

Board of Directors
Regular Meeting Agenda, supplemental info

Tuesday, May 21, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President
Notes prepared by Library Director Rachael Fox

- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Conflicts or potential conflicts of interest | Sheppard |
| III. Consent Agenda (ACTION) | Sheppard |
| i. Minutes from April 16, 2019 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. April 2019 financial statements | Fox |
| iv. Director's report | Fox |
| VI. New Business | |
| i. 2019-20 salary schedule (ACTION) | Sheppard |
| ii. Donor recognition signage (ACTION) | Sheppard |
| iii. Discussion Pop-Up Library in Odell | Sheppard |
| iv. Request for bids for Feasibility and Scoping Exercise (ACTION) | Sheppard |
| v. Annual Planning session discussion | Sheppard |
| vi. Executive session: Library Director evaluation | 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.

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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
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| III. Consent Agenda (ACTION) | Sheppard |

i. Minutes from April 16, 2019 meeting

Attachment: III.i. Minutes from April 16, 2019 meeting

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

i. Friends update	Fox
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- The Friends of the Library Annual Book Sale is scheduled for June 6-8.
 - The Members Only Preview Sale will be Thursday, June 6, 4:30-6:30pm.
 - The Public Sale will be Friday, June 7, Noon-6:00pm.
 - The Bag Sale will be Saturday, June 8, 10:00am-2:00pm.
- We are continuing to promote the matching opportunity for the Friends of the Library Pat Hazlehurst Endowment Fund. The goal of the fund is to support operational expenses at the District. 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 through June 30, 2019.

The Friends and Library Foundation set out a mailing to all their members.

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

- The Friends have approved funding in the amount of \$1,637.97 for the following projects:
 - Wi-fi hotspots in the communities of Odell, Cascade Locks and Parkdale, \$1,308.

Libraries are essential to providing equal digital and educational opportunity for all Americans. Providing free public Internet access, community programs and digital literacy training enable people to apply for jobs, interact with government agencies, engage in lifelong learning, and keep in touch with family and friends. We would like to bridge the digital divide by loaning out the Internet with a Wi-Fi To-Go program.

Mobile Beacon is a nonprofit and one of the largest national educational broadband service (EBS) providers in the U.S., they are committed to helping libraries deliver services with a combination of services and products. They help libraries get the Internet access they need

and extend it to people who need it most.

- Affordable Access. 4G LTE mobile Internet data plans for just \$10/month (save up to 80% annually).
- Donated 4G LTE devices. Libraries save even more through their device donation program via TechSoup.
- Community Inclusion. Bring more library resources into the community with there mobile service.

The Library District can get a donation of 10 devices for \$108 administrative fee and it would cost \$10/month per device to operate, \$1,308 for the year.

We plan to pilot the program in Cascade Locks, Parkdale and Odell. There are patrons in those community who do not have access to the internet. According to the U.S. Census data from 2010, Odell has 4.5% of individuals live below the poverty, Parkdale 6.1%, and Cascade Locks 15.8%. Next year, we hope to extend the program to the Hood River Library.

- Robot coding program- tablets \$329.97

One of our new monthly programs in our Makerspace is Robot Coding. We currently have two tablets and eight robots. We've averaged 12 participants per class. Adding more tablets will allow participants to participate in smaller groups.

- The Friends of the Library and Library Foundation are working together to create a donor recognition electronic board at the Hood River Library. They plan to have the board installed at the Hood River Library by July. In the new business section, I will provide a detailed explanation of the project and an opportunity for the board to discuss the project.

ii. **Foundation update**

Fox

- The Library Foundation June meeting has been rescheduled for Wednesday, June 12, 5-6:30pm, in the Columbia Room.
- 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.
- The Foundation will approve their annual contribution to the District at their June meeting. I'll provide a full report in the June Board Meeting Packet.

iii. **April 2019 financial statements**

Fox

Attachment:

- V.iii. April 2019 financial statements

Please note the General Fund transfer of \$25,000 to the Capital Equipment Reserve Fund will appear on the May financial statements. We are expected to receive at least another \$25,000 to \$30,000 in tax revenue before the end of the fiscal year. Tax payers have the option of making their property tax payments in three installments and the third installment is due on May 15, 2019.

iv. **Director's report**

Fox

Administration

- This month, I do not have a library policy for the board to review. My attention was focused on preparing the Library Budget, my portion of the Library Director Evaluation, and helping launch our Library of Things collection. I will present two library policies for review at the June

meeting.

- In April, five employees attended the joint Oregon Library Association/Washington Library Association conference in Vancouver, Washington. Staff returned with several new ideas about connecting with those experiencing homelessness, Makerspace programming, implementing a Library of Things Collection and leadership strategies to build team work and support and empower staff.
- Our auditing firm Pauly Rogers and Co. will conduct their interim audit fieldwork in June.

Collection

- Our Library of Things is now available for checkout. 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 projector, screen and tools. We will be promoting the collection and seeking input from the community to determine what items they are interested in.

Facilities

- Trane has installed our new compressor and it is working properly. I will connect with Trane next week to discuss the installation in detail and our plan for moving forward to ensure the system is functioning properly.
- Eight new benches have been installed in the Georgiana Smith Memorial Gardens to replace the wooden benches, which were rotting and cost prohibitive to fix. The existing donor plates were damaged by weather. I've ordered new ones and I plan to have them in place this month.

Programs

- Our Summer Reading Program will kick-off Saturday, June 15, 2pm with our annual all ages Kick-Off party featuring food, Reptile Man and sign up stations available for the Adult, Teen and Children programs.
- Our weekly Makerspace programming has programs for all ages including Robot Coding, LEGO Club and Teen Crafting. There will also be a Family Maker night for automaton robots made out of cardboard boxes. We will have our first Makerspace open play this month. It's an opportunity to explore the tools without instruction.
- Teens will have a movie night and our annual Harry Potter Trivia Challenge.
- Adult programs
 - Author Reading Willy Vlautin, May 21, 6:30pm. Oregon author Willy Vlautin will read from his most recent novel *Don't Skip Out on Me*.
- Local author reading: Rick E. George, May 23, 6:30pm. George will discuss his suspense novels.

Services



- The Hood River County Library District has partnered with the Hood River Valley Parks and Recreation District to provide a mini library in the Odell Community Park. The Library District will keep the mini library stocked with a wide assortment of bilingual books. Thank you to the Library Foundation for funding this project.

VI. New Business

i. **2019-20 salary schedule (ACTION)**

Sheppard

Attachments:

VI.i. 2019-20 and 2018-19 salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 2.6% cost of living increase, which is the average increase of the Western Region CPI in 2018.

ii. **Donor recognition signage (ACTION)**

Sheppard

The Friends of the Library and the Library Foundation are collaborating on a mutual goal to recognize donors. They would like to have a donor recognition signage installed in the building. The first step will be to install a television screen on the wall next to the Parker room, across from the main circulation desk. The television will include donors and volunteer names and Friends and Foundation events. It The second step will be to install permanent signage in the entryway within two years.

I seek Board approval to approve the digital signage next to the Parker room. Michael Peterson-Love will install the television. I think it will be a nice addition to the area and a visible way to recognize patrons who contribute to the Library District.

iii. **Discussion Pop-Up Library in Odell**

Sheppard

The Pop-Up Library has not been as successful as we had hoped for. We had initial interest but despite our best efforts to advertise, we do not have patrons utilizing the service. Bilingual Outreach Specialist Yeli Boots and I have discussed the possibility of moving the service to another day of the week and the possible difficulties for members of the community to access a Pop-Up Library. I'd like to discuss this further at the meeting.

iv. **Request for bids for Feasibility and Scoping Exercise (ACTION)**

Sheppard

Attachment: VI.iv. Request for bids for Feasibility and scoping exercise

Library Foundation President Jen Bayer, Bilingual Outreach Specialist Yeli Boots and Assistant Director Arwen Ungar met to discuss hiring a consultant to conduct a Feasibility and Scoping exercise. We would also like to form a committee to work on this project. I plan to discuss this idea with the consultant we hire. It would be helpful to have a District Board member involved in the committee.

The District has a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services, including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

The purpose of the exercise is to identify library needs and services desired by the Odell community. It will position the HRCLD to identify and respond to the needs and interests of the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The Feasibility Exercise will be funded by the Feast of Words 2019 funds. We plan to spend up to \$8,214 of Feast of Words funds this fiscal year for Outreach programming and Pop-Up Library supplies. The remaining funds \$21,286 will pay for the feasibility and scoping exercise and the next

phase in the process to have a permanent location in Odell.

Timeline:

- Advertise request for bids – Wednesday, May 22
- Proposals due – Wednesday, June 12
- Library District Board review and accepts proposal – Tuesday, June 21
- Feasibility and scoping exercise – July 2019-November 2019

Task	Due Date To Be Determined
Prepare draft outreach plan	
Discuss draft outreach plan with District Staff and Board	
Complete outreach	
Complete written report	
Discuss report with District Staff and Board	

I am asking the board to approve this project and the Request for bids for Feasibility and Scoping Exercise.

v. **Annual Planning session discussion**

Sheppard

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. The District Board have completed the following planning sessions:

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)
- Technology Replacement Planning Session with Ken Jacobs (2016-17)
- Special District Insurance Services Board Practice Assessment (BPA) (2017-18)

I recommend we conduct our annual planning session with the consultant to discuss the Odell Feasibility and Scoping Exercise. Due to the time frame for hiring the consultant, we can aim to have the one hour planning session near the end of June.

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

Sheppard

VII. **Agenda items for next meeting**

Sheppard

- Proposal for new photocopier
- 2019-20 budget approval
- Approval of recurring payments for 2019-20
- Discussion of 2019-20 President and Vice-President positions
- Discussion of 2019-20 regular meeting time
- Library Director Contract approval
- Library policy review

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, April 16, 2019, 7:00pm
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Jean Sheppard, President

- I. Additions/deletions from the agenda (ACTION)** Sheppard
Board President Jean Sheppard called the meeting to order at 7:01pm. Fox stated she had two quotes to add the HVAC compressor discussed from Ace Heating and Air Conditioning and Trane Oregon. Bureker moved to approve the agenda as amended. Hackett seconded. The motion carried unanimously.
- II. Conflicts or potential conflicts of interest** Sheppard
None stated.
- III. Consent Agenda (ACTION)** Sheppard
- i. Minutes from March 19, 2019 meeting**
Bureker moved to approve the agenda as amended. Hackett seconded. The motion carried unanimously.
- IV. Open forum for the general public** Sheppard
There was no one from the public present.
- V. Reports**
- i. Friends update** Fox
There was nothing to add to the written report.
- ii. Foundation update** Fox
There was nothing to add to the written report.
- iii. March 2019 financial statements** Fox
Sheppard asked about the revenue versus expenditures in the Grants fund. Fox stated we have not received our annual donation from the Foundation. The balance is currently \$64,887. Sheppard also noted the District has brought in \$865,425 for property tax for this year. Fox stated there will be another payment in May around \$25,000 to \$30,000.
- Sheppard asked about the Employer-at-Injury Program (EAIP) and if workers were off work during this time. Fox stated three employees have used Workman's Compensation and only one employee was off for two days. We modified all their desk duties and placed them at the slower branches. We did not need to utilize additional staff.
- iv. Director's report** Fox
In addition to the written report, Sheppard will also attend the stakeholders meeting to discuss homelessness in our community.

There is a new statue in the Library Gardens. It's a mother and baby bear. It's titled "Discipline." Local community members Fran Finney and Buck Parker sponsored the statue as part of the Art of Community, Big Art Project. The statue will live at the library for two years.

Marsden stated there appears to be concrete at the main entrance is chipping away. Fox stated she received a quote for \$150,000 to restore the entire building. Fox stated we will most likely need to do the restoration in stages and will discuss the project at the budget committee meetings. Fox stated she would look into the front entrance to repair in fiscal year 2018-19 and have it looked at to make sure it is safe until the restoration.

VI. New Business

i. HVAC compressor replacement discussion (ACTION) Sheppard

Fox stated the HVAC is sixteen years old and after discussing the project with three companies recommends we accept the bid from Trane. The bid is half of the cost compared to the other two companies.

Fox stated she did not think Ace Heating and Air Conditioning has enough experience with these types of systems like the Portland companies do. Fox expressed frustration with the communication and service with our current company Northwest Control Services. Fox said Northwest Control does not know why we have the same compressor fail three times in the past three years. The did not communicate by phone despite requests and stated they are guessing the unit is running all the time and was to install a lockout to only run the compressor when the outside temperature is above 60 degrees. Fox stated this is something Northwest Control should have realized since we have a Preventative Maintenance plan with them for the past three years.

Hackett asked when we need to make the decision to replace the whole unit. Fox stated we will have to prepare and replace the unit when the repairs increase but we should have 5 to 10 years left on this unit. Sheppard stated an HVAC unit should last more than 16 years.

Sheppard recommended contacting Hood River County Public Works to inquire if the quote from Trane was correct and if there were any issues with it. Fox stated she would contact Mikel Diwan at Hood River County. Fox would reach out to Sheppard if Diwan found issues.

Hackett made a motion to accept the bid from Trane. Marsden seconded. The motion carried unanimously.

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

Hackett asked if the Foundation could possibly raised funds every five years to place name on bench. Fox stated with benches many families want the name to be on the bench for life and that was the original agreement. Perhaps, if we add more benches or items this could be discussed if the agreement was made at the time of donation. Bureker made a motion to purchase benches for \$6,000.78. Hackett seconded. The motion carried unanimously.

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

Marsden made a motion to approve Resolution 2018-19.07 - Correction budget. Bureker seconded. The motion carried unanimously.

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

Hackett made a motion to accept and approve the license agreement. Bureker seconded. The motion carried unanimously.

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

Sheppard asked if there were any changes. Fox stated they removed Janitorial services, which they can not provide. Fox is investigating hiring the custodial services for cleaning the space. Marsden made a motion to approve the Intergovernmental Agreement with the Parkdale Fire District. Bureker seconded. The motion carried unanimously.

vi. Meeting Room Policy (ACTION) Sheppard

Bureker made a motion to approve the Intergovernmental Agreement with the Parkdale Fire District. Marsden seconded. The motion carried unanimously.

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

Adjourned 7:52pm.

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

- ORS 192.660 (1) (d) Labor Negotiations
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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
April 30, 2019**

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Onstott, Broehl & Cyphers, P.C.
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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 April 30, 2019, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and ten months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
May 8, 2019

Hood River County Library District
Balance Sheet - Cash Basis
April 30, 2019

ASSETS

	<u>General Fund</u>	<u>Grants Fund</u>	<u>Capital Equipment Reserve Fund</u>	<u>Total</u>
Current Assets:				
Cash in bank - Columbia State Bank	\$165,900			\$165,900
Cash with Hood River County	659,081	\$78,794	\$75,662	813,537
Petty cash	416			416
Prepaid payroll taxes	9,659			9,659
Total Current Assets	<u>835,056</u>	<u>78,794</u>	<u>75,662</u>	<u>989,512</u>
TOTAL ASSETS	<u><u>\$835,056</u></u>	<u><u>\$78,794</u></u>	<u><u>\$75,662</u></u>	<u><u>\$989,512</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$0			\$0
Total Current Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balances:				
Unassigned	<u>835,056</u>	<u>78,794</u>	<u>75,662</u>	<u>989,512</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$835,056</u></u>	<u><u>\$78,794</u></u>	<u><u>\$75,662</u></u>	<u><u>\$989,512</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2019

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$39,217		\$39,217
Property tax revenues - current year	872,249			872,249
Property tax revenues - prior year	13,843			13,843
Fines and fees	14,142			14,142
Intergovernmental revenue	4,600	-		4,600
Interest revenue	14,723		\$1,834	16,557
Miscellaneous	2,736			2,736
Total Revenues	<u>922,293</u>	<u>39,217</u>	<u>1,834</u>	<u>963,344</u>
Expenditures:				
Personal services:				
Wages and salaries	349,856	3,023		352,879
Employee benefits	113,984	190		114,174
Total Personal Services	<u>463,840</u>	<u>3,213</u>	<u>0</u>	<u>467,053</u>
Materials and services:				
Bank charges	160			160
Building rental	11,438			11,438
Building maintenance	19,963	3,691		23,654
HVAC	13,904			13,904
Elevator	1,674			1,674
Telephone	4,973			4,973
Internet	4,267			4,267
Collection development	56,882	17,803		74,685
Technology	6,933	5,728		12,661
Accounting and auditing	19,740			19,740
Courier	1,544			1,544
Custodial services	18,650			18,650
Technical services	5,081			5,081
Library consortium	12,271			12,271
Copiers	829			829
Elections expense	0			0
Furniture and equipment	3,853	5,718		9,571
Insurance	8,908			8,908
Georgiana Smith Memorial Garden	21,203			21,203
Legal services	3,605			3,605
Professional services	0			0
Dues and subscriptions	3,104			3,104
Miscellaneous	678			678
Postage and freight	788			788
Printing	356			356
Programs	9,705	17,429		27,134
Advertising	265			265
Supplies - office	11,306	320		11,626
Travel	1,161	44		1,205
Training	2,991			2,991
Board development	2			2
Parking reimbursement	200			200
Electricity	14,866			14,866
Garbage	1,223			1,223
Natural gas	4,605			4,605
Water & sewer - building	3,694			3,694
Total Materials and Services	<u>270,822</u>	<u>50,733</u>	<u>0</u>	<u>321,555</u>
Capital outlay	0	0	26,938	26,938
Total Expenditures	<u>734,662</u>	<u>53,946</u>	<u>26,938</u>	<u>815,546</u>
Revenues Over Expenditures	<u>187,631</u>	<u>(14,729)</u>	<u>(25,104)</u>	<u>147,798</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>187,631</u>	<u>(14,729)</u>	<u>(25,104)</u>	<u>147,798</u>
Fund Balance - July 1, 2018	647,425	93,523	100,766	841,714
Fund Balance - April 30, 2019	<u>\$835,056</u>	<u>\$78,794</u>	<u>\$75,662</u>	<u>\$989,512</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 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	\$6,824	\$872,249	\$876,286
Tax revenues - prior year	1,681	13,843	15,000
Fines and fees	1,651	14,142	13,500
Interest revenue	1,621	14,723	7,000
Intergovernmental revenue	0	4,600	0
Donations	0	0	0
Miscellaneous	0	2,736	0
Total Revenues	<u>11,777</u>	<u>922,293</u>	<u>911,786</u>
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	534	2,212	7,195
Library clerk II	8,247	75,409	97,865
Library assistant I	2,993	41,429	52,294
Library assistant II	6,343	72,177	86,051
Librarian I	5,594	59,049	69,170
Librarian II	4,630	39,163	55,557
Library director	6,247	60,417	74,090
Other	0	0	0
Payroll taxes and benefits:			
Retirement	2,606	25,968	32,647
Social security	2,728	26,922	33,830
Workers' compensation	22	184	1,200
Health insurance	5,466	58,295	99,500
Unemployment insurance	321	2,375	5,749
Other employee benefits	240	240	
Total Personal Services	<u>45,971</u>	<u>463,840</u>	<u>615,148</u>
Materials and services:			
Bank charges	16	160	300
Building rental	1,044	11,438	14,000
Building maintenance	4,469	19,963	15,000
HVAC	5,305	13,904	15,000
Elevator	171	1,674	2,300
Telephone	408	4,973	4,300
Internet	427	4,267	6,400
Collection development	6,579	56,882	78,000
Technology	1,908	6,933	11,000
Accounting and auditing	0	19,740	26,000
Courier	214	1,544	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 Ten Months Ended
April 30, 2019

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	1,823	18,650	25,000
Technical services	0	5,081	4,000
Library consortium	0	12,271	12,300
Copiers	79	829	1,400
Elections expense	0	0	3,200
Furniture and equipment	444	3,853	4,000
Insurance	0	8,908	12,000
Georgiana Smith Memorial Garden	151	21,203	24,000
Legal services	665	3,605	3,000
Professional services	0	0	0
Dues and subscriptions	569	3,104	4,000
Miscellaneous	0	678	1,000
Postage and freight	0	788	1,000
Printing	0	356	500
Programs	1,281	9,705	20,000
Advertising	67	265	1,500
Supplies - office	1,403	11,306	15,000
Travel	93	1,161	5,000
Training	1,485	2,991	3,000
Board development	0	2	1,500
Parking reimbursement	0	200	1,000
Electricity	1,321	14,866	21,000
Garbage	122	1,223	1,600
Natural gas	1,027	4,605	10,000
Water & sewer - building	0	3,694	5,000
Total Materials and Services	<u>31,071</u>	<u>270,822</u>	<u>355,300</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>77,042</u>	<u>734,662</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>(\$65,265)</u>	<u>\$187,631</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 Ten Months Ended
April 30, 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	\$15,000	\$39,217	\$225,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>15,000</u>	<u>39,217</u>	<u>225,000</u>
Expenditures:			
Personal services	102	3,213	7,500
Materials and services:	991	50,733	150,000
Capital outlay	0	0	112,500
Total Expenditures	<u>1,093</u>	<u>53,946</u>	<u>270,000</u>
Change in Fund Balance	<u><u>\$13,907</u></u>	<u><u>(\$14,729)</u></u>	<u><u>(\$45,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2019

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$282	\$1,834	\$1,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and Other Sources	<u>282</u>	<u>1,834</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>\$282</u></u>	<u><u>(\$25,104)</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 Ten Months Ended April 30, 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	\$16,700	\$1,745	\$3,000		\$12,800	\$0	\$0	\$4,972	\$39,217
Total Revenues	0	0	16,700	1,745	3,000	0	12,800	0	0	4,972	39,217
Expenditures:											
Personal services:											
Wages and salaries:											
Library clerk II							480		1,524		2,004
Library assistant II			728				290				1,018
Employee benefits:											0
Retirement							37		116		153
FICA							1		2		3
Workers compensation											0
Health insurance							6		29		35
Unemployment insurance											
Total Personal Services	0	0	728	0	0	0	814	0	1,671	0	3,213
Materials and services:											
Building maintenance											3,691
Collection development					2,962		3,826		28		17,803
Technology							144				5,728
Programs				899		906	7,638	517	2,373		17,429
Furniture and equipment	0			169		333	621	18			5,719
Office supplies											319
Travel					44						44
Total Materials and Services	0	0	29,793	1,068	3,006	1,239	12,229	997	2,401	0	50,733
Capital outlay	0	0	0	0	0	0		0	0	0	0
Total Expenditures	0	0	30,521	1,068	3,006	1,239	13,043	997	4,072	0	53,946
Net Change in Fund Balance	0	0	(13,821)	677	(6)	(1,239)	(243)	(997)	(4,072)	4,972	(14,729)
Fund Balance - July 1, 2018	825	3,000	79,678	(607)	0	1,304	4,021	997	4,305	0	93,523
Fund Balance - April 30, 2019	\$825	\$3,000	\$65,857	\$70	(\$6)	\$65	\$3,778	\$0	\$233	\$4,972	\$78,794

See Independent Accountants' Compilation Report

Salary Schedule, 2019-20 (Personnel Polices, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$11.59	\$11.82	\$12.06	\$12.30	\$12.55	\$12.80	\$13.06
	\$24,107	\$24,586	\$25,085	\$25,584	\$26,104	\$26,624	\$27,165
Clerk II	\$13.33	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$15.01
	\$27,726	\$28,288	\$28,850	\$29,432	\$30,014	\$30,618	\$31,221
Library Assistant I	\$16.00	\$16.32	\$16.65	\$16.98	\$17.32	\$17.67	\$18.02
	\$33,280	\$33,946	\$34,632	\$35,318	\$36,026	\$36,754	\$37,482
Library Assistant II	\$18.40	\$18.77	\$19.15	\$19.53	\$19.92	\$20.32	\$20.73
	\$38,272	\$39,042	\$39,832	\$40,622	\$41,434	\$42,266	\$43,118
Librarian I	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87
	\$45,926	\$46,842	\$47,778	\$48,734	\$49,712	\$50,710	\$51,730
Librarian II	\$26.87	\$27.41	\$27.96	\$28.52	\$29.09	\$29.67	\$30.26
	\$55,890	\$57,013	\$58,157	\$59,322	\$60,507	\$61,714	\$62,941
Library Director	\$35.83	\$36.55	\$37.28	\$38.03	\$38.79	\$39.57	\$40.36
	\$74,526	\$76,024	\$77,542	\$79,102	\$80,683	\$82,306	\$83,949

Range approved by the Board of Directors,
Steps established by Library Director, May 14, 2019

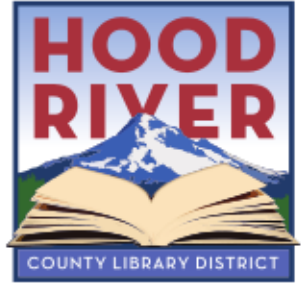
Salary Schedule, 2018-19
(Personnel Polices, Appendix A)

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

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

Request for bids for Feasibility and Scoping Exercise

Enhance Library Services for Odell Phase II



Proposals due: Wednesday, June 12, at 5.00p

Email: rachael@hoodriverlibrary.org

Phone: 541-387-7062

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead a feasibility and scoping exercise in the community of Odell.

The purpose of the exercise is to identify library needs and services desired by the Odell community. It will position the HRCLD to identify and respond to the needs and interests of the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The ideal candidate will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services in the community of Odell.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. HRCLD reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures;
2. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
3. Waive informalities in proposals; and
4. Select the proposal which appears to be in the best interest of the District.

About the District

HRCLD is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 25,000 people, who checked out over 144,000 items in 2017-18. It includes three branches: Cascade Locks, Hood River, and Parkdale. Staff also do extensive outreach to other areas of the county, especially in Odell, a rural community of approximately 2,478 people, 67% of who are Latinx. There is a weekly Pop-Up Library in Odell. The three libraries are crucial sources of free public Internet access and electronic information, with over 8,000 Internet sessions logged in 2017-18 by residents and visitors alike on the district's computers as well as thousands of wireless internet sessions. The Hood River branch is in a stunning 102-year-old Carnegie library that was expanded in 2003. Cascade Locks and

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

Parkdale are located in the busy centers of their communities. HRCLD enjoys a very supportive Friends group, Foundation, and volunteers.

The district is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia River Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district that was created in 2011 following the yearlong closure of the previously county-run library system.

Mission

- To serve and enrich our community by providing access to the power of information and imagination.

Vision

- A community of lifelong learners where everyone reads;
- A community where everyone accesses information and current technology;
- A community of informed people who will compete, succeed, and prosper;
- A community of people who participate effectively in the civic life of their community, state, nation, and world.

Values

- Access for all
- Freedom of thought and expression
- A professional and productive workforce
- Good stewardship of resources
- Fiscal prudence and financial responsibility
- Innovation in all things
- People-oriented service
- Integrity, compassion and respect
- Welcoming public spaces
- A fulfilling work environment
- Diversity
- Collaboration
- Civic involvement and social responsibility
- Excellence in all we do

Background

The District has created a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be

considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services, including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

Proposal details

HRCLD seeks a professional facilitator to:

- Oversee the feasibility and scoping exercise.
- Assist in identifying library needs and services desired by the Odell community.
- Guide all stages of the exercise, including meetings with stakeholders, community leaders, library staff, Board of Directors, and community members.
- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- Ensure broad engagement from variety of sectors of the community, such as families with young children, young adults, older adults, business community, other public service providers.
- A draft outreach plan shall be approved by District staff and Board prior to start of public outreach.
- Mutually agreed upon milestones shall be established to monitor progress.
- Provide a written report of findings, including description of methods, participants, summary of input received and recommendation of library services for the community of Odell.

Requirements

- Identify and seek to engage a broad spectrum of community members, stakeholders, and community leaders to describe interests and needs for library services.
- Effectively communicate with community members, which will require various technological and in-person approaches and use of bilingual materials.
- Seek input regarding needs and preferences for library services and how best to provide them. For example:
 - Preferences for Library Services:
 - Programming
 - Children programs
 - Teen programs
 - Adult programs
 - Computer/internet access
 - Online database access

- Materials (circulation)
- Preferences for Provision of Library Services
 - How:
 - Physical space
 - Bookmobile
 - Pop-Up Library
 - When: Hours of space/or services
 - Where: Walkability/Accessibility

Proposed timeline and milestones

Initial stages of the feasibility and scoping process are expected to start in July 2019 with an expected completion in November 2019.

Task	Due Date To Be Determined
Prepare draft outreach plan	
Discuss draft outreach plan with District Staff and Board	
Complete outreach	
Complete written report	
Discuss report with District Staff and Board	

Selection criteria

Proposals will be evaluated by HRCLD staff, with final approval by the Board of Directors. Staff may conduct follow up interviews via phone or streaming video. Proposals will be evaluated on the following criteria:

- Relevant experience and success in facilitation, including the level of satisfaction of current and past clients
- Cost to complete the process
- Demonstrated ability to meet deadlines and operate within budget
- Prior experience working with both public and staff committees
- Demonstrable facilitation and qualitative/quantitative integration skills
- Creativity and ingenuity
- Bilingual (Spanish/English) desired

Proposal requirements

To be considered, proposals must include:

- Cover letter including a brief description of the firm or individual, as well as the name and contact information of the principal.

- List of any personnel involved in the process and their role and prior experience.
- Summary of the facilitator's qualifications and experience.
- Project plan that includes a description of the methodology, tasks, timeline, and key dates.
- Schedule of costs to complete the project, with reimbursable costs such as mileage and lodging estimated as separate line items.
- References and contact information for at least 3 current or previous clients for whom comparable work was completed.
- Copy of your standard contract, if applicable.
- Additional documentation or information as the facilitator deems fit to assist Hood River County Library District in the selection process.

Proposals addressing the above criteria shall be directed via the contact information below.

Rachael Fox
Library Director
Hood River County Library District
502 State St.
Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Proposals will be received by HRCLD until 5.00p on Wednesday, June 12, 2019. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Feasibility and Scoping Exercise."