

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, April 20, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Karen Bureker Vice President

Notes prepared by Library Director Rachael Fox

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|---|---------|
| I. Additions/deletions from the agenda (ACTION) | Bureker |
| II. Actual or potential conflicts of interest | Bureker |
| III. Consent agenda (ACTION) | Bureker |
| i. Minutes from March 16, 2021 meeting | |
| IV. Open forum for the general public | Bureker |
| V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian | |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. March 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VII. Old business | |
| i. Reopening plans: Next phase – Hood River Branch | Fox |
| VIII. New business | |
| i. Annual Planning Session | Bureker |
| ii. Budget Committee Approval (ACTION) | Fox |
| iii. Salary Schedule and Salary Analysis discussion | Fox |
| iv. Potential space in Odell discussion | Fox |
| IX. Agenda items for next meeting | Bureker |
| X. Adjournment | Bureker |

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

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Meeting ID: 889 8794 2233

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

II. Actual or potential conflicts of interest Bureker

III. Consent agenda (ACTION) Bureker

i. Minutes from March 16, 2021 meeting

Attachment: III.i. Minutes from the March 16, 2021, regular meeting

IV. Open forum for the general public Bureker

V. Staff Member Presentation: Jana Hannigan, Children's Services Librarian

Hannigan will discuss Outreach and Children's Services.

VI. Reports

i. Friends update Fox

- The Friends did not meet in April.
- Volunteer services have resumed at the library! The Friends of the Library volunteers and other volunteers are now back at the library. We missed them during our closure. We have the book covering crew processing new items on Mondays. On Tuesdays, we have volunteers helping with shelving and pulling the holds list. We also have Friends volunteers stocking the Friends sale shelves and free shelves. We hope to expand volunteer services in the next month or two.
- The Friends will not hold their annual book sale this spring. They may hold the sale in the fall.

ii. Foundation update Fox

- The Library Foundation has been busy with the Bookmobile campaign. Please see the Director's report for the full details!

- The Library Foundation will hold officers elections at their May board meeting.

iii. **March 2021 Financial Statements**

Fox

Attachment: VI.iii. March 2021 Financial Statements

We are continuing to track well and under budget in many areas due to the decrease in spending during the pandemic. We can anticipate to receive \$35,000 more in tax revenue in May.

iv. **Director's report**

Fox

- Bookmobile Campaign - Please visit <https://hoodriverlibrary.org/bookmobile/>. The response from our community has been amazing!

The Hood River County Library District is proud to announce that we have reached our fundraising goal in record time. Our community has contributed the entire amount in less than two months, bringing our dreams to provide equitable services throughout Hood River County to fruition.

How We Did It

- Sponsorship: \$85,000
 - Local individual donations: \$41,537
 - Feast of Words 2018/2019/2020: \$36,000
 - Bequest: \$17,000
- The Hood River Cultural Trust \$2,500 grant to purchase new library materials for the Bookmobile.

Funds raised will go to commission a bookmobile, which will take 9-10 months to build. We plan to launch our new Bookmobile services in early spring 2022!

- Bookmobile procurement
 - I am working with the District's lawyer to determine if we can use a cooperative purchasing agreement or a formal RFP. The company we select will create the bookmobile to our specifications. It will take 9-10 months. I anticipate we will launch the new bookmobile services in early Spring 2022!
- Library Director Evaluation
 - The Library Director Evaluation will take place in April and May. On Friday, April 30 Library Board members will receive a link to an evaluation form and a compilation of evaluations from library staff, Friends and Foundation presidents. Board members will have one week to complete the evaluation. The Library Director evaluation will take place in Executive Session at the May board meeting.
- Hood Crest Winery donated 2,000 paper masks to the Hood River County Library District.

Platinum Sponsor \$25,000
Doug & Leslie Campbell
Remembering Dorothy-John-Maureen

Gold Sponsor \$10,000
Mark Patterson & Beth Joyce

Silver Sponsor \$5,000
The Schaefer Family Gift Fund of the
Gorge Community Foundation -
Remembering Laura Douglass Schaefer
Ron Cohen, Christie Smith and KJ Cohen
The Hackett Family

Bronze Sponsor \$2,500
The Hood River Cultural Trust
Duckwall Fruit
Friends and Neighbors Book Club
Elaine and Scott Johnson
Cathi Lannon
Remembering Joy and Kay Higgins
Jean and Craig Sheppard
Waucoma Bookstore
Wyeast Laboratories, inc.

- I have postponed the bid request process for janitorial services. We have been operating on an as needed basis since last May due to the pandemic. Our contract is satisfactory until we get through this pandemic. I anticipate having the time to go through the bid process in June and having bids for the board to review by the June or July board meeting.
- ***Facilities and Library Gardens***
 - Our Garden Maintenance crew planted three Jacquemontii birch trees in front of the Hood River Library to replace the large maple we removed in 2019.



- ***Programs and Services***
 - The Hood River Library Gardens is hosting a community display on the north side of the library lawn during the month of April. The SafeSpace Child Abuse Awareness Campaign is trying to raise awareness regarding child abuse in the gorge. They will place one pin wheel for every child that has experienced child abuse in the gorge. They are partnering with Art in Education in the Gorge to create the display.



- **Hood River County Reads 2020-2021**

The Friends of the Hood River is hosting the Hood River County Reads program 2020-2021! Due to the cancellation of last year's Hood River County Reads, we are reading the 2020 book *The Highest Tide* by Jim Lynch.

This weekend will be the culmination of the Hood River Reads program with a virtual writing workshop with the author on Saturday April 17 and a webinar with the author on Sunday, April 18 at 2 p.m.

Please visit our website for a full schedule of events
<https://hoodriverlibrary.org/friends/hood-river-reads/>.

- The program staff have been working hard to provide creative programming for this spring. It's a mix of online programs and craft kits! We have distributed thousands of free books in our community! Please check out our newsletter for a full list of programs in April, <https://conta.cc/3mhDouQ>.

- **April programs**

- **Adult programs**

- [Cooking Together Zoom Class](#) - Wednesday, April 21st 6:30 p.m.

Jerk Chicken with Spicy Mango Slaw and Coconut Rice and Beans

Impress your friends and family with this tasty tropical meal you can put together in an hour! During our rainy spring, these recipes will take you on a little mini-vacation to a sunny beach somewhere. This class features super-flavorful and healthy jerk-spiced broiled boneless chicken thighs served on a bed of simple slaw, topped with delicious mango salsa that you can adjust to your own spice level. On the side, you'll enjoy decadent coconut red beans and rice that

perfectly balances the meal. This class is 100% gluten-free as long as you use GF soy sauce and chicken broth.

- **Teen programs**

- **Teen Hangout [Discord]**
 - Games, parties, bad jokes, and program planning always happening on the **Library Discord**. Sign up through the library website.
- **Unicorn Day Take-home craft** - Available April 9th
Come celebrate National Unicorn Day at the library! Teens can grab kits to make 3d Papercraft Unicorns of their very own. All supplies included.
- **Friday Teen Gaming Hour [Zoom]** - Fridays in April and May at 3 pm.
Stop by the Teen Zoom Room for some online games and socializing. Bring a device you can log into a game with and your own snacks. We will pick out games based on numbers and what people want that day.
- **Glow in the Dark Hunt** - April 29th, 8 pm. Hood River Library Gardens
Time to grab a flashlight and get outside for the library's sort of annual glow in the dark hunt! Space is limited and registration is required. Ages 13-18.

- **Kids programs**

- **Storytime [Facebook]** Thursdays, 10:30 a.m.
Join Teacher Jana each week for stories and songs! Live on Facebook.

- **Kids' Spring Book Club '21 -Books available starting Saturday, April 21**

Pick up a free copy of our Kids' Spring Book Club selection, Newberry Honor book, *Abel's Island* by William Steig. Abel the mouse's upper-crust, lackadaisical world is shattered when he's swept away by torrential rain and marooned on an island! What will he eat? How will he defeat the menacing owl? What is his life's purpose? And most of all, when will he see his beloved Amanda again?

- **Outreach programs**

- Día de los niños program
 - DIA is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. This year we plan to celebrate DIA by serving 300 children & their families in the community of Odell. We will host a drive through event on Friday, April

30th 3:00-6:00pm. Families will be able to drive through and pick up one library bag, books, resources & goodies. We have partnered with the Odell Hispanic Prevention coalition, Mid Valley Elementary, and The Next Door Inc.

- The kids team continues to distribute free books through the school district meal sites and meal delivery program and the FISH Food Bank! The free books were funded by the Library Foundation.

VII. Old business

i. Reopening plans: Next phase – Hood River Branch

Fox

We are currently offering Browsing and Computer Appointments at the Hood River Library four days per week. We offer Curbside Services at Hood River five days per week and two days per week at the Cascade Locks and Parkdale branches. We moved to Stage 4 of our [reopening plan](#) on Wednesday, March 10.

Highlights of appointment services:

- Browsing (30 minutes)
- Computer use (30 minutes)
- Restrooms closed
- No furniture - seating and tables have been removed from the public area in the Hood River Library and Cascade Locks Library to encourage the 30 minutes time limit for browsing.
- Plexiglass shields at all the service desks.
- Library bookshelves and self-check stations have been repositioned to encourage social distancing.

Due to poor ventilation and small size of the Parkdale Library space, we are not adding appointment services until we can better ventilate the space by opening windows and doors. I'm anticipating opening by appointment in June.

We have received approval from the Hood River County School District to allow patrons into the Cascade Locks Library by appointment. I need to complete a few more tasks to prepare the branch to reopen. We're working towards opening by appointment the week of April 27th or the following week.

Next phase - Hood River Branch

I would like to eliminate appointments at the Hood River Branch. We will shift to allow patrons to enter only through the main door. They will be greeted by a staff member. All the same guidelines will remain such as 30 minutes time limit for browsing and computers, no seating, or public restrooms will be available. We will offer Curbside by request only. Library staff will monitor occupancy in the children's library. We do not anticipate reaching occupancy limits in the other areas of the library because we do not have seating available.

I recommend we continue with our current hours listed below. This allows us to continue to conduct tasks on the library floor when patrons are not present. At the May board meeting, I recommend we discuss potentially expanding our open hours at all three branches. Most libraries still have modified hours.

- Tuesdays: 12:00-6:00pm
- Wednesdays: 12:00-6:00pm
- Thursdays: 12:00-6:00pm
- Fridays: 10:00-4:00pm
- Saturdays: 10:00-4:00pm

I do not have a set date to move to this next phase. Due to the recent increase in local and statewide cases, I would like to hold off on moving to this next phase. I can consult with the District Board President Jean Sheppard before the next board meeting, if we determine it is safe to move forward. In the interim, we plan on moving the check-in for appointments to the main doors. Patrons will enter to either pickup Curbside or attend an appointment. This will eliminate the need for another service desk, which we added for appointment check-in.

VIII. New business

i. Annual Planning Session

Bureker

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)
- Marketing audit and discussion with Penny Hummel (2019-20)

I recommend we conduct our annual planning session to discuss updating our mission, vision, and values. This will be beneficial since we will be hiring a consultant next fiscal year to create a new five-year strategic plan. Our current strategic plan expires at the end of this fiscal year. Originally, I had planned to hire a consultant this year but did not pursue it due to the pandemic.

Assistant Director Arwen Ungar and I will conduct research regarding other library's mission, vision, and values. We will consult with library staff and then present our ideas at a board

planning session. I would like to hold the planning session before our Tuesday, June 15 board meeting at 6pm. I would like to discuss idea this further at the library board meeting.

ii. Budget Committee Approval (ACTION)

Fox

The Library Board approved the library budget calendar at the February Board meeting, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. Angela Schock (fulfilled the remainder of Amber Bello's term) and Eric VonLubken terms ended in 2020. The board agreed to renew Angela Schock for another three year term.

Currently, our Budget Committee is Jen Bayer, Monica Hockett, and Lani Roberts. I have advertised our open position through social media, website, and library newsletter. I have not received any applications for the open position on the budget committee. We will need to appoint Angela Schock to the budget committee.

iii. Salary Schedule and Salary Analysis discussion

Fox

I hired HR Answers to conduct a salary analysis for all our positions. I received their report on Friday, April 16, 2021. Since this is the day I release the board packet, I did not have time to thoroughly read all the information and compose a recommendation to the District Board. I will review the information over the weekend and prepare a recommendation before the District Board meeting. The recommendation will be sent by email to the District Board members on Monday, April 19. We can discuss the recommendations at the meeting.

iv. Potential space in Odell discussion

Fox

Jenny Logsdon, owner of Wyeast Laboratories in Odell, has offered the Library District free space in their new building for six months. With the potential for another six month renewal, if they have not found a tenant to occupy the space. The space would be available June 1. I consulted with library staff and we decided it would be a great fit to conduct programs for the community of Odell. We can host small programs for adults and families with COVID restrictions in place. Library staff can offer child care during adult programs which usually attracts many participants in the Odell area. We decided it would not be a good fit for a pop-up library due to the location and short duration of the lease and we would spend significant time and energy promoting and informing the residents of Odell of the services. Instead, library staff want to focus their energy on hosting a table at the Mercado in Odell this summer. We have found this location to distribute free library materials is the optimal way to reach the population at this time.

I am investigating the cost of adding additional insurance for the space. In addition, I have reached out to the planning department to confirm we can use the space for library programs and to inquire about the occupancy limit. I'd like to discuss this further at the meeting.

IX. Agenda items for next meeting

Bureker

- Library Director Evaluation
- Tuesday, May 11, 2021, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 18, 2019, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2021-22 salary schedule

X. Adjournment

Bureker

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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes

Tuesday, March 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Jean Sheppard, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (Staff).

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Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:03pm. Fox stated she would like to discuss the gardens light pole project. Marsden made a motion to approve the agenda as amended. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from February 16, 2021 meeting

Janik moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

IV. Open forum for the general public

Sheppard

None 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. February 2021 Financial Statements

Fox

The financial statements were not available at the time the board packet was released. Fox emailed the financial statements to the board prior to the meeting.

iv. Director's report

Fox

Fox stated the original estimate for the new light pole in the gardens was \$4,106. Fox stated there was an increase to the project due to the light pole needed to be larger to fit our existing luminaire which matches the other light pole in the gardens. In addition, the contractor installing the light pole discovered he will need to install a new concrete base for the pole. The new estimate is \$8,016. We will use \$2,445 from the SDAO Safety Grant which brings the cost of the project to \$5,571. Fox stated we need to have light in the area for safety reasons and the board agree and accepted the change in cost.

Sheppard requested Fox provide an estimate regarding salary expenses for fiscal year 2021-22 at the next library board meeting. Fox stated she will work on having a salary analysis completed as was discussed by the library board last fiscal year and would also prepare an estimate for the April Board meeting.

Hackett stated we should make sure we have funds available for large capital projects we can expect in the future. Fox stated she planned to address the capital projects in the budget. Hackett asked if the District had replenished the funds from our HVAC purchase last fiscal year. Fox stated we received additional funds this fiscal year from the dissolution of one urban renewal district and a pause by the other urban renewal district which allowed the District to replenish our contingency fund and our Capital Equipment Reserve Fund.

VI. Old business

i. Reopening plans: Curbside Services and Browsing and Computer Appointments

Fox

Fox stated she would like to expand appointment days from two days per week to four days per week. Sheppard stated the library should continue to have Curbside hours, too. The Board stated they supported the expansion of hours. Janik asked if Parkdale will be open for appointments. Fox recommended not opening the branch for appointments due to the small space and limited ventilation. Fox stated she recommended opening the branch in the early summer when we can open doors and windows. Fox stated The Dalles Library is opening with limited services.

VII. New business

i. Library Director Evaluation (ACTION)

Sheppard

Sheppard asked how we can get more staff members to fill out the survey. Fox stated she planned to send out an email to staff. She will also mention the survey at the next staff meeting. Fox stated ten or eleven staff members filled out the survey last year. We have nineteen staff and four are substitutes. In addition, Fox stated she supervises eight staff members. Janik made a motion to approve the Library Director Evaluation timeline. Marsden seconded. The motion carried unanimously.

ii. Budget Committee Discussion (ACTION)

Fox

The board decided to advertise the open budget committee position. Fox will post on social media and the enewsletter.

iii. Request – remove bench in Reading Room

Fox

Sheppard asked if there was historical significance to the window seat in the Reading Room. Fox stated there was not. The board approved removing the window seat.

iv. Request Personnel to transport ballots in Odell

Fox

Sheppard stated she originally supported the idea but after hearing District lawyer Ruben Cleaveland's concerns she has changed her mind. Marsden, Janik, and Hackett agreed. Fox also was concerned with allowing District staff to provide services to other entities outside of the scope of library services. The Board agreed to not use library personnel for transporting ballots in Odell.

VIII. Agenda items for next meeting

Sheppard

- Budget committee approval
- Review Janitorial Maintenance bids and contract
- Salary analysis

IX. Adjournment

Sheppard

The meeting was adjourned at 7:48pm.

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

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

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements March 31, 2021

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
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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, 2021, 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 13, 2021

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2021

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$165,005			\$165,005
Cash with Hood River County	869,610	\$120,198	\$130,982	1,120,790
Petty cash	416			416
Other	11,376			11,376
Total Current Assets	<u>1,046,407</u>	<u>120,198</u>	<u>130,982</u>	<u>1,297,587</u>
TOTAL ASSETS	<u><u>\$1,046,407</u></u>	<u><u>\$120,198</u></u>	<u><u>\$130,982</u></u>	<u><u>\$1,297,587</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,509			\$3,509
Accounts payable	0			0
Total Current Liabilities	<u>3,509</u>	<u>0</u>	<u>0</u>	<u>3,509</u>
Total Liabilities	<u>3,509</u>	<u>0</u>	<u>0</u>	<u>3,509</u>
Fund Balances:				
Unassigned	<u>1,042,898</u>	<u>120,198</u>	<u>130,982</u>	<u>1,294,078</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,046,407</u></u>	<u><u>\$120,198</u></u>	<u><u>\$130,982</u></u>	<u><u>\$1,297,587</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2021

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$100	\$29,275		\$29,375
Property tax revenues - current year	1,035,833			1,035,833
Property tax revenues - prior year	22,461			22,461
Fines and fees	815			815
Intergovernmental revenue	4,082	27,717		31,799
Interest revenue	7,272		\$1,107	8,379
Miscellaneous	322			322
Total Revenues	1,070,885	56,992	1,107	1,128,984
Expenditures:				
Personal services:				
Wages and salaries	343,224			343,224
Employee benefits	111,820			111,820
Total Personal Services	455,044	0	0	455,044
Materials and services:				
Bank charges	299			299
Building rental	9,438			9,438
Building maintenance	11,725	4,635		16,360
HVAC	6,473			6,473
Elevator	1,609			1,609
Telephone	3,938			3,938
Internet	2,025			2,025
Collection development	48,407	15,188		63,595
Technology	10,558	815		11,373
Accounting and auditing	22,864			22,864
Courier	1,515			1,515
Custodial services	17,787			17,787
Technical services	3,700			3,700
Library consortium	13,396			13,396
Copiers	2,612			2,612
Elections expense	0			0
Furniture and equipment	924	6,682		7,606
Insurance	13,134			13,134
Georgiana Smith Memorial Garden	15,326	160		15,486
Legal services	1,558			1,558
Professional services	0			0
Dues and subscriptions	2,079			2,079
Miscellaneous	1,105	(150)		955
Postage and freight	605			605
Printing	184			184
Programs	8,553	11,173		19,726
Advertising	369			369
Supplies - office	4,140	2,804		6,944
Travel	222			222
Training	1,561	49		1,610
Board development	0			0
Parking reimbursement	0			0
Electricity	9,607			9,607
Garbage	1,187			1,187
Natural gas	3,816			3,816
Water & sewer - building	3,759			3,759
Total Materials and Services	224,475	41,356	0	265,831
Capital outlay	0	9,950	0	9,950
Total Expenditures	679,519	51,306	0	730,825
Revenues Over Expenditures	391,366	5,686	1,107	398,159
Other Financing Sources (Uses)				
Operating transfers in	0		20,000	20,000
Operating transfers out	(20,000)			(20,000)
Total Other Financing Sources (Uses)	(20,000)	0	20,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	371,366	5,686	21,107	398,159
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
Fund Balance - March 31, 2021	\$1,042,898	\$120,198	\$130,982	\$1,294,078

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HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$6,112	\$1,035,833	\$1,029,687
Tax revenues - prior year	84	22,461	12,000
Interest revenue	321	7,272	14,000
Fines and fees	0	815	6,500
Intergovernmental revenue	0	4,082	0
Donations	50	100	0
Miscellaneous	0	322	0
Total Revenues	6,567	1,070,885	1,062,187
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	554	5,324	7,638
Library clerk II	7,311	70,236	107,038
Library assistant I	7,982	71,561	56,196
Library assistant II	4,511	43,120	58,378
Librarian I	5,438	52,487	118,113
Librarian II	4,519	40,481	60,258
Library director	6,694	60,015	80,330
Payroll taxes and benefits:			
Retirement	5,987	26,859	36,339
Social security	2,776	26,424	36,596
Workers' compensation	17	20	1,300
Health insurance	6,106	54,908	108,900
Unemployment insurance	436	3,609	4,392
Total Personal Services	52,331	455,044	675,478
Materials and services:			
Bank charges	46	299	250
Building rental	944	9,438	13,400
Building maintenance	2,118	11,725	20,000
HVAC	0	6,473	15,000
Elevator	364	1,609	2,350
Telephone	363	3,938	5,100
Internet	225	2,025	3,300
Collection development	7,369	48,407	83,000
Technology	457	10,558	13,000
Accounting and auditing	0	22,864	28,000
Courier	166	1,515	2,300

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HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	Current Period	Year to Date	Annual
	Actual	Actual	Budget
Custodial services	2,123	17,787	25,200
Technical services	0	3,700	4,000
Library consortium	0	13,396	13,500
Copiers	411	2,612	3,500
Elections expense	0	0	4,000
Furniture and equipment	(5,241)	924	4,000
Insurance	(546)	13,134	13,700
Georgiana Smith Memorial Garden	41	15,326	25,000
Legal services	105	1,558	4,000
Professional services	0	0	25,000
Dues and subscriptions	90	2,079	4,000
Miscellaneous	52	1,105	1,000
Postage and freight	88	605	4,000
Printing	15	184	500
Programs	1,704	8,553	20,000
Advertising	22	369	2,000
Supplies - office	(2,095)	4,140	14,000
Travel	0	222	5,000
Training	(49)	1,561	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,082	9,607	21,000
Garbage	133	1,187	1,800
Natural gas	996	3,816	10,000
Water & sewer - building	419	3,759	5,400
Total Materials and Services	11,402	224,475	402,300
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	63,733	679,519	1,177,778
Other Financing Sources (Uses)			
Operating transfers in	0	0	0
Operating transfers out	0	(20,000)	(20,000)
Total Other Financing Sources (Uses)	0	(20,000)	(20,000)
Change in Fund Balance	(\$57,166)	\$371,366	(\$135,591)

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HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	<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	\$3,000	\$29,275	\$330,000
Intergovernmental revenue	0	27,717	0
Total Revenues	<u>3,000</u>	<u>56,992</u>	<u>330,000</u>
Expenditures:			
Personal services	0	0	11,600
Materials and services:	13,925	41,356	200,000
Capital outlay	9,950	9,950	118,400
Total Expenditures	<u>23,875</u>	<u>51,306</u>	<u>330,000</u>
Change in Fund Balance	<u><u>(\$20,875)</u></u>	<u><u>\$5,686</u></u>	<u><u>\$0</u></u>

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HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2021

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$37	\$1,107	\$1,500
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and Other Sources	<u>37</u>	<u>21,107</u>	<u>21,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	(9,950)	0	75,000
Total Expenditures	<u>(9,950)</u>	<u>0</u>	<u>75,000</u>
Change in Fund Balance	<u><u>\$9,987</u></u>	<u><u>\$21,107</u></u>	<u><u>(\$53,500)</u></u>

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HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Nine Months Ended March 31, 2021

	Newspaper Digitization	SDAO Safety 2016	Foundation Grants	Other Grants	Friends of the Library	Parkdale Library	Pat Hazelhurst	Safety 2020	CARES Act	R2R 2021	HR Cultural Trust	Total
Revenues:												
Donations and grants	\$0	\$0	\$3,000	\$1,475	\$14,300	\$0	\$8,000	\$0	\$0	\$0	\$2,500	\$29,275
Intergovernmental revenue									\$22,609	\$5,108		27,717
Total Revenues	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>1,475</u>	<u>14,300</u>	<u>0</u>	<u>8,000</u>	<u>0</u>	<u>22,609</u>	<u>5,108</u>	<u>2,500</u>	<u>56,992</u>
Expenditures:												
Personal services:												
Wages and salaries:												0
Library clerk I												0
Library assistant II												0
Employee benefits:												0
Retirement												0
FICA												0
Workers compensation												0
Health insurance												0
Unemployment insurance												0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:												
Building maintenance		3,000	9,521		3,197		2,470	685	950			4,635
Collection development									815			15,188
Technology												815
Courier												0
Programs			9,244	1,237	587	105			6,260			11,173
Furniture and equipment			422									6,682
Georgia Smith Memorial Garden			160									160
Professional services									2,804			2,804
Supplies - office									49			49
Training				(150)								(150)
Miscellaneous												
Total Materials and Services	<u>0</u>	<u>3,000</u>	<u>19,347</u>	<u>1,087</u>	<u>3,784</u>	<u>105</u>	<u>2,470</u>	<u>685</u>	<u>10,878</u>	<u>0</u>	<u>0</u>	<u>41,356</u>
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,950</u>	<u>0</u>	<u>0</u>	<u>9,950</u>
Total Expenditures	<u>0</u>	<u>3,000</u>	<u>19,347</u>	<u>1,087</u>	<u>3,784</u>	<u>105</u>	<u>2,470</u>	<u>685</u>	<u>20,828</u>	<u>0</u>	<u>0</u>	<u>51,306</u>
Net Change in Fund Balance	0	(3,000)	(16,347)	388	10,516	(105)	5,530	(685)	1,781	5,108	2,500	5,696
Fund Balance - July 1, 2020	825	3,000	102,155	383	2,573	105	2,341	3,130	0	0	0	114,512
Fund Balance - March 31, 2021	<u>\$825</u>	<u>\$0</u>	<u>\$85,808</u>	<u>\$771</u>	<u>\$13,089</u>	<u>\$0</u>	<u>\$7,871</u>	<u>\$2,445</u>	<u>\$1,781</u>	<u>\$5,108</u>	<u>\$2,500</u>	<u>\$120,198</u>