hood River County, Oregon and the Hood River County Library District (hereafter “HRCLD”) of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2019. This Agreement supersedes and replaces the previous IGA between the Parties, which was effective January 1, 2015.

RECITALS

- A) ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B) ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C) HRCLD needs space for the Parkdale Library in Parkdale, Oregon. PRFPD has acquired the Parkdale Community Center where the Parkdale Library currently is located (in the northeast room on the lower level of the Parkdale Community Center building), and PRFPD desires to continue to provide the same space for the branch library. HRCLD and PRFPD believe that by cooperating in providing space in the Parkdale Community Center for a library they can more efficiently provide library services to County residents and District patrons.

THEREFORE IT IS AGREED

- A) HRCLD will:
 - 1. Pay an annual rent of \$2,000 to PRFPD on July 1 of each year this agreement is in effect for the space currently used for the Parkdale Library described in Recital C above.
 - 2. Pay for telecommunications services at the Parkdale Library.
 - 3. Provide liability insurance for use of the library space.
- B) PRFPD will provide:
 - 1. The Parkdale Library space referenced in Recitals, Section C.
 - 2. Snow removal.
 - 3. Use of the multipurpose room, subject to the scheduling needs of PRFPD and the Oregon Child Development Coalition.
 - 4. Two storage cabinets located in the multipurpose room.
 - 5. Electricity and water needed to operate the Parkdale Library.

REVENUE

All fees, fines and charges collected by HRCLD shall be the property of HRCLD. [ORS 190.020(1)(b)].

REAL OR PERSONAL PROPERTY

- A) There shall be no transfer of title or possession to any real or personal property except as expressly provided for above pursuant to this Agreement at the time this Agreement is entered into by PRFPD and HRCLD.
- B) PRFPD owns the Parkdale Library space in the Parkdale Community Center and will maintain property insurance on the entire facility.

- C) HRCLD owns the equipment, furniture, shelves and collection materials in the library space, including any other items purchased by HRCLD, and will maintain property insurance for said materials.

DURATION AND OPTION TO EXTEND. [ORS 190.020(1)(E)].

The term of this Agreement shall be after approval and execution by both parties and shall expire on June 30, 2024. This Agreement shall automatically renew for an additional five-year term in perpetuity, unless either party provides the other with notice of termination no less than 180 days before the termination date.

TERMINATION

- A) Termination by mutual consent: This Agreement may be terminated at any time by mutual consent of both parties.
- B) Termination for default or breach: PRFPD or HRCLD may terminate this Agreement in the event of a breach of contract. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

AMENDMENTS

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

INDEMNIFICATION

HRCLD agrees to defend, hold harmless, and indemnify PRFPD from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of HRCLD while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

PRFPD agrees to defend, hold harmless, and indemnify HRCLD from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of PRFPD while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

VALIDITY AND INTEGRATION

If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

This document contains the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

HRCLD and PRFPD have executed this agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

Parkdale Rural Fire Protection District

[name], Board President

Date: _____, 2019

Attest: _____

Hood River County Library District

Jean Sheppard, Board President

Date: _____, 2019

Attest: _____

Meeting and Study Rooms Policy



Meeting room space is provided in the Jeanne Marie Gaulke Community Meeting Room and study rooms of the Hood River Library in order to promote the Hood River County Library District's mission to provide access to the power of information and imagination.

Purpose and Scope of the Meeting Room

Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities.

Nonprofit, civic, and community organizations or government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.

Organizations or individuals may use the Meeting Room for commercial activities or private events - which include selling products or services, fundraising, events where a fee is charged, private parties, or depositions - for \$20 per hour, billable in hour increments. The maximum daily cost for using the Meeting Room shall be \$160.

-Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes or for staff meetings and trainings at the discretion of the Library Director.

Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by users of the space. Events will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any event except those sponsored by the District or affiliate groups.

Rules on using the Meeting Room

The Jeanne Marie Gaulke Community Meeting Room is considered a limited public forum and thus is open to all legal content and viewpoints, with the restrictions noted in this policy.

Space is available to the public on a first-come, first-served basis and may be reserved up to six months in advance. In order to allow maximum access to the room, regular weekly bookings are only allowed at the sole discretion of District Staff, taking into account the requested duration of the booking and the foreseeable availability of the room. discouraged.

Groups wishing to use the Meeting Room are required to complete a meeting room use form if using the room when the library is normally closed or if conducting an event that requires the District be paid a fee. Event organizers are responsible for abiding by the terms of this policy, other District policies, any accompanying rules of use, and local, state, and federal laws. Violation of these terms may result in denial of future access to the space per the

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

Library Use Restrictions Policy.

An event organizer wishing to book the room must be a responsible adult over age seventeen. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When an event includes people younger than age eighteen, the following number of adults are required for each age group of children, per Oregon regulations regarding childcare:

Ages 0-2: 1 adult per 4 children
Age 2: 1 adult per 5 children
Ages 3-4: 1 adult per 10 children
Ages 5-17: 1 adult per 15 children

People attending events must make their own provisions for childcare and supervision.

~~Children under the age of ten must not be left unattended in the library. Ensure children under age 10 be accompanied by a parent, guardian, or responsible caregiver 14 or older. Children 5 and under must always be in close proximity and within sight of the person responsible for their safety~~

Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Room users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the organizers or participants in events scheduled in District facilities.

~~Do no possess, sell, distribute or consume any alcoholic beverage, except as a participant at a library event for which alcohol use has been pre-approved. No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.~~

Unauthorized reproduction or public display of any material in the Meeting Room is prohibited if it is not covered by a public performance license for the District or the event organizer or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Room is open for use at any time. However, certain after-hours usage may require additional approval by the Library Director or designee. When not scheduled, anyone may use the Meeting Room on a first-come, first-served basis, but priority is given to groups over individuals.

Maximum room capacity is 49 people, including organizers/presenters. Meeting organizers are responsible for crowd control. Meetings must be confined to the Jeanne Marie Gaulke Community Meeting Room. Programs must not interfere with District operations.

Use of Study Rooms

The District provides the Kimber and Parker rooms in the Hood River Library as study rooms for public use. They can be used on a first-come, first-served; the District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: ~~February 17, 2015~~ [April 16, 2019](#)

[Last reviewed: April 16, 2019](#)