

Board of Directors
Regular Meeting Agenda
Supplementary information

Wednesday, June 16, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard 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

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|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from May 18, 2021 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. April and May 2021 Financial Statements | |
| ii. Director's report | Fox |
| VI. Previous business | |
| i. Reopening plans: Library Services | Fox |
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| i. 2021-22 Budget approval (ACTION) | Sheppard |
| I. Budget hearing | |
| ii. 2021-22 Salary Schedule approval (ACTION) | Sheppard |
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| iv. Discussion of 2021-22 President and Vice-President positions | |
| v. Discussion of regular meeting time | Sheppard |
| vi. Library Director contract renewal (ACTION) | Sheppard |
| vii. Bookmobile Procurement (ACTION) | Sheppard |
| viii. Window tint discussion | Fox |
| VIII. Agenda items for next meeting | Sheppard |
| IX. Adjournment | |

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

II. Actual or potential conflicts of interest Sheppard

III. Consent agenda (ACTION) Sheppard

i. Minutes from May 18, 2021 meeting

Attachment:

- III.i.a. Minutes from the May 18, 2021, regular meeting
- III.i.b. Minutes from the May 11, 2021, Budget Committee Meeting
- III.i.c. Minutes from the May 18, 2021, Budget Committee Meeting

IV. Open forum for the general public Sheppard

V. Reports

i. Friends update Fox

- The Friends of the Library did not meet in June

ii. Foundation update Fox

- The Foundation Board will create an eNewsletter to update their members on Foundation activities during the pandemic.
- The Foundation and Friends will hold a donor appreciation event in the library gardens on September 18, 2021.
- The Foundation is encouraging patrons to purchase donor bricks for the gardens by July 31.
- The Library Foundation board approved their annual donation to the District.
 - Bookmobile donation: \$140,500 (\$128,000 new donations; remainder from previous years FOW and Annual Giving Campaign)

- Support for other areas: \$10,000
 - Due to the pandemic, I paused our newspaper subscriptions and several of our magazine subscriptions while our buildings were closed to the public. We eliminated an auto repair and language learning database which were not well used by our patrons. We paused another database which only could be accessed inside the library buildings. We added two new databases for creative crafting and language learning. Due to the changes and the Foundation's additional \$4,000 donation for new databases in May 2020, we will carry over \$10,700 into fiscal year 2021-22. The Foundation board agreed to apply the funds toward the electronic resources request below.
 - **Magazines and newspapers - \$5,000**
 - For the past nine years, the Library Foundation has supported all of our magazine and newspaper subscriptions. This is a popular collection, both in terms of circulation and in-library use. Eight years ago, the Foundation also funded the new magazine shelves and area, which has been very well-received. This year we added a few new titles.
 - **Electronic resources - \$4,300 (\$15,000 current year expense - \$10,700 carry over)**
 - In years past, the Foundation has also supported our popular electronic resources, including the downloadable media service Library2Go, the kids e-book service TumbleBooks, the genealogy resources Ancestry.com, Kanopy streaming, and the language-learning database Mango.
 - **Movie licensing - \$700**
 - Due to the pandemic, we do not plan on offering indoor movies this summer. We will be showing movies to teen in the gardens this summer. Each year we pay two companies Movie Licensing USA and Motion Picture Licensing Corporation to have the licensing rights to screen movies for the public.

iii. April and May 2021 Financial Statements

Fox

Attachments:

- V.iii.a. April 2021 financial statements
- V.iii.b. May 2021 financial statements

We received \$33,000 in current year tax revenue in April/May. Tax payers have the option of making their property tax payments in three installments and the third installment was due on May 15, 2021. Overall, we have received \$1,093,752 this year in total tax revenue (current and previous years) for the General Fund.

iv. Director's report

Fox

Facilities

- Our new concrete light pole will be installed in the library gardens this month. The light pole was removed two years ago because it showed signs of cracking and had become a safety hazard.
- Odell space
 - I am still working with Jenny Logsdon from Wyeast Laboratories to lease the Library District a space for free to offer library programming. This will be temporary for six months with the potential to renew the contract for (2) three month intervals. It will not exceed 1 year. I contacted the County of Hood River and discovered the area is zoned light industrial. Since library services do not fall into the light industrial zoning, the library will be allowed to use the space in Odell by applying for a minor modification permit. This is for temporary use for up to one year. It will involve a \$300 fee which the Library District will pay.

Programs and Services

- This year summer reading will look different. We will use the Beanstack, an online tracking tool for our program. Kids, teens and adults will sign up online to track their reading goals for prizes! If a patron does not have online access, they can still participate. Library staff will track their progress for them and we will have paper forms for the kids program. We plan to offer limited in-person programming at the library. For more information, <https://hoodriverlibrary.org/summer-reading/>.
- The program staff have been working hard to provide creative programming for this summer. It's a mix of online programs and small in-person outside programs. Please check out our newsletter for a full list of programs in June, <https://conta.cc/3h8hPMm>
- We are now offering our monthly eNewsletter in Spanish, too.

- **June programs**

- **Adult programs**

- [**Writing Workshop with Jennifer Hanlon-Wilde**](#)
Wednesday, June 30 6:30 p.m.

Participants will spend 90 minutes writing from prompts, with an emphasis on sensory descriptions and dialogue. Time will be reserved at the end for questions and answers about the Multnomah Library Writers' Project and Portland State University's Ooligan Press.

Jennifer Hanlon Wilde is a writer, teacher, nurse practitioner, and mother of three. She lives in Hood River, Oregon with her family.

- **Teen programs**

- **In the Heights Virtual Book Tour**
June 15 at 5 pm in the Library Gardens

Teens can participate in a Zoom chat with the minds behind the musical, movie, and book of In the Heights! Register on the library website.

- **Mediocre Movie Night**

June's Teen Movie won't be as bad as the movie in May, but that won't stop us! Join us in the Library Garden for snacks and movie fun. Open to patrons 12 to 20, please visit the Teen Page to find title details and to register. Date and time TBA.

- **Teen take-home craft**

To celebrate Pride Month and other reasons to be crafty, teens can pick up a boondoggle cord keychain kit in the colors that speak to them.

- **Marvel Show Trivia Night: June 30 at 8 p.m.**

As we get into the season Loki, here is a challenge to see how much we really know about Marvel tv shows. A little bit of everything and a lot of the new MCU shows, this event is open to teens and adults. Join us in person or play online after the event. Registration Required.

- **Kids programs**

- **Storytime [Facebook]**

Thursdays, 10:30 a.m.

Join Teacher Jana each week for stories and songs! Live on Facebook.

- **Kids Summer Reading 2021**

Sign up on Beanstack to earn a cookie coupon, a free book, and a certificate for Mike's Ice Cream! For kids ages 3-12, choose your age bracket and log your reading hours to earn your prizes. For babies and toddlers ages 0-2, complete 15 activities to earn your prizes. The kids' library will soon be receiving 200 butterfly eggs! Families visiting the library this summer will be able to watch them change and grow. On July 31st, they'll be released at our Butterfly Release Party. Stay Tuned!

- **Odell Children's Lending Library**

This summer kids can come to the free outdoor lending library at the Odell Mobile Home park on Wednesdays and Saturdays to borrow books. There will be hundreds of books available for all ages of children. The items will not be cataloged in the system but lent on the honor system. This program is being advertised in the mobile home park and through the Mid-Valley Elementary School. The Odell Mobile Home park was the pick up location for our Odell Library Express Bus and we have greatly missed serving the children there. This program was funded with the Ready to Read Grant money from the State of Oregon.

- **Outreach programs**

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

VI. Previous business

i. Reopening plans: Library Services

Fox

We are offering [Library Express Services](#) at all three of our branches. Patrons are invited into the building for 30 minutes to browse, use the computer and pick-up holds. No appointment needed.

Highlights of service:

- Browsing (30 minutes)
- Computer use (30 minutes)
- Restrooms closed at Cascade Locks and Parkdale branches
- No furniture - seating and tables have been removed from the public area to encourage the 30 minutes time limit for browsing.
- Curbside services available at all branches by request.

We have expanded our hours!

Hood River Library

- Tuesdays, Wednesdays, Thursdays 10am-6pm
- Fridays, Saturdays 10am-4pm

Cascade Locks and Parkdale Branches

- Tuesdays and Thursdays 2pm-6pm
- Saturdays 10am-2pm

Click here for full details: <https://hoodriverlibrary.org/current-library-services/>

Governor Brown and Oregon OSHA has announced most workplace pandemic restrictions will be lifted when the state reaches 70% vaccination rate for adults 18 and over. I anticipate this will occur in the next 14-21 days. I recommend we follow the new guidelines issued by the Governor and Oregon OSHA. These new guidelines have not been released yet. I am anticipating masks will not be required and most occupancy limits will be removed. Based upon these upcoming changes, I recommend the following:

- Do not require masks but encourage them. We will continue to provide masks to staff and patrons.

OPEN

NO APPOINTMENT NEEDED!

Browsing & Computers
30 minute visits

OCCUPANCY LIMITS:
YOU MAY BE ASKED TO WAIT

Click here for more details

Hood River Tues, Wed, Thurs 10 am-6pm Fri, Sat 10am-4pm	Cascade Locks Parkdale Tues, Thurs 2pm-6pm Sat 10am-2pm
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- Restore the furniture to the public space but provide additional space between computers and in the seating areas.
- Open our public meeting rooms.
- Continue to follow the guidelines for offering programming to all ages, especially children. We must the guidelines issued for youth programs by the State of Oregon

Maintain our current operational hours during the month of July

- I would like to wait to restore our full operational hours at all our branches due to reduced staffing. In addition, we will be undergoing a significant transition in the month of July to fully restore the majority of our services. We reduced hours for two employees during the pandemic. One of our Public Service Clerks (19.5 hours) does not want to return to her position but move to substitute status. Another Public Service Clerk will continue at 10 hours per week instead of 19.5 hours until she moves from the area in December. We will hire a Public Service Clerk for 30 hours per week and the position will change to 40 hours per week in 2022. This full time position was approved by the budget committee. We have advertised for the Public Service Clerk position and Public Service Clerk Substitutes. We already allocate a specific amount of funds each month towards substitutes, so these new substitute hires will not cost the district additional money. We plan to have our new staff hired and trained by the end of July.

I recommend we restore our fully operational hours at all our branches Tuesday, August 3.

VII. New business

i. 2021-22 Budget approval (ACTION)

Sheppard

I. Budget hearing

Attachments:

VII.i.a. Proposed 2021-22 budget

VII.i.b. Resolution 2020-21.05, adopting the budget and imposing taxes

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2021-22 budget, as approved by the Budget Committee at their May 18 meeting, is attached. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2021-22 budget approval requires passage of Resolution 2020-21.05. Following approval, I will submit the proper paperwork to the County and State.

Before budget approval, the Chair must open the Budget Hearing, which gives the public an opportunity to comment on the budget. Notice was published in the June 9th, 2021 edition of the Columbia Gorge News.

ii. 2021-22 Salary Schedule approval (ACTION)

Sheppard

Attachments:

VII.ii. 2021-22 and 2020-21 salary schedule

I propose the attached salary schedule for next fiscal year, which requires Board approval. This salary schedule gives all employees a 6.25% wage increase.

iii. Approval of recurring payments for 2021-22 (ACTION) Sheppard
Attachment:

- VII.iii. Resolution No. 2020-21.06 - approving recurring and online payments for 2021-22

Our auditors, Pauly Rogers & Co., recommend that the Board annually authorize the specific list of vendors whom we pay online and/or automatically. This mainly includes utilities and regular contract payments. The attached resolution provides this authorization. Online payments save significant time and money for the District.

iv. Discussion of 2021-22 President and Vice-President positions
Sheppard

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to fulfill those positions.

v. Discussion of regular meeting time Sheppard

The Board's current regular meeting time is the third Tuesday of the month at 7:00pm. Annually the Board must adopt a resolution setting its regular meeting time. The Board will discuss the best meeting times so that a resolution can be passed during the July meeting.

vi. Library Director contract renewal (ACTION) Sheppard

The Library Director is the only District employee who works directly for the Board and also is the District's only contract employee. The contract typically is renewed annually. My contract is due to expire on June 30. With our legal counsel, I drafted a contract with the following changes. I changed the salary to \$85,342 per year, which is the salary of step (3) on the 2021-22 salary scale. As discussed when approving the scale, this includes a 6.25% wage adjustment increase, which all District employees will receive this fiscal year. As stated in my contract, I will receive a step increase when I receive my certification for the Certified Public Library Administrator program this fall or winter.

Our lawyer is reviewing my contract. After he approves the changes, I will email the board a copy for your review before our board meeting.

vii. Bookmobile Procurement (ACTION) Fox

Attachment:

- VII.vii.a. Quotation – Bookmobile from Farber Specialist Vehicles

I recommend we purchase our Bookmobile from [Farber Specialty Vehicle](#) through a cooperative purchasing agreement. We do not have to undergo a formal Request For Purchase (RFP). This vendor has been thoroughly vetted by being part of a cooperative purchasing program. The price is competitive to another vendor I contacted.

The cost of the bookmobile is \$184,220. We added extra features and extra carts which allow us to easily switch out collections depending on the population we will be serving. We have the funds to cover the cost between the Foundation donation and the State Library grant. At the meeting we can go through all the features and I can answer any questions you may have. The spec sheet and quote is located in the board packet.

I'll also work with library staff, Library Foundation and Library Board members to design the outside of the vehicle which will include the fruit tree motif with sponsor names. It will take 9-10 months to complete. I anticipate we will launch the new bookmobile services in early Spring!

Over the next 9-10 months, library staff will work on developing a plan for services. We'll involve community organizations and gather input from our patrons through interviews and surveys.

viii. Window tint discussion

Fox

I would like to have window tint film applied to the windows on the north side of the atrium, near the magazines/graphic novel area. In February, we had film installed in the south atrium windows and found it has helped with heat reduction and glare in the teen area. Since we also have a seating area in the north side for patrons it will also provide the same benefits and also protect our book collection in the sunlight which causes fading spine labels. The cost of the film will be \$2,750.50. I do not need formal board approval because it does not exceed my spending authority. I would like to hear your thoughts regarding the request.

VIII. Agenda items for next meeting

Sheppard

- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time
- Discussion Board Friends and Foundation liaisons

IX. Adjournment

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, May 18, 2021, 7:00pm

Zoom meeting

502 State St, Hood River

Jean Sheppard President

Notes prepared by Library Director Rachael Fox

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox

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I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:11pm. Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from April 20, 2021 meeting

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

IV. Open forum for the general public

Sheppard

V. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. April 2021 Financial Statements

Fox

The financial statements were not available at the time the board packet was released.

iv. Director's report

There was nothing to add to the written report.

VI. Old business

i. Annual Planning session discussion

Sheppard

Due to pandemic, the board will postpone the annual planning session this year. They will include updating the mission, vision and values in the strategic planning process.

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

Fox

The board agreed with the plan to eliminate appointments, limit occupancy in the children's library in Hood River, offer a 30 minutes time limit for browsing, computers and offer no seating. Curbside will be available by requests only. The restrooms and drinking fountains will be open in Hood River. The Parkdale Library will be open for in-person visits on June 1.

Masks will continue to be required since library staff will not be checking vaccination status.

VII. New business

i. Executive session: Library Director evaluation

Sheppard

The board entered into executive session at 8:15pm and ended executive session at 8:31pm.

VIII. Agenda items for next meeting

Sheppard

- 2021-22 budget approval
- Salary Schedule approval
- Approval of recurring payments for 2021-22
- Discussion of 2021-22 President and Vice-President positions
- Discussion of 2021-22 regular meeting time
- Library Director Contract approval

IX. Adjournment

Sheppard

The meeting was adjourned at 8:34pm.

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.

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Budget Committee

Meeting Minutes

Tuesday, May 11, 2021, 6:00pm

Zoom meeting

Committee Chair: Jen Bayer

Budget officer: Rachael Fox

Present: Rachael Fox (staff), Jen Bayer, Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Lani Roberts, Angela Schock, Jean Sheppard, Monica Zorza.

I. Nomination and election of Chair

Library Director called the meeting to order at 6:04pm. The committee conducted introductions. Roberts nominated Bayer to serve as Committee Chair. Bureker seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Bayer

Roberts moved to approve the agenda as presented. Janik seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Bayer

None stated.

IV. Budget message

Fox

Fox reviewed the budget message from the meeting packet.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Roberts stated the District should offer option three to support staff and she would be happy to have an increase in her property taxes. Fox stated the District millage rate is set at \$.39 per thousand and can not be adjusted. Roberts stated she did not know that.

Schock asked if there would be concerns with finding desk coverage if we made our two part-time positions into one full-time position. Fox stated she would hire additional subs to ensure we have coverage and the benefit for having consistency at the District for staff and patron would be a greater benefit. In addition, Fox believes we will be able to retain an employee for longer period.

Marsden asked if the salary survey adjusted the pay level to match Hood River County. Fox stated they adjusted the data as necessary, so that it matches the labor market pay level in Hood River, Oregon.

Schock asked if the jobs surveyed were in the library profession. Fox stated they were.

The committee decided to revisit the decision regarding option one and two after hearing the rest of the budget message.

Bayer asked if there needed to be any funds allocated for the Odell space the district is working toward leasing for up to one year. Fox stated we have the supplies we will need. She does not anticipate any additional expenses except insurance which will be minimal.

ii. Capital Equipment Reserve Fund

Fox reviewed the proposed capital projects for the next 5-20 years. Fox stated we have a solid foundation and enough funds to cover all our project expenses for the next 15 years. In addition, we will continue to save at least \$25,000 per year.

iii. Grants Fund

Fox reviewed the capital fund and the breakdown of the proposed capital costs over the next 10-20 years. Fox stated we currently have a solid foundation of \$326,486.

VI. Public comment

Bayer

There were no members from the public present.

VII. Budget Committee questions and deliberations

Bayer

Bayer stated the three options did not specifically address the salary compensation recommendations but instead primarily addressed the need to make adjustments based upon the minimum wage increase.

Fox stated she presented the recommendation of a 6.25% increase with a step increase to the board at their April board meeting and asked for their feedback. They recommended presenting three options to the budget committee: 3% increase, 6.25% without a step increase, and full compensation as a comparison. They determined this would be a fiscally prudent option. Fox stated the proposal she recommended to the board did not make specific adjustments to each job classification but she focused on addressing the minimum wage increase first and stated it also addressed the need to increase the wages for all staff based upon the recommendations of the salary survey. Fox stated the board could discuss another potential increase next year especially since the district will need to raise wages to address the minimum wage increase from \$12.75 to \$13.50 per hour. Bayer stated she was pleased to hear there may be further discussion since the staff were still being paid under the recommendation.

Janik asked Fox if we would need to do another 6.25% increase to meet minimum wage increase. Fox stated she would have to calculate the figures but the district could decide the percentage since we could eliminate the levels for Clerk II if they did not meet the minimum wage requirements. For example, we could eliminate step I and II and start at step III. Fox also stated she would like to retain the entry level position if possible. Sheppard agreed.

Bayer asked the committee which options they would like to approve.

Zorza stated she would like to see the figures for the 6.25% salary increase with the potential step increase. Fox stated she would need time to put the figures together in a new budget document for the board to review.

Hackett stated he would like to vote for option 2 (6.25% increase with no step increase). Hackett stated he thinks staff should be compensated fairly but we also need to be fiscally prudent. He stated we could still address the recommendations presented in the salary survey this year and then consider another increase next fiscal year.

Sheppard stated she also would like to vote for option 2 (6.25% increase with no step increase). She stated that was a significant increase and agrees the district needs to be fiscally prudent.

Bayer stated library staff work hard and deserve to be compensated fairly for their work. She also stated managers need all the tools available to motivate their staff to do their best work possible. This can be accomplished by retaining a potential merit based step increase.

Bayer, Roberts, Bureker, and Marsden stated they would also like to see the figures for the 6.25% salary increase with the potential for a step increase. Bayer stated their were enough requests to see the additional figures to recess and met the following week to discuss the options.

Janik stated she would also like to see the projected personnel costs for the fiscal year 2022-23. The rest of the committee agreed. Fox stated she would provide the estimates at the next meeting.

VIII. Recess or adjournment

Bayer

The meeting adjourned at 8:06pm.

Budget Committee

Meeting Minutes

Tuesday, May 18, 2021, 6:00pm

Zoom meeting

Committee Chair: Jen Bayer

Budget officer: Rachael Fox

Present: Rachael Fox (staff), Jen Bayer, Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Lani Roberts, and Jean Sheppard.

I. Additions/deletions from the agenda (ACTION)

Bayer

Bayer called the meeting to order at 6:03pm. Bureker moved to approve the agenda as presented. Marsden seconded. The motion carried unanimously.

II. Conflicts or potential conflicts of interest

Bayer

None stated.

III. Presentation of Revised budget

Fox

i. General Fund

Fox reviewed two options presented to the committee. Option 1: 6.25% increase with no step increase and Option 2; 6.25% increase with a potential merit based increase. Fox also presented three different estimates for personnel costs for fiscal year 2022-23.

ii. Capital Equipment Reserve Fund

There were no changes discussed in this fund.

iii. Grants Fund

Bayer stated there should be reference in the grants fund to the additional funds expected due to the bookmobile campaign. Fox stated she had meant to include it. The Cash On Hand section should state, "There will be additional carryover of the Library Foundation funds due to the fundraising campaign for the bookmobile".

IV. Public comment

Bayer

There were no members from the public present.

V. Budget Committee questions and deliberations

Bayer

Roberts asked if the difference between the two options was around \$11,000. Fox stated that was correct. Fox stated she budgeted as though all staff members would receive the increase July 1. She stated they would not since their review dates come at different times during the year. Also, not all staff would receive a step increase this year. Roberts stated she votes for option 2, (6.25% increase with a potential merit based increase).

Hackett stated he votes for option one, (6.25% increase with no step increase). He stated he was concerned with the statement in the board packet that option 2 would expend \$19,000 more than the estimated revenue. Hackett stated he thought we were past this predicament. Fox stated we have always received more tax revenue than estimated in the amount of (\$23,000-\$40,000) and we should also expect the additional revenue this year. Sheppard stated she was also concerned about this and stated we should include this estimate when planning the budget moving forward to be clear. Fox agreed and stated she would include it. [Notes added by Rachael Fox after the budget meeting on 5/21/21: The Budget Committee discussed at their Tuesday, May 18 meeting, that historically the District always receives more tax revenue than anticipated because the revenue is based upon estimates. FY 2015-16, received +23,666, FY 16-17 +\$17,709, FY 17-18 +26,999, FY 18-19 +23,413, FY 19-20 \$20,065, projected FY 20-21 +41,146. After further discussion, based upon these estimates, the District will not expend more than the anticipated revenue for this fiscal year]. Hackett stated he thinks staff should be compensated fairly but we also need to be fiscally prudent. He stated we could still address the recommendations presented in the salary survey this year and then consider another increase next fiscal year.

Sheppard stated she also votes for option one, (6.25% increase with no step increase). Sheppard stated she would like to see what other government entities in Hood River County pay their staff. She did not think other government entities received an increase similar to our district and wanted to make sure we are aligned. Janik stated the county has been trying to increase wages for the county to compensate their employees.

Bayer stated the county has been unable to increase wages due to revenue issues. Bayer stated we should be celebrating the District has been able to be fiscally responsible and is now able to increase the salaries for their employees to fairly compensate the library staff. Bayer states Fox works really hard at her job and has been conservative with funds which has allowed the District to save the funds needed for capital projects and now pay staff a higher wage which they all deserve because all the library staff work really hard.

Fox stated historically the wage was set low at the start of the District because there were limited funds. There has not been a compensation analysis done over the past twelve years.

Sheppard states it's important to have talking points when discussing the reason for the increase with patrons in our community. The committee could let our community know the increase was made based upon a salary survey analysis which showed the compensation was below the recommended salary for all staff members. Fox added this was the first analysis conducted in the past twelve years. Bayer added the District has been fiscally prudent and has been able to save funds for capital projects and now fairly compensate staff for their wages.

The board voted to decide to chose option 1 or option 2.

- Bayer voted for option 2.
- Hackett voted for option 1.
- Sheppard voted for option 1.

- Janik voted for option 1.
- Marsden voted for option 2.
- Bureker voted for option 2.
- Roberts voted for option 2.

VI. Approval of budget (ACTION)

Bayer

Bayer asked if anyone would like to make a motion to approve the budget with option 2, 6.25% increase for library staff with a potential merit based step increase. Roberts moved to approve the budget resolution approving the 2021-22 budget, including the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,950,490
- Capital Equipment Reserve Fund: \$147,000
- Grants Fund: \$535,000
- *Total: \$2,632,490*

Bureker seconded. The motion carried unanimously.

VII. Recess or adjournment

Bayer

The meeting adjourned at 7:04pm.

Resolution No. 2020-21.06
Resolution authorizing vendors for
online and automatic payment of bills in 2021-22

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the Hood River County Library District time and money; and

WHEREAS, Hood River County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2021-22.

- Amazon (Prime shipping benefits)
- AT&T (telecommunications)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Constant Contact (eNewsletter)
- Dropbox (Cloud storage)
- Facebook (Advertising)
- GoogleSuite (Email)
- Harland Clarke (bank checks, deposit slips, and other documents)
- Hood River Electric Co-op (telecommunications)
- Hostwinds (Web and email hosting)
- HRA VEBA (employee in-lieu health benefits)
- Lucidchart (Marketing design software)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- PacificSource (medical, vision, and dental insurance)
- Resmark (Online forms)
- Ricoh (copier lease)
- Solutions Yes (Copier lease)
- Squarespace (Appointment software for library programs)
- Stamps.com (postage)
- T. Mobile (Parkdale WiFi patron units)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Waste Connections/Hood River Garbage (garbage/recycling)
- Zoom (Video conferencing software)

Adopted by the Board of Directors of Hood River County Library District this 16th day of June 2021.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 2021

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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.

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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, 2021, 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.
June 8, 2021

Hood River County Library District
Balance Sheet - Cash Basis
April 30, 2021

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$81,842			\$81,842
Cash with Hood River County	887,559	\$113,451	\$129,625	1,130,635
Petty cash	416			416
Other	11,948			11,948
Total Current Assets	<u>981,765</u>	<u>113,451</u>	<u>129,625</u>	<u>1,224,841</u>
TOTAL ASSETS	<u><u>\$981,765</u></u>	<u><u>\$113,451</u></u>	<u><u>\$129,625</u></u>	<u><u>\$1,224,841</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,451			\$2,451
Total Current Liabilities	<u>2,451</u>	<u>0</u>	<u>0</u>	<u>2,451</u>
Total Liabilities	<u>2,451</u>	<u>0</u>	<u>0</u>	<u>2,451</u>
Fund Balances:				
Unassigned	<u>979,314</u>	<u>113,451</u>	<u>129,625</u>	<u>1,222,390</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$981,765</u></u>	<u><u>\$113,451</u></u>	<u><u>\$129,625</u></u>	<u><u>\$1,224,841</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, 2021

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$100	\$30,730		\$30,830
Property tax revenues - current year	1,046,332			1,046,332
Property tax revenues - prior year	24,434			24,434
Fines and fees	915			915
Intergovernmental revenue	4,082	27,717		31,799
Interest revenue	5,720		\$605	6,325
Miscellaneous	322			322
Total Revenues	1,081,905	58,447	605	1,140,957
Expenditures:				
Personal services:				
Wages and salaries	382,118			382,118
Employee benefits	124,726			124,726
Total Personal Services	506,844	0	0	506,844
Materials and services:				
Bank charges	315			315
Building rental	10,382			10,382
Building maintenance	11,870	4,635		16,505
HVAC	6,473			6,473
Elevator	1,609			1,609
Telephone	4,297			4,297
Internet	2,250			2,250
Collection development	56,310	18,788		75,098
Technology	12,901	955		13,856
Accounting and auditing	22,864			22,864
Courier	1,756			1,756
Custodial services	19,910			19,910
Technical services	3,700			3,700
Library consortium	13,396			13,396
Copiers	2,876			2,876
Elections expense	0			0
Furniture and equipment	924	6,682		7,606
Insurance	13,134			13,134
Georgiana Smith Memorial Garden	17,523	160		17,683
Legal services	1,802			1,802
Professional services	0			0
Dues and subscriptions	2,139			2,139
Miscellaneous	1,262	(150)		1,112
Postage and freight	694			694
Printing	376			376
Programs	9,675	13,190		22,865
Advertising	559			559
Supplies - office	5,658	2,804		8,462
Travel	222			222
Training	1,561	49		1,610
Board development	0			0
Parking reimbursement	0			0
Electricity	10,669			10,669
Garbage	1,320			1,320
Natural gas	4,681			4,681
Water & sewer - building	4,171			4,171
Total Materials and Services	247,279	47,113	0	294,392
Capital outlay	0	12,395	855	13,250
Total Expenditures	754,123	59,508	855	814,486
Revenues Over Expenditures	327,782	(1,061)	(250)	326,471
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	307,782	(1,061)	19,750	326,471
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
Fund Balance - April 30, 2021	\$979,314	\$113,451	\$129,625	\$1,222,390

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, 2021

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$9,928	\$1,046,332	\$1,029,687
Tax revenues - prior year	1,973	24,434	12,000
Interest revenue	(1,554)	5,720	14,000
Fines and fees	100	915	6,500
Intergovernmental revenue	0	4,082	0
Donations	0	100	0
Miscellaneous	0	322	0
Total Revenues	10,447	1,081,905	1,062,187
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	499	5,823	7,638
Library clerk II	7,283	77,519	107,038
Library assistant I	(30,811)	40,751	56,196
Library assistant II	5,132	48,251	58,378
Librarian I	45,577	98,064	118,113
Librarian II	4,519	45,001	60,258
Library director	6,694	66,709	80,330
Payroll taxes and benefits:			
Retirement	3,105	29,963	36,339
Social security	2,920	29,344	36,596
Workers' compensation	17	46	1,300
Health insurance	6,398	61,306	108,900
Unemployment insurance	458	4,067	4,392
Total Personal Services	51,791	506,844	675,478
Materials and services:			
Bank charges	16	315	250
Building rental	944	10,382	13,400
Building maintenance	145	11,870	20,000
HVAC	0	6,473	15,000
Elevator	0	1,609	2,350
Telephone	359	4,297	5,100
Internet	225	2,250	3,300
Collection development	7,903	56,310	83,000
Technology	2,342	12,901	13,000
Accounting and auditing	0	22,864	28,000
Courier	242	1,756	2,300

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, 2021

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,123	19,910	25,200
Technical services	0	3,700	4,000
Library consortium	0	13,396	13,500
Copiers	264	2,876	3,500
Elections expense	0	0	4,000
Furniture and equipment	0	924	4,000
Insurance	0	13,134	13,700
Georgiana Smith Memorial Garden	2,197	17,523	25,000
Legal services	245	1,802	4,000
Professional services	0	0	25,000
Dues and subscriptions	60	2,139	4,000
Miscellaneous	157	1,262	1,000
Postage and freight	89	694	4,000
Printing	192	376	500
Programs	1,122	9,675	20,000
Advertising	191	559	2,000
Supplies - office	1,518	5,658	14,000
Travel	0	222	5,000
Training	0	1,561	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,062	10,669	21,000
Garbage	133	1,320	1,800
Natural gas	864	4,681	10,000
Water & sewer - building	412	4,171	5,400
Total Materials and Services	22,805	247,279	402,300
Capital Outlay	0	0	0
Contingency	0	0	100,000
Total Expenditures	74,596	754,123	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	(\$64,149)	\$307,782	(\$135,591)

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, 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	\$1,455	\$30,730	\$330,000
Intergovernmental revenue	0	27,717	0
Total Revenues	<u>1,455</u>	<u>58,447</u>	<u>330,000</u>
Expenditures:			
Personal services	0	0	11,600
Materials and services:	5,757	47,113	200,000
Capital outlay	2,445	12,395	118,400
Total Expenditures	<u>8,202</u>	<u>59,508</u>	<u>330,000</u>
Change in Fund Balance	<u><u>(\$6,747)</u></u>	<u><u>(\$1,061)</u></u>	<u><u>\$0</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, 2021

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	(\$502)	\$605	\$1,500
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and Other Sources	<u>(502)</u>	<u>20,605</u>	<u>21,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	855	855	75,000
Total Expenditures	<u>855</u>	<u>855</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$1,357)</u></u>	<u><u>\$19,750</u></u>	<u><u>(\$53,500)</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, 2021

	Newsaper 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	\$2,930	\$14,300	\$0	\$8,000	\$0	\$22,609	\$0	\$2,500	\$30,730
Intergovernmental revenue										\$5,108		27,717
Total Revenues	0	0	3,000	2,930	14,300	0	8,000	0	22,609	5,108	2,500	58,447
Expenditures:												
Personal services:												
Wages and salaries:												0
Library clerk I												0
Library assistant III												0
Employee benefits:												0
Retirement												0
FICA												0
Workers compensation												0
Health insurance												0
Unemployment insurance												0
Total Personal Services	0	0	0	0	0	0	0	0	0	0	0	0
Materials and services:												
Building maintenance	487	3,000	12,634		3,197		2,470	685	950			4,535
Collection development							140		815			18,788
Technology												955
Courier												0
Programs				1,237	839	105				1,265		13,190
Furniture and equipment			9,744						6,260			6,682
Georgia Smith Memorial Garden			422									160
Professional services			160									0
Supplies - office									2,804			2,804
Training									49			49
Miscellaneous				(150)								(150)
Total Materials and Services	487	3,000	22,960	1,087	4,036	105	2,610	685	10,878	1,265	0	47,113
Capital outlay	0	0	0	0	0	0	0	2,445	9,950	0	0	12,395
Total Expenditures	487	3,000	22,960	1,087	4,036	105	2,610	3,130	20,828	1,265	0	59,508
Net Change in Fund Balance	(487)	(3,000)	(19,960)	1,843	10,264	(105)	5,390	(3,130)	1,781	3,843	2,500	(1,061)
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 - April 30, 2021	\$338	\$0	\$82,195	\$2,226	\$12,837	\$0	\$7,731	\$0	\$1,781	\$3,843	\$2,500	\$113,451

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements May 31, 2021

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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 May 31, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eleven 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.

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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.
June 9, 2021

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$114,967			\$114,967
Cash with Hood River County	816,753	\$108,813	\$128,601	1,054,167
Petty cash	416			416
Other	11,948			11,948
Total Current Assets	<u>944,084</u>	<u>108,813</u>	<u>128,601</u>	<u>1,181,498</u>
TOTAL ASSETS	<u><u>\$944,084</u></u>	<u><u>\$108,813</u></u>	<u><u>\$128,601</u></u>	<u><u>\$1,181,498</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$6,426			\$6,426
Total Current Liabilities	<u>6,426</u>	<u>0</u>	<u>0</u>	<u>6,426</u>
Total Liabilities	<u>6,426</u>	<u>0</u>	<u>0</u>	<u>6,426</u>
Fund Balances:				
Unassigned	<u>937,658</u>	<u>108,813</u>	<u>128,601</u>	<u>1,175,072</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$944,084</u></u>	<u><u>\$108,813</u></u>	<u><u>\$128,601</u></u>	<u><u>\$1,181,498</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$100	\$30,730		\$30,830
Property tax revenues - current year	1,068,841			1,068,841
Property tax revenues - prior year	24,911			24,911
Fines and fees	1,020			1,020
Intergovernmental revenue	4,081	27,717		31,798
Interest revenue	6,267		\$605	6,872
Miscellaneous	322			322
Total Revenues	1,105,542	58,447	605	1,164,594
Expenditures:				
Personal services:				
Wages and salaries	420,984			420,984
Employee benefits	135,436			135,436
Total Personal Services	556,420	0	0	556,420
Materials and services:				
Bank charges	330			330
Building rental	11,326			11,326
Building maintenance	12,943	4,635		17,578
HVAC	6,473			6,473
Elevator	1,791			1,791
Telephone	4,422			4,422
Internet	2,599			2,599
Collection development	63,922	22,926		86,848
Technology	13,595	955		14,550
Accounting and auditing	22,864			22,864
Courier	1,899			1,899
Custodial services	19,910			19,910
Technical services	3,700			3,700
Library consortium	13,396			13,396
Copiers	3,189			3,189
Elections expense	0			0
Furniture and equipment	1,082	6,682		7,764
Insurance	13,134			13,134
Georgiana Smith Memorial Garden	18,305	160		18,465
Legal services	1,802			1,802
Professional services	0			0
Dues and subscriptions	2,139			2,139
Miscellaneous	1,289	(150)		1,139
Postage and freight	775			775
Printing	376			376
Programs	9,695	13,690		23,385
Advertising	703			703
Supplies - office	6,192	2,804		8,996
Travel	222			222
Training	1,761	49		1,810
Board development	0			0
Parking reimbursement	0			0
Electricity	11,797			11,797
Garbage	1,453			1,453
Natural gas	5,324			5,324
Water & sewer - building	4,588			4,588
Total Materials and Services	262,996	51,751	0	314,747
Capital outlay	0	12,395	1,879	14,274
Total Expenditures	819,416	64,146	1,879	885,441
Revenues Over Expenditures	286,126	(5,699)	(1,274)	279,153
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	266,126	(5,699)	18,726	279,153
Fund Balance - July 1, 2020	671,532	114,512	109,875	895,919
Fund Balance - May 31, 2021	\$937,658	\$108,813	\$128,601	\$1,175,072

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$22,507	\$1,068,841	\$1,029,687
Tax revenues - prior year	477	24,911	12,000
Interest revenue	547	6,267	14,000
Fines and fees	105	1,020	6,500
Intergovernmental revenue	0	4,081	0
Donations	0	100	0
Miscellaneous	0	322	0
Total Revenues	23,636	1,105,542	1,062,187
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	609	6,432	7,638
Library clerk II	7,459	84,979	107,038
Library assistant I	4,731	45,482	56,196
Library assistant II	4,853	53,104	58,378
Librarian I	10,000	108,063	118,113
Librarian II	4,519	49,520	60,258
Library director	6,694	73,404	80,330
Payroll taxes and benefits:			
Retirement	0	29,963	36,339
Social security	2,918	32,262	36,596
Workers' compensation	18	64	1,300
Health insurance	7,317	68,623	108,900
Unemployment insurance	458	4,524	4,392
Total Personal Services	49,576	556,420	675,478
Materials and services:			
Bank charges	16	330	250
Building rental	944	11,326	13,400
Building maintenance	1,073	12,943	20,000
HVAC	0	6,473	15,000
Elevator	182	1,791	2,350
Telephone	125	4,422	5,100
Internet	349	2,599	3,300
Collection development	7,612	63,922	83,000
Technology	694	13,595	13,000
Accounting and auditing	0	22,864	28,000
Courier	142	1,899	2,300

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	0	19,910	25,200
Technical services	0	3,700	4,000
Library consortium	0	13,396	13,500
Copiers	313	3,189	3,500
Elections expense	0	0	4,000
Furniture and equipment	159	1,082	4,000
Insurance	0	13,134	13,700
Georgiana Smith Memorial Garden	781	18,305	25,000
Legal services	0	1,802	4,000
Professional services	0	0	25,000
Dues and subscriptions	0	2,139	4,000
Miscellaneous	26	1,289	1,000
Postage and freight	81	775	4,000
Printing	0	376	500
Programs	20	9,695	20,000
Advertising	144	703	2,000
Supplies - office	534	6,192	14,000
Travel	0	222	5,000
Training	200	1,761	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,128	11,797	21,000
Garbage	133	1,453	1,800
Natural gas	644	5,324	10,000
Water & sewer - building	417	4,588	5,400
 Total Materials and Services	 15,717	 262,996	 402,300
 Capital Outlay	 0	 0	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 65,293	 819,416	 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	 (\$41,657)	 \$266,126	 (\$135,591)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eleven Months Ended
May 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	\$0	\$30,730	\$330,000
Intergovernmental revenue	0	27,717	0
Total Revenues	<u>0</u>	<u>58,447</u>	<u>330,000</u>
Expenditures:			
Personal services	0	0	11,600
Materials and services:	4,638	51,751	200,000
Capital outlay	0	12,395	118,400
Total Expenditures	<u>4,638</u>	<u>64,146</u>	<u>330,000</u>
Change in Fund Balance	<u><u>(\$4,638)</u></u>	<u><u>(\$5,699)</u></u>	<u><u>\$0</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 Eleven Months Ended
May 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	\$0	\$605	\$1,500
Other Financing Sources			
Transfer from General Fund	0	20,000	20,000
Total Revenues and			
Other Sources	<u>0</u>	<u>20,605</u>	<u>21,500</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,024	1,879	75,000
Total Expenditures	<u>1,024</u>	<u>1,879</u>	<u>75,000</u>
Change in Fund Balance	<u><u>(\$1,024)</u></u>	<u><u>\$18,726</u></u>	<u><u>(\$53,500)</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 Eleven Months Ended May 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	\$2,930	\$14,300	\$0	\$8,000	\$0	\$22,609	\$0	\$2,500	\$30,730
Intergovernmental revenue										\$5,108		27,717
Total Revenues	0	0	3,000	2,930	14,300	0	8,000	0	22,609	5,108	2,500	58,447
Expenditures:												
Personal services:												0
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	0	0	0	0	0	0	0	0	0	0	0	0
Materials and services:												4,635
Building maintenance	487	3,000	12,634		3,197		6,609	685	950			22,927
Collection development							140		815			955
Technology												0
Courier										1,265		13,690
Programs			10,244	1,237	839	105			6,260			6,681
Furniture and equipment			421									160
Georgia Smith Memorial Garden			160									0
Professional services									2,804			2,804
Supplies - office									49			49
Training												(150)
Miscellaneous				(150)								
Total Materials and Services	487	3,000	23,459	1,087	4,036	105	6,749	685	10,878	1,265	0	51,751
Capital outlay	0	0	0	0	0	0	0	2,445	9,950	0	0	12,395
Total Expenditures	487	3,000	23,459	1,087	4,036	105	6,749	3,130	20,828	1,265	0	64,146
Net Change in Fund Balance	(487)	(3,000)	(20,459)	1,843	10,264	(105)	1,251	(3,130)	1,781	3,843	2,500	(5,699)
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 - May 31, 2021	\$338	\$0	\$81,696	\$2,226	\$12,837	\$0	\$3,592	\$0	\$1,781	\$3,843	\$2,500	\$108,813

See Independent Accountants' Compilation Report

GENERAL FUND

Resources

Hood River County Library District

OR-LB-20

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2021-22		
	Actual			Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2018-19	First Preceding Year 2019-20	YTD actuals 3/31/21					
1	647,425	694,723	671,532	655,000	Available cash on hand	830,000	830,000	
2	16,071	19,915	22,461	12,000	Previously levied taxes estimated to be received	15,000	15,000	
3	17,881	16,178	7,272	14,000	Interest	10,000	10,000	
4	16,697	12,299	815	6,500	Fees	4,000	4,000	
5	-	200	100	-	Donations			
6	4,600	2,637	7,272	-	Intergovernmental revenue			
7	2,736	4,354	322	-	Miscellaneous revenue			
8								
9	705,410	750,306	709,774	687,500	Total resources, except taxes to be levied	859,000	859,000	
10				1,029,687	Taxes estimated to be received	1,091,490	1,091,490	
11	899,699	948,558	1,035,833		Taxes collected in year levied			
12	1,605,109	1,698,864		1,717,187	TOTAL RESOURCES	1,950,490	1,950,490	-

GENERAL FUND

Detailed Requirements

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2021-22		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2018-19	First Preceding Year 2019-20	YTD 3/31/2021					
					LIBRARY OPERATIONS			
1					PERSONAL SERVICES			
2					Salaries			
3	3,285	6,769	5,324	7,638	Library Clerk I	8,281	8,281	
4	92,968	98,255	70,236	107,038	Library Clerk II	115,605	115,605	
5	48,646	57,568	71,561	56,196	Library Assistant I	68,838	68,838	
6	88,732	104,607	43,120	58,378	Library Assistant II	63,265	63,265	
7	70,529	67,269	52,487	118,113	Librarian I	128,034	128,034	
8	45,246	45,511	40,481	60,258	Librarian II	65,291	65,291	
9	72,910	77,327	60,015	80,330	Library Director	87,048	87,048	
10	422,316	457,306	343,224	487,951	Total Salaries	536,362	536,362	
11								
12					Benefits			
13	31,477	33,446	26,859	36,339	Retirement	43,068	43,068	
14	32,842	35,564	26,424	36,596	FICA	40,226	40,226	
15	1,164	118	20	1,300	Workers' compensation insurance	1,300	1,300	
16	69,388	68,356	54,908	108,900	Health insurance	136,280	136,280	
17	3,089	3,206	3,609	4,392	Unemployment insurance	6,310	6,310	
18	480	-	-	-	Other employee benefits			
19					Paid family and medical leave	2,681	2,681	
20	138,440	140,690	111,820	187,527	Total benefits	229,865	229,865	
21								
22	560,756	597,996	455,044	675,478	TOTAL PERSONAL SERVICES	766,227	766,227	-
22				11.15	Total Full Time Equivalent (FTE)*	11.35	11.35	
23								
24					LIBRARY OPERATIONS			

25					MATERIALS AND SERVICES			
26	226	190	299	250	Bank charges	300	300	
27	13,526	13,938	9,438	13,400	Building rental	13,400	13,400	
28	22,767	16,940	11,725	20,000	Building maintenance	20,000	20,000	
29	13,904	8,359	6,473	15,000	HVAC	15,000	15,000	
30	2,185	2,086	1,609	2,350	Elevator	2,450	2,450	
31	5,497	5,336	3,938	5,100	Telephone	5,220	5,220	
32	5,121	2,450	2,025	3,300	Internet	5,840	5,840	
33	74,409	74,051	48,407	83,000	Collection development	90,000	90,000	
34	10,478	13,275	10,558	13,000	Technology	13,000	13,000	
35	23,940	26,715	22,864	28,000	Accounting and auditing	29,000	29,000	
36	1,866	1,747	1,515	2,300	Courier	2,300	2,300	
37	20,473	20,136	17,787	25,200	Custodial services	29,000	29,000	
38	5,081	5,157	3,700	4,000	Technical services	4,000	4,000	
39	12,271	13,069	13,396	13,500	Library consortium	14,200	14,200	
40	987	1,417	2,612	3,500	Copiers	3,500	3,500	
41	1,603	-	-	4,000	Elections	-	-	
42	4,107	4,445	924	4,000	Furniture and equipment	4,000	4,000	
43	9,059	13,002	13,134	13,700	Property and liability insurance	16,000	16,000	
44	23,451	19,449	15,326	25,000	Georgiana Smith Memorial Gardens	25,000	25,000	
45	4,113	2,915	1,558	4,000	Legal Services	4,000	4,000	
46	-	-	-	25,000	Professional services	30,000	30,000	
47	4,316	3,880	2,079	4,000	Membership dues	4,000	4,000	
48	827	1,670	1,105	1,000	Miscellaneous	1,500	1,500	
49	885	710	605	4,000	Postage/freight	1,000	1,000	
50	539	298	184	500	Printing	500	500	
51	15,110	13,213	8,553	20,000	Programs	20,000	20,000	
52	779	1,250	369	2,000	Advertising	2,000	2,000	
53	12,961	10,713	4,140	14,000	Office supplies	14,000	14,000	
54	1,985	2,594	222	5,000	Travel	4,000	4,000	
55	3,121	1,409	1,561	4,000	Training	4,000	4,000	
56	2	81	-	1,500	Board development	1,500	1,500	
57	200	200	-	500	Parking reimbursement	500	500	
58	17,495	14,835	9,607	21,000	Electricity	21,000	21,000	
59	1,468	1,418	1,187	1,800	Garbage	2,000	2,000	
60	5,343	4,748	3,816	10,000	Natural gas	10,000	10,000	
61	4,535	4,640	3,759	5,400	Water and sewer (building)	5,600	5,600	
62								
63	324,630	306,336	224,475	402,300	TOTAL MATERIALS & SERVICES	417,810	417,810	-

64								
65	25,000	123,000	20,000	20,000	TRANSFER TO CAPITAL RESERVE	25,000	25,000	
66								
67	-	-	-	100,000	CONTINGENCY	100,000	100,000	
68								
69	910,386	1,027,332	699,519	1,197,778	Total expenditures	1,309,037	1,309,037	-
70								
71	-	-	-	12,000	Vacation Reserve	12,000	12,000	
72	694,723	671,532			Ending Balance (Prior Years)			
73				507,409	UNAPPROPRIATED ENDING FUND BALANCE	629,453	629,453	-
74	1,605,109	1,698,864		1,717,187	TOTAL REQUIREMENTS	1,950,490	1,950,490	-

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

LB-11

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 2021-22		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2018-19	First Preceding Year 2019-20	YTD 3/31/2021					
1					RESOURCES			
2	100,766	93,230	114,512	104,000	Cash on hand	120,000	120,000	
3	2,252	2,359	1,107	1,500	Interest	2,000	2,000	
4	25,000	123,000	20,000	20,000	Transfer from General Fund	25,000	25,000	
5								
6	128,018	218,589	135,619	125,500	TOTAL RESOURCES	147,000	147,000	-
7								
8					REQUIREMENTS			
9	31,788	111,714	-	75,000	Capital outlay	100,000	100,000	
10	96,230	109,875		-	Ending balance (prior years)			
11				50,500	RESERVED FOR FUTURE EXPENDITURE	47,000	47,000	-
12	128,018	221,589		125,500	TOTAL REQUIREMENTS	147,000	147,000	-

SPECIAL FUND
Resources and Requirements
GRANTS FUND

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2021-22		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2018-19	First Preceding Year 2019-20	YTD 3/31/2021					
1					RESOURCES			
2	93,523	110,203	114,512	115,000	Cash on hand	245,000	245,000	
3	9,752	9,133	31,692	75,000	Grants (specific purposes)	150,000	150,000	
4	14,838	15,010	14,300	20,000	Friends of the Library donations	20,000	20,000	
5	60,300	30,694	3,000	100,000	Library Foundation donations	100,000	100,000	
6	-	5,500	8,000	20,000	Pat Hazelhurst Fund donations	20,000	20,000	
7								
8	178,413	170,540	171,504	330,000	TOTAL RESOURCES	535,000	535,000	-
9								
10					REQUIREMENTS			
11					Personal services			
12					Salaries			
13								
14	1,019	886	-	5,000	Library Assistant II	5,000	5,000	
15	2,197	1,065	-	5,000	Clerk I	5,000	5,000	
16					Librarian I	5,000	5,000	
17					Benefits			
18	-	-			- Retirement			
19		(7)	-	750	FICA	750	750	
20		-		250	Workman's compensation	250	250	
21	-	-	-		- Health insurance			
22		(1)	-	100	Unemployment insurance	100	100	
23								
24	-	-	-	500	Other personal services	500	500	
25								
26	3,216	1,943	-	11,600	Total personal services	16,600	16,600	-
27								
28					Materials and services			
29	25,988	20,832	15,188	40,000	Collection development	60,000	60,000	
30	6,030	1,429	815	15,000	Technology	30,000	30,000	
31	21,879	15,676	11,173	30,000	Programs	38,400	38,400	

32	5,842	8,300	6,682	40,000	Furniture and equipment	60,000	60,000	
33	4,055	7,848	7,498	75,000	Other materials and services	80,000	80,000	
34								
35	63,794	54,085	41,356	200,000	Total materials and services	268,400	268,400	-
36								
37	1,200	-	9,950	118,400	Capital outlay	250,000	250,000	
38								
39	110,203	114,512			Ending balance (prior years)			
40				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
41	178,413	170,540		330,000	TOTAL REQUIREMENTS	535,000	535,000	-

Resolution No. 2020-21.05

Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2021-22 in the total of \$2,632,490, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2021, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated).

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2021-22 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

	<u>General government limitation</u>	<u>Excluded from limitation</u>
General Fund	\$0.3900 / \$1,000	\$0.00

Adopted by the Board of Directors of Hood River County Library District this 16th day of June, 2021.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Resolution No. 2020-21.075
2021-22 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$766,227	\$417,810	\$0	\$0	\$25,000	\$100,000	\$12,000	\$629,453	\$1,950,490
<i>Capital Reserve Fund</i>	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$47,000	\$147,000
<i>Grants fund</i>	\$16,600	\$268,400	\$250,000	\$0	\$0	\$0	\$0	\$0	\$535,000
<i>Sage Library System Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>TOTALS</i>	\$782,827	\$686,210	\$350,000	\$0	\$25,000	\$100,000	\$12,000	\$676,453	\$2,632,490

Salary Schedule, 2021-22 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.75 \$26,520	\$13.01 \$27,061	\$13.27 \$27,602	\$13.54 \$28,163	\$13.81 \$28,725	\$14.09 \$29,307	\$14.37 \$29,890
Clerk II	\$14.67 \$30,514	\$14.96 \$31,117	\$15.26 \$31,741	\$15.57 \$32,386	\$15.88 \$33,030	\$16.20 \$33,696	\$16.52 \$34,362
Library Assistant I	\$17.62 \$36,650	\$17.97 \$37,378	\$18.33 \$38,126	\$18.70 \$38,896	\$19.07 \$39,666	\$19.45 \$40,456	\$19.84 \$41,267
Library Assistant II	\$20.25 \$42,120	\$20.66 \$42,973	\$21.07 \$43,826	\$21.49 \$44,699	\$21.92 \$45,594	\$22.36 \$46,509	\$22.81 \$47,445
Librarian I	\$24.30 \$50,544	\$24.79 \$51,563	\$25.29 \$52,603	\$25.80 \$53,664	\$26.32 \$54,746	\$26.85 \$55,848	\$27.39 \$56,971
Librarian II	\$29.58 \$61,526	\$30.17 \$62,754	\$30.77 \$64,002	\$31.39 \$65,291	\$32.02 \$66,602	\$32.66 \$67,933	\$33.31 \$69,285
Library Director	\$39.44 \$82,035	\$40.23 \$83,678	\$41.03 \$85,342	\$41.85 \$87,048	\$42.69 \$88,795	\$43.54 \$90,563	\$44.41 \$92,373

Range approved by the Board of Directors, June 16, 2021

Steps established by Library Director, May 11, 2021

Salary Schedule, 2020-21 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.00 \$24,960	\$12.24 \$25,459	\$12.48 \$25,958	\$12.73 \$26,478	\$12.98 \$26,998	\$13.24 \$27,539	\$13.50 \$28,080
Clerk II	\$13.81 \$28,725	\$14.09 \$29,307	\$14.37 \$29,890	\$14.66 \$30,493	\$14.95 \$31,096	\$15.25 \$31,720	\$15.56 \$32,365
Library Assistant I	\$16.58 \$34,486	\$16.91 \$35,173	\$17.25 \$35,880	\$17.60 \$36,608	\$17.95 \$37,336	\$18.31 \$38,085	\$18.68 \$38,854
Library Assistant II	\$19.06 \$39,645	\$19.44 \$40,435	\$19.83 \$41,246	\$20.23 \$42,078	\$20.63 \$42,910	\$21.04 \$43,763	\$21.46 \$44,637
Librarian I	\$22.87 \$47,570	\$23.33 \$48,526	\$23.80 \$49,504	\$24.28 \$50,502	\$24.77 \$51,522	\$25.27 \$52,562	\$25.78 \$53,622
Librarian II	\$27.84 \$57,907	\$28.40 \$59,072	\$28.97 \$60,258	\$29.55 \$61,464	\$30.14 \$62,691	\$30.74 \$63,939	\$31.35 \$65,208
Library Director	\$37.12 \$77,210	\$37.86 \$78,749	\$38.62 \$80,330	\$39.39 \$81,931	\$40.18 \$83,574	\$40.98 \$85,238	\$41.80 \$86,944

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

Resolution No. 2020-21.06
Resolution authorizing vendors for
online and automatic payment of bills in 2021-22

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the Hood River County Library District time and money; and

WHEREAS, Hood River County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2021-22.

- Amazon (Prime shipping benefits)
- AT&T (telecommunications)
- CenturyLink (telecommunications)
- City of Hood River (water)
- Columbia Bank (bank fees, payroll deposits, and employee reimbursements)
- Constant Contact (eNewsletter)
- Dropbox (Cloud storage)
- Facebook (Advertising)
- GoogleSuite (Email)
- Harland Clarke (bank checks, deposit slips, and other documents)
- Hood River Electric Co-op (telecommunications)
- Hostwinds (Web and email hosting)
- HRA VEBA (employee in-lieu health benefits)
- Lucidchart (Marketing design software)
- NW Natural (natural gas)
- Oregon Department of Revenue (state taxes)
- Pacific Power (electricity)
- PacificSource (medical, vision, and dental insurance)
- Resmark (Online forms)
- Ricoh (copier lease)
- Solutions Yes (Copier lease)
- Squarespace (Appointment software for library programs)
- Stamps.com (postage)
- T. Mobile (Parkdale WiFi patron units)
- T. Rowe Price (employee retirement)
- ThyssenKrup Elevator Corp. (building maintenance)
- US Bank (copier lease)
- US Treasury (federal taxes)
- Waste Connections/Hood River Garbage (garbage/recycling)
- Zoom (Video conferencing software)

Adopted by the Board of Directors of Hood River County Library District this 16th day of June 2021.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Number: 660
Date: June 3, 2021

FARBER SPECIALTY VEHICLES
7052 AMERICANA PARKWAY
REYNOLDSBURG, OHIO 43068
1-800-331-3188
Fax: 1-614-759-2098
FEIN #41-2043544

To:
Hood River County Library District
502 State Street
Hood River, OR 97031

SHIP TO:

SALESPERSON	RFB No.	DELIVERY	SHIPPED VIA	F.O.B.	TERMS
M Marek		270 Calendar Days		Hood River OR	30% With Order 70% Upon Completion

QTY.	DESCRIPTION	UNIT	TOTAL
1	Farber Sprinter Outreach Vehicle		\$178,600.00
	Per specifications marked Exhibit "A"		
3 pc	Flush Mounted Floor Track		\$420.00
5	Single Sided Book Cart		\$5,125.00
5	Ratchet Sets		\$425.00
1	Delete Computer Shelf		(\$350.00)
TOTAL			\$184,220.00

Martin Marek



06/03/2021

Hood River County Library District
502 State Street
Hood River, OR 97031
RE: Outreach Vehicle

To All Interested Parties:

Thank you for this opportunity to submit our quotation on your outreach vehicle requirement. Farber Specialty Vehicles was the first to produce, and is the leading builder of the Sprinter bookmobile/Library Outreach model.

Farber Specialty Vehicles is an approved Sprinter upfitter. Please reference www.mbsprinterusa.com "Find Preferred Upfitters". As you will see, we are the major bookmobile builder approved by Sprinter.

This approval signifies that the corporate parent of Sprinter (Daimler Corporation) recognizes that Farber is doing all possible to upfit the vehicle in a quality way which could have significant positive impact towards the Sprinter warranty coverage.

Farber Specialty Vehicles is known throughout the country for providing top after-the-sale-service. All of our employees are highly experienced in specialty vehicle production, Out in-house engineering staff, using the latest AutoCAD computer designs, can help create the most efficient use of floor plan space.

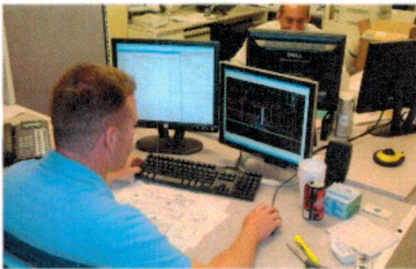
The emphasis at Farber Specialty Vehicles is on providing an innovative product with the best quality and service at a fair price. If you have any questions or need more information, please call us toll free at 800-331-3188.

If awarded your contract, Farber Specialty Vehicles would work diligently with you to create a bookmobile of great lasting value.

Sincerely,

A handwritten signature in cursive script that reads "Martin Marek".

Martin Marek



FARBER

SPECIALTY VEHICLES

Custom Coach™

Company Introduction

Farber Specialty Vehicles' 160,000 square foot manufacturing and assembly plant is located next to I-70 in Columbus, Ohio, just ten minutes from the Columbus International Airport.

A talented workforce with an extremely high retention rate has been the cornerstone of Farber Specialty Vehicles' success. Our team leaders oversee a staff of more than 100 skilled craftsmen and have been in the industry from ten to thirty years.

Our engineering department is comprised of experienced personnel in both mechanical and electrical fields. Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques. All vehicles are designed with quality materials using an aircraft tolerance CNC router for highly accurate construction.

Production includes custom-built mobile units for police, medical, veterinary, Homeland Security, communications, education, and business interests both nationally and internationally.

Warranty information and assistance are provided for all components to assure your purchase works to the fullest capacity throughout the life of the vehicle. Delivery and training are provided by experienced technicians.

In 2002, Farber purchased the assets of Custom Coach Corporation, a well-known manufacturer of executive and entertainer transportation since 1955.



7052 Americana Parkway Reynoldsburg (Columbus), Ohio 43068
 Phone: (614) 863-6470 Toll Free: (800) 852-5979 Fax: (614) 759-2098
 website: www.farberspecialty.com e-mail: solutions@farberspecialty.com

Family owned and operated since 1920



54



Daimler Vans Presents

MASTER UPFITTER

2019 | 2020

Daimler Vans grants status of MasterUpfitter 2019 | 2020 to:

Farber Specialty Vehicles, Inc.

Approved Industry: Specialty

June 11th, 2019

USA



Dshamal Schoetz
Department Manager
Upfitter Management



Olaf Petersen
General Manager
Vans Marketing



This Certificate is valid until: September 15, 2018
This Certificate is valid as of: June 1, 2016
Certified for the first time: June 1, 2016

ANAB
ACCREDITED
ISO 9001
MANAGEMENT SYSTEMS
CERTIFICATION BODY



Farber Specialty Vehicles has delivered vehicles to thousands of happy customers throughout our history. Our Quality Control inspection is rigorous and time consuming, but necessary. There is a great deal of pride and workmanship put towards every vehicle that leaves our facility.

- ❑ Upon arrival, every vehicle is put through a road test to find any problems that might have come from the manufacturer. Drivability, Control Functionality, and Cosmetic Inspection are all completed in our road test. Problems are immediately addressed and taken care of after inspection.
- ❑ Throughout the build FSV has project managers constantly in and out of every vehicle. It is their job to address any issues that arise throughout the build.
- ❑ After the build is complete, FSV performs a final road test. The reason for this test is to see how the vehicle handles under load. A passenger in this final road test provides a "Punch List" of things that need repaired and secured to provide a quiet and safe ride for the customer.
- ❑ Preceding the final road test is our final quality test. Our Quality Control Manager inspects and tests every component of the vehicle. This is a very detailed and time-consuming process. After this is complete, another "Punch List" is established and everything listed is fixed and again tested.
- ❑ After completion of the final quality test, a water test is performed. FSV understands the importance of sealed components, and takes no shortcuts to testing them.
- ❑ Farber Specialty Vehicles will weigh the unit before, during, and after the build to ensure the vehicle is under the Gross Vehicle Weight Rating.

NTEEA

THE ASSOCIATION FOR THE WORK TRUCK INDUSTRY

M E M B E R

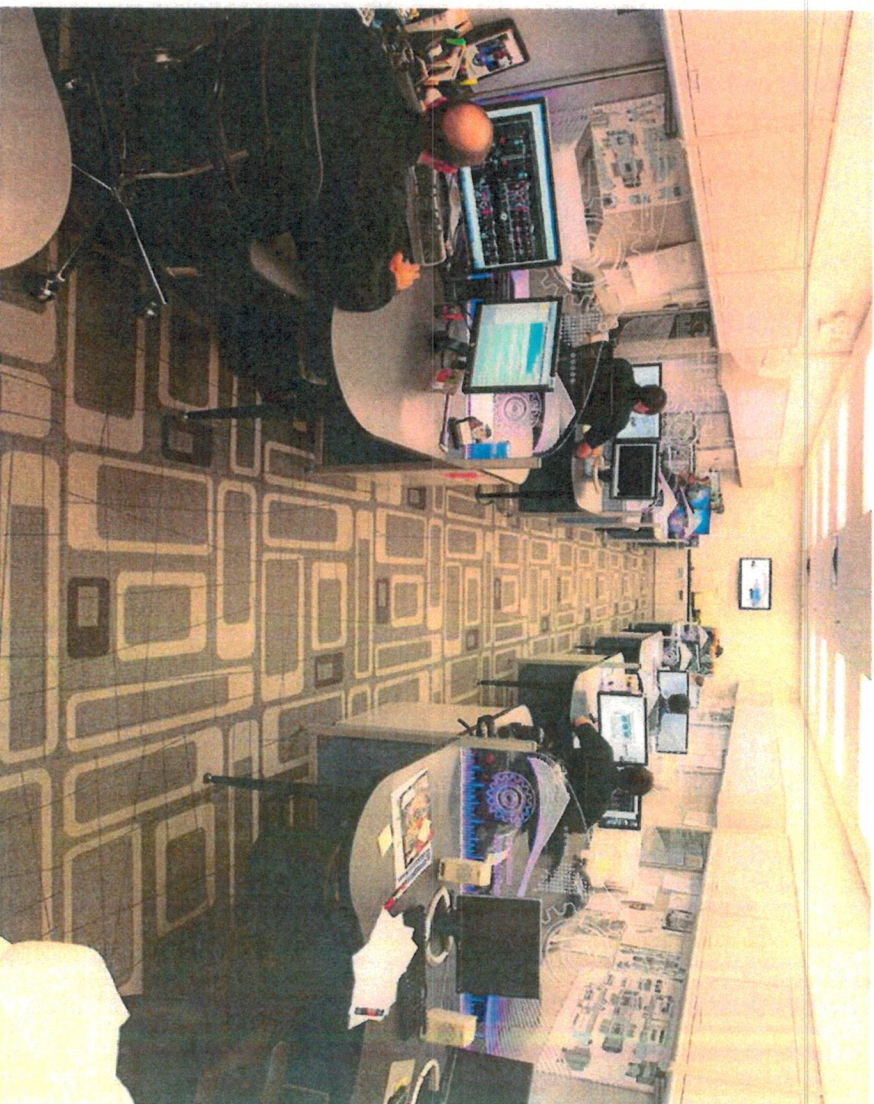
ONE INDUSTRY • ONE ASSOCIATION • ONE RESOURCE

Certificate of Membership from the National Truck Equipment Association



Engineering

- Our engineering department is comprised of experienced personnel in both mechanical and electrical fields.
- Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques.
- All vehicles are designed with quality materials using aircraft tolerance CNC router for highly accurate construction.



- | | |
|------------------------------------|--|
| 7. MIRRORS | Two deluxe exterior west coast type
<input checked="" type="checkbox"/> Remote controlled and heated |
| 8. MUD FLAPS | Properly sized for rear dual tires |
| 9. REFLECTORS | All necessary |
| 10. SEALS | Body panels to be assembled with epoxy and silicone sealants, windows to be set in rubber, doors to have rubber seals. |
| 11. STORAGE | Glove box . Instrument panel covered bin.
Dashboard storage bin. Driver and passenger door bins. Front cup holder. |
| 12. SUN VISORS | Driver and passenger. |
| 13. UNDERCOATING
& RUSTPROOFING | Body floor, skirt and wheelhousing are to be undercoated after assembly. |
| 14. VENTILATION | Fresh air through chassis heater system. |
| 15. WHEEL HOUSINGS | Shall be properly sealed and insulated. |
| 16. WINDOWS | All windows (glass) shall be tinted. Window in sliding door, if this door is chosen. Full length glass in optional full height patron doors. |

IV. UPFITTING SPECIFICATIONS

1. AIR CONDITIONING
- Front includes automatic temperature control and temperature gauge.
- ☒ Interior mounted 42,000 BTU Heater/Air Conditioner. Vehicle engine driven. (Preferred heater/air conditioner if no generator is included.
- ☐ Roof mounted air conditioner. Is air conditioning only (14,000 btu). Vehicle engine driven. Cooled air is supplied via adjustable outlets on the ceiling mounted air duct. (Reduces interior height two inches at center line of ceiling.
- ☐ Roof mounted air conditioner. Requires generator. 13,5000 btu. Includes directional vents.

2. CEILING

Ceiling to be finished with a lightweight substrate material overlaid with one continuous piece of non-glare, pebble grain, white textured fiberglass. Kemlite or Sequentia brand FRP board .090 thickness. Must meet ASTM E-84 rating.

☐ Lightweight substrate overlaid with commercial grade olefin sound absorbing acoustical fabric. Meets all applicable flame and smoke emission ratings.

3. DESK

One staff desk constructed of furniture grade plywood. Desktop shall be 3/4" thick with laminate bonded to the plywood. Desk to have a positive latching pencil drawer beneath the work surface. Desktop to include a cable pass-through grommet.

4. ELECTRICAL

All wiring shall meet or exceed N.E.C. or applicable FMVSS standards.

INTERIOR WIRING 12 VOLT

Wiring shall be THHN stranded, bundled, and color coded. UL listed circuit breakers. Each circuit shall be independently protected.

INTERIOR WIRING 120/240 VOLT

Interior wiring shall be 120/240 volt and sufficient to supply all electrical services and HVAC requirements. Wiring shall be THHN stranded, bundled, color coded, and numbered. All circuits are to be controlled by UL listed circuit breakers. Each circuit shall be independently protected.

☒ 110-volt shoreline, 25 ft.

☒ Longer shoreline extension - total of 35 ft. shall be provided.

☒ Inverter 1000 watts.

☒ Exterior duplex outlet.

☐ Roof mounted solar panel system to provide for auxiliary battery recharging. System shall include one approximately 130 watt solar panel, charge controller and a roof mounted CB combiner box to provide a weatherproof entry point. Monitor shall be mounted near staff desk. Includes two 4D glass mat auxiliary batteries.

~~X~~ Wall mounted duplex outlet
one each side interior vehicle

13. SEATING

Driver and passenger seats shall be bucket type, high back deluxe with arm rests and height adjustable seat belts. Both seats shall be 10-way adjustable with lumbar support. Seats must meet FMVSS302 flammability standards. Driver seat shall swivel in order to fully face front staff desk.

14. SHELVING

Shelving shall be aluminum, adjustable, and interchangeable wherever possible. Acore brand. Shelves shall slope 15 degrees, shelving shall be a combination of 7 inch Acore Model AB 7, and 9 inch Acore Model AB 9 inch depths, sizes to be specified by customer. Shelf uprights shall follow interior contour of walls in order to gain maximum aisle width.

☒ Above brand single sided "Wall Hugger" model book carts specially modified for use with the contoured Sprinter walls. 5 carts

☒ Cart tiedown. One needed for each wall "mounted" book cart. (5)

Flush mounted floor track for additional bookcarts.

15. WHEELCHAIR LIFT

☒ Commercial lift, fully automatic, with backup system, dual handrails, and safety belt. Ricon brand. Hand held controller for all lift functions.

V. PAINTING AND LETTERING

Cab and body in OEM White. Other OEM colors available but requires longer lead time, and some at additional cost.

☐ Graphics and lettering can be quoted upon design.

☒ Graphics allowance of \$ 900.00 to be included in quote price

VI. MISCELLANEOUS

Additional requirements and items to be provided:

☒Awning- electric, interior mounted switch, and manual override system. Twelve feet in length.

☐ People counter installed at side entry door.
Elmech brand, Q-Acon Uniplex, or equal.

☒ Alarm system. Pinned to all doors and includes siren and motion detector.

☒ Wall mounted Flat computer shelf

VII. DELIVERY

☒ To be made by vendor driver who will make any minor adjustments to the vehicle as well as explain complete operation of vehicle.

VIII. WARRANTY

1. WARRANTY

36 months/ 36,000 miles limited warranty.

☐ 12 months/ 100,000 miles limited extended warranty*

☐ 24 months/ 125,000 miles limited extended warranty*

☐ 36 months/ 150,000 miles limited extended warranty*

*Not available in all states

2. BODY

☐ 60 months/ 100,000 miles limited warranty corrosion perforation.

3. ENGINE

60 months/ 100,000 miles limited warranty as specified by manufacturer.

4. TRANSMISSION

36 months/ 36,000 miles limited warranty as specified by manufacturer.

5. ROADSIDE ASSISTANCE

36 months/ 36,000 miles

6. UPFITTING AND CONVERSION

One (1) year/ Unlimited miles.

7. GENERATORS

As specified by manufacturer

8. AIR CONDITIONING

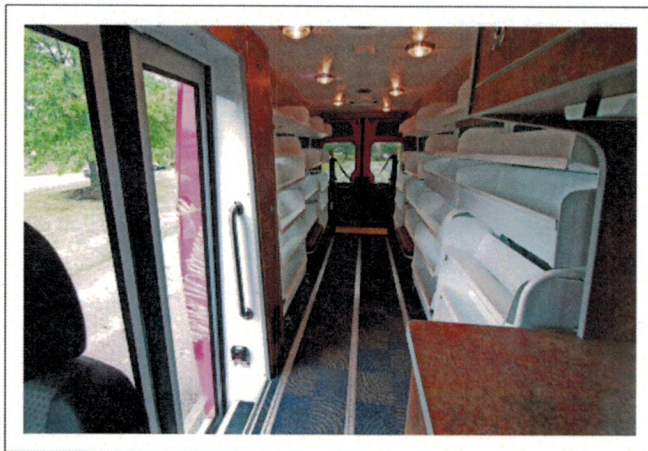
Minimum two (2) years, limited warranty, as specified by the manufacturer.

9. OTHER COMPONENTS

Other components such as tires, batteries, etc., as specified by the manufacturer.

FARBER SPECIALTY VEHICLES

THE FARBER "SPRINTER"



- Side windows for additional natural lighting
- Great for small stops
- Wonderful for daycares/preschools
- Lobby stop services
- Lift or ramp available
- Generator or shorecord optional
- High maneuverability
- Excellent fuel economy



FARBER

SPECIALTY VEHICLES, INC.

Custom Coach™

7052 Americana Parkway • Columbus, OH 43068

614-863-6470 • Fax: 614-759-2098

E-mail: solutions@farberspecialty.com

www.farberspecialty.com

1-800-331-3188

Family owned and operated since 1920

BKM-1030b SPRINTER

SPRINTER

**MASTER
UPFITTER**
2017 | 2018