

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, October 19, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Karen Bureker Vice President

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 September 21, 2021 meeting | |
| IV. Open forum for the general public | Bureker |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. August and September 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VI. New business | |
| i. Health Care renewal (ACTION) | Fox |
| ii. Snow removal contract (ACTION) | Fox |
| VII. Agenda items for next meeting | Bureker |
| VIII. 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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Karen Bureker Vice President

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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 September 21, 2021 meeting

Attachment: III. Minutes from the September 21, 2021, regular meeting

IV. Open forum for the general public Bureker

V. Reports

i. Friends update Fox

- The Friends of the Library held their first in-person hybrid Zoom meeting on Monday, October 11, at 11:00am. This is their first meeting since the pandemic started. They will be meeting monthly in the library meeting room on the second Monday of the month at 11:00am.
- Co-President Pat Schmuck has resigned from the Friends of the Library. She will still attend meetings but felt like it was time to retire from certain duties. Nadine Klebba is the current President.
- For several years, the Friends have been taking books they do not want to sell at the library to Thriftbooks in Portland. Thriftbooks would sell the books and give the Friends 40% from the sale of each book. The warehouse in Portland has closed. Thriftbooks does allow items to be shipped to their warehouse in Reno. Library staff recently packed up three pallets containing 103 boxes and a freight company picked up the items. The Friends have to pay 50% of the shipping costs. They will do an analysis to make sure they are not losing money before determining if they want to continue with this service.

- The Hood River Reads committee has selected *A Fire Story* by Brian Fies. This is a graphic novel of the authors experience of losing his home in California wildfires in 2017.
- For fiscal year 2021-22, the Friends of the Library will donate \$8,500 for children’s Summer Reading programming and \$3,500 to provide free books and craft kits to children in underserved areas of Hood River County.

ii. Foundation update

Fox

- The Library Foundation will donate \$3,000 to the Hood River County Reads program for 2022.
- The Foundation approved their budget and fundraising plan for 2021-22. The Foundation will strive to raise funds for the following items:
 - \$15,000 for the Library District (periodicals, digital subscriptions, Makerspace, Pop Up Library,etc.)
 - \$5,000 for the Library District’s new “Innovation Lab”
 - \$3,000 for the Hood River Reads
 - \$12,000 for Operational costs
 - \$25,000 for exterior work on the Hood River Library building
 - \$10,000 for unanticipated opportunities
 - \$10,000 for books for the community
- The Foundation will send out their annual end of year fundraising letter in November.
- The Foundation has decided to not hold their traditional Feast of Words fundraiser in the spring. The event takes almost six months to plan and due to the uncertainty of the pandemic they do not want to invest the time and energy if it might not happen. They plan on sending a letter to their donors in the spring requesting funds for the renovation of the front of the building and the innovation lab. If they fall short of their fundraising goal, they may hold a low key fundraising event in the library gardens in late spring or early summer.

iii. August and September 2021 Financial Statements

Fox

Attachment:

- V.iii.a. August 2021 Financial Statements
- V.iii.b. September 2021 Financial Statements

We are tracking well with \$633,704 in the General Fund, \$183,716 in the Grants Fund, and \$120,576 in the Capital Equipment Reserve Fund. We will start receiving more tax revenue this month, with the bulk of the tax revenue arriving in November.

iv. Director’s report

Fox

- **Administration**

- We are working hard as a team to restart all of our behind the scenes processes we paused during the pandemic. Staff will be rotating items between the three branches and creating monthly displays in the library. The Friends of the Library are providing displays in the entryway each month.
- **Facilities and Library Gardens**
 - We are making big changes upstairs in our historic Reading Room. We have taken out the former reference desk and created a new area for our Library of Things. The area now houses all our Library of Things items except our oversized items will be stored on the south wall of the Reading Room. We will have permanent shelving units and end panels installed in mid-January. We also have room to expand in the future.
- **Programs and Services**
 - The Library District will partner with the Hood River County School District to provide library services to the children in Odell.
 - Due to limited in-person programming this year, we chose a different way to reach the children in the mobile home park. We came to them! Beginning June 19, 2021, we opened a Lending Library in the mobile park. The Lending Library offers books and movies for children to take home and return at their next visit, including nine Reader Backpacks of varying reading levels. No library account is required, and we do not keep track of who has which materials. We have 17 to 34 children visit every Wednesday and Saturday.
 - As the weather turns colder, we will continue our Lending Library in an enclosed space. The Hood River County School District (HRCSD) will allow us to borrow a van each Saturday to provide a delivery service October 2021 through May 2022. The van is a sheltered, heated space for children to enter and choose books to take home.
 - This project will be funded by our Read to Read Grant from the State Library and donation made by the Richard and Kathleen Nichols Fund of the Gorge Community Foundation. The grant money and donations will cover mileage, books and craft supplies.
 - Due to the current state of the pandemic, we are currently offering in-person programs for teens and virtual programs for kids and adults. We are exploring adding in-person programs for adults in November. Please check out our newsletter for a full list of programs in October, <https://conta.cc/3a1dshF>
 - **October programs**
 - **Fire Show with Circus Luminescence Wednesday, October 27, 6:30 p.m. Library Gardens**

Make the most of our Fall evenings by adding fire! Performers from Circus Luminescence will be at the library to hold a (obviously) outdoor show with flames, juggling, and more!

This show is open to all ages, please bring something to sit on in the garden and check back for weather and Covid safety updates.

- **Makerspace kits**



Kids and Teens can make their own Makerspace kits at the Hood River Library. Kits are limited to 1 kit per person per week. Kits are take-away only.

- **Teen programs**

- **Magic the Gathering Casual Event – First Wednesday of the month 6 p.m.**
Teens will meet in the library Reading Room for an evening of Magic: The Gathering. **Registration is required.**

- **DC Trivia Saturday, October 16, 7:00 p.m. Library Gardens (weather permitting)**

All trivia and comics loving teens and adults are welcome at our DC. Trivia night! Questions will cover movies, tv, comics, and comic book history. Teen Librarian Rachel isn't super strong on DC knowledge, so be prepared for questions ranging from super easy to randomly obscure.

Prizes for top 3 finishers in each round. Please bring a phone or tablet to get in the game.

- **International Sloth Day Wednesday, October 20**

Celebrate International Sloth Day by making your very own sloth to take home!

- **Kids programs**

- **Kids' Book Club Fall '21, *Flora & Ulysses* by Kate DiCamillo**
Wednesday, October 6 - Saturday, November 20

FREE copies will be available in the kids' area, along with a sign-up sheet to receive Book Club updates and instructions on how to enter prize drawings!

- **Halloween Photo Booth**

Tuesday through Saturday, October 26-30, Hood River Library

Come in costume to pose with an elegant Victorian backdrop and props and take home your Polaroid photo. One photo per family.

▪ **Halloween Book Giveaway**

Tuesday through Saturday, October 26-30

Hood River/Parkdale/Cascade Locks branches

Kids! Do not eat this treat. Unless you are a bookworm.

▪ **Storytime [Facebook]**

Thursdays, 10:30 a.m.

Our on-line Story Time continues this fall/winter with stories, fun and learning!

Following the success of our spring Bird Nerd lessons, Ms. Jana offers first cooking experiences with a new segment called "Stuff on a Plate." Each week, a new skill and simple recipe are covered - in addition to stories!

Lessons for October will cover:

- Salad Dressing
- Cheese and Fruit
- Sauteed Mushrooms
- Scrambled Eggs

Free posters with the Stuff on a Plate schedule are available in the kids' area and near the upstairs circulation desk. If you prefer to have it mailed, please send postal address to jana@hoodriverlibrary.org

▪ **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. New business

i. Health Care renewal (ACTION)

Fox

Attachment: VI.i. Employee Health Care Benefits Policy

It's time to renew our medical/vision and dental insurance. We have used Pacific Source for the last two years.

Our health insurance agent, Century Insurance Group, received quotes from insurers including Pacific Source, Regence, and Providence. The Pacific Source Voyager Gold plan with \$1,000 deductible appears to be our best option to retain the same deductible and level

of benefits. There will be a 2% increase in the premium for both medical and dental. I budgeted for a 15% increase.

The District contributes \$1,200 toward the cost of employees' monthly health insurance. The amount of the monthly cap paid for each employee is based on a forty hour work week, and it is reduced proportionally for employees who work fewer than forty hours per week.

I asked the board to approve the Pacificsource Voyager Gold plan for medical/vision and dental with \$1,000 deductible.

ii. Snow removal contract (ACTION)

Fox

Attachment: VI.ii. Snow removal contract [2021-23]

Our contract for snow removal services is up for renewals. I would like to contract with Ayles Snow Removal services which base their rates on the amount of the snow. In the past the District worked with Wyeast Timber Services for snow removal. They charged a flat rate of \$800 per visit.

Services from Ayles Snow Removal will include plowing snow from the 1,850 feet of public walkways in and around the property, clearing snow from property stairways/stoops and plowing snow from the property east parking lot. Services to be rendered seven days per week.

There is a rate increase. Please see former rates in parentheses.

Please note the following rates:

- 2"~4" \$465.00 snow plowing service of walks/drives (\$450)
- 5"~6" \$760.00 snow plowing service of walks/drives (\$740)
- +6" \$990.00 snow plowing service of walks/drives (\$990)

Snow Removal Trigger Depth: 2" trigger

Ayles will provide de-icing services for \$165.00 (\$150) for labor and \$1.20/pound (\$1.00) of de-icing materials.

Since this contract will most likely surpass my spending authority, I request approval from the District Board.

VII. Agenda items for next meeting

Bureker

- Cybersecurity policy
- Special District Insurance Services Best Practices Checklist

VIII. 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

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Board of Directors
Regular Meeting Minutes

Tuesday, September 21, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Jean Sheppard President

Present: Karen Bureker, Mo Burford (staff), Megan Janik, Sara Marsden, Jean Sheppard,
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 7:05pm.

II. Actual or potential conflicts of interest Sheppard
None stated.

III. Consent agenda (ACTION) Sheppard

i. Minutes from August 17, 2021 meeting

ii. Engagement letter Onstott, Broehl, Cyphers

iii. Approve Assistant Director signer on Columbia State Bank account

Janik made a motion to approve the consent agenda which includes the minutes from the August 17, 2021 meeting, engagement letter for the 2021-22 fiscal year, and authorizes Assistant Director Maurice Burford [Mo Burford] to become an authorized signer on the Columbia State Bank District account and remove Arwen Ungar as a signer. Bureker seconded. The motion carried unanimously.

IV. Open forum for the general public Sheppard
None present.

V. Reports

i. Friends update Fox

The Hood River Reads committee has selected A Fire Story by Brian Fies. This is a graphic novel of the authors experience of losing his home in California wildfires in 2017.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. July and August 2021 Financial Statements

Fox

Bureker asked if the projections for capital projects were adjusted for inflation. Fox stated they were not but she would make those adjustments in the budget meeting notes for fiscal year 2022-23.

iv. Director's report

Fox

Fox stated there were a few additions to the Director's report.

- We had an irrigation line that was damaged when the new light pole was installed. It has been repaired.
- The Library District will use a School District van instead of the FAB bus for our outreach delivery service in Odell.

VI. Previous business

i. Library Services during the pandemic discussion

Fox

The board agreed to wait until the October meeting to discuss adding indoor in-person programs for adults. We will host indoor in-person programs for teens with a limit of 10 participants. We will not hold in-person indoor programs for children at this time.

VII. New business

i. Library of Things area discussion

Fox

The board supports the changes and estimated expense to renovate the proposed area to create a section to house our Library of Things collection.

VIII. Agenda items for next meeting

Sheppard

- Health Insurance renewal
- Policy

IX. Adjournment

The meeting was adjourned at 7:36pm.

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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**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
August 31, 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.

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

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

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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 August 31, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and two 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
September 23, 2021

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$129,864			\$129,864
Cash with Hood River County	564,878	\$187,490	\$123,948	876,316
Petty cash	416			416
Other	11,948			11,948
Total Current Assets	707,106	187,490	123,948	1,018,544
TOTAL ASSETS	\$707,106	\$187,490	\$123,948	\$1,018,544

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$3,885			\$3,885
Total Current Liabilities	3,885	0	0	3,885
Total Liabilities	3,885	0	0	3,885
Fund Balances:				
Unassigned	703,221	187,490	123,948	1,014,659
TOTAL LIABILITIES & FUND BALANCES	\$707,106	\$187,490	\$123,948	\$1,018,544

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$1,700		\$1,700
Property tax revenues - current year	5,054			5,054
Property tax revenues - prior year	8,524			8,524
Fines and fees	400			400
Intergovernmental revenue	0			0
Interest revenue	764		\$115	879
Miscellaneous	0			0
Total Revenues	14,742	1,700	115	16,557
Expenditures:				
Personal services:				
Wages and salaries	84,174			84,174
Employee benefits	25,469			25,469
Total Personal Services	109,643	0	0	109,643
Materials and services:				
Bank charges	32			32
Building rental	1,888			1,888
Building maintenance	5,048			5,048
HVAC	1,372			1,372
Elevator	364			364
Telephone	3,633			3,633
Internet	450			450
Collection development	13,263	7,411		20,674
Technology	2,860			2,860
Accounting and auditing	0			0
Courier	304			304
Custodial services	6,369			6,369
Technical services	3,326			3,326
Library consortium	0			0
Copiers	600			600
Elections expense	2,973			2,973
Furniture and equipment	2,768			2,768
Insurance	7			7
Georgiana Smith Memorial Garden	2,155			2,155
Legal services	350			350
Professional services	0			0
Dues and subscriptions	520			520
Miscellaneous	388			388
Postage and freight	201			201
Printing	0			0
Programs	3,043	3,327		6,370
Advertising	749			749
Supplies - office	1,730			1,730
Travel	154			154
Training	136			136
Board development	0			0
Parking reimbursement	0			0
Electricity	3,124			3,124
Garbage	266			266
Natural gas	389			389
Water & sewer - building	817			817
Total Materials and Services	59,279	10,738	0	70,017
Capital outlay	0	55,266	1,505	56,771
Total Expenditures	168,922	66,004	1,505	236,431
Revenues Over Expenditures	(154,180)	(64,304)	(1,390)	(219,874)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(154,180)	(64,304)	(1,390)	(219,874)
Fund Balance - July 1, 2021	857,401	251,794	125,338	1,234,533
Fund Balance - August 31, 2021	\$703,221	\$187,490	\$123,948	\$1,014,659

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$5,054	\$5,054	\$1,091,490
Tax revenues - prior year	5,890	8,524	15,000
Interest revenue	75	764	10,000
Fines and fees	100	400	4,000
Intergovernmental revenue	0	0	0
Donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	11,119	14,742	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	585	1,100	8,281
Library clerk II	9,584	16,892	115,605
Library assistant I	5,738	10,490	68,838
Library assistant II	5,173	10,060	63,265
Librarian I	10,368	20,174	128,034
Librarian II	7,133	11,652	65,291
Library director	7,112	13,806	87,048
Payroll taxes and benefits:			
Retirement	2,518	5,604	43,068
Social security	3,399	6,287	40,226
Workers' compensation	19	1,127	1,300
Health insurance	5,478	11,579	136,280
Unemployment insurance	449	872	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	57,556	109,643	766,227
Materials and services:			
Bank charges	16	32	300
Building rental	944	1,888	13,400
Building maintenance	189	5,048	20,000
HVAC	1,372	1,372	15,000
Elevator	182	364	2,450
Telephone	3,131	3,633	5,220
Internet	225	450	5,840
Collection development	6,163	13,263	90,000
Technology	1,771	2,860	13,000
Accounting and auditing	0	0	29,000
Courier	210	304	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 Two Months Ended
August 31, 2021

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Custodial services	2,123	6,369	29,000
Technical services	0	3,326	4,000
Library consortium	0	0	14,200
Copiers	259	600	3,500
Elections expense	0	2,973	0
Furniture and equipment	1,964	2,768	4,000
Insurance	7	7	16,000
Georgiana Smith Memorial Garden	777	2,155	25,000
Legal services	280	350	4,000
Professional services	0	0	30,000
Membership dues	50	520	4,000
Miscellaneous	78	388	1,500
Postage and freight	18	201	1,000
Printing	0	0	500
Programs	633	3,043	20,000
Advertising	324	749	2,000
Office supplies	616	1,730	14,000
Travel	154	154	4,000
Training	112	136	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,621	3,124	21,000
Garbage	133	266	2,000
Natural gas	105	389	10,000
Water & sewer - building	389	817	5,600
Total Materials and Services	<u>23,846</u>	<u>59,279</u>	<u>417,810</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>81,402</u>	<u>168,922</u>	<u>1,284,037</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(25,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(25,000)</u>
Change in Fund Balance	<u><u>(\$70,283)</u></u>	<u><u>(\$154,180)</u></u>	<u><u>(\$188,547)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 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	\$500	\$1,700	\$290,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>500</u>	<u>1,700</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	4,692	10,738	268,400
Capital outlay	0	55,266	250,000
Total Expenditures	<u>4,692</u>	<u>66,004</u>	<u>535,000</u>
Change in Fund Balance	<u><u>(\$4,192)</u></u>	<u><u>(\$64,304)</u></u>	<u><u>(\$245,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Two Months Ended
August 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	\$12	\$115	\$2,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and			
Other Sources	<u>12</u>	<u>115</u>	<u>27,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	0	1,505	100,000
Total Expenditures	<u>0</u>	<u>1,505</u>	<u>100,000</u>
Change in Fund Balance	<u><u>\$12</u></u>	<u><u>(\$1,390)</u></u>	<u><u>(\$73,000)</u></u>

See Independent Accountants' Compilation Report

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

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	HR Cultural Trust	Total
Revenues:									
Donations and grants	\$0	\$0	\$1,700	\$0	\$0	\$0	\$0	\$0	\$1,700
Intergovernmental revenue									0
Total Revenues	0	0	1,700	0	0	0	0	0	1,700
Expenditures:									
Personal services:									
Wages and salaries:									
Library clerk I									0
Library assistant II									0
Employee benefits:									
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
Materials and services:									
Building maintenance									0
Collection development		5,716	1,678				16		7,410
Technology									0
Courier									0
Programs		2,039		157			1,132		3,328
Furniture and equipment									0
Georgia Smith Memorial Garden									0
Professional services									0
Miscellaneous									0
Total Materials and Services	0	7,755	1,678	157	0	0	1,148	0	10,738
Capital outlay	0	55,266	0	0	0	0	0	0	55,266
Total Expenditures	0	63,021	1,678	157	0	0	1,148	0	66,004
Net Change in Fund Balance	0	(63,021)	22	(157)	0	0	(1,148)	0	(64,304)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	2,500	251,794
Fund Balance - August 31, 2021	\$338	\$164,831	\$620	\$12,322	\$3,592	\$1,781	\$1,306	\$2,500	\$187,490

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY
LIBRARY DISTRICT**

**Compiled Financial Statements
September 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.

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

MEMBERS:
American Institute of c.p.a.'s
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100 EAST FOURTH STREET
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1313 BELMONT STREET
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Fax: (541) 308-0178

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 September 30, 2021, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and three 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
October 13, 2021

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$147,790			\$147,790
Cash with Hood River County	473,550	\$183,716	\$120,576	777,842
Petty cash	416			416
Other	11,948			11,948
Total Current Assets	633,704	183,716	120,576	937,996
TOTAL ASSETS	\$633,704	\$183,716	\$120,576	\$937,996

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$6,421			\$6,421
Total Current Liabilities	6,421	0	0	6,421
Total Liabilities	6,421	0	0	6,421
Fund Balances:				
Unassigned	627,283	183,716	120,576	931,575
TOTAL LIABILITIES & FUND BALANCES	\$633,704	\$183,716	\$120,576	\$937,996

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Three Months Ended September 30, 2021

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$1,700		\$1,700
Property tax revenues - current year	5,054			5,054
Property tax revenues - prior year	9,583			9,583
Fines and fees	775			775
Intergovernmental revenue	0			0
Interest revenue	1,153		\$193	1,346
Miscellaneous	0			0
Total Revenues	16,565	1,700	193	18,458
Expenditures:				
Personal services:				
Wages and salaries	123,404			123,404
Employee benefits	36,090			36,090
Total Personal Services	159,494	0	0	159,494
Materials and services:				
Bank charges	48			48
Building rental	2,831			2,831
Building maintenance	6,178			6,178
HVAC	3,802			3,802
Elevator	546			546
Telephone	4,180			4,180
Internet	675			675
Collection development	19,419	8,017		27,436
Technology	3,647			3,647
Accounting and auditing	4,575			4,575
Courier	322			322
Custodial services	8,492			8,492
Technical services	3,326			3,326
Library consortium	0			0
Copiers	857			857
Elections expense	2,973			2,973
Furniture and equipment	3,718			3,718
Insurance	7			7
Georgiana Smith Memorial Garden	5,082			5,082
Legal services	350			350
Professional services	0			0
Dues and subscriptions	520			520
Miscellaneous	733			733
Postage and freight	237			237
Printing	0			0
Programs	4,155	6,495		10,650
Advertising	789			789
Supplies - office	2,625			2,625
Travel	154			154
Training	231			231
Board development	0			0
Parking reimbursement	0			0
Electricity	4,620			4,620
Garbage	399			399
Natural gas	498			498
Water & sewer - building	1,200			1,200
Total Materials and Services	87,189	14,512	0	101,701
Capital outlay	0	55,266	4,955	60,221
Total Expenditures	246,683	69,778	4,955	321,416
Revenues Over Expenditures	(230,118)	(68,078)	(4,762)	(302,958)
Other Financing Sources (Uses)				
Operating transfers in	0		0	0
Operating transfers out	0			0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	(230,118)	(68,078)	(4,762)	(302,958)
Fund Balance - July 1, 2021	857,401	251,794	125,338	1,234,533
Fund Balance - September 30, 2021	\$627,283	\$183,716	\$120,576	\$931,575

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 2021

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$0	\$5,054	\$1,091,490
Tax revenues - prior year	1,060	9,583	15,000
Interest revenue	389	1,153	10,000
Fines and fees	374	775	4,000
Intergovernmental revenue	0	0	0
Donations	0	0	0
Miscellaneous	0	0	0
Total Revenues	1,823	16,565	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	546	1,646	8,281
Library clerk II	10,496	27,388	115,605
Library assistant I	5,451	15,942	68,838
Library assistant II	5,307	15,366	63,265
Librarian I	10,318	30,492	128,034
Librarian II	0	11,652	65,291
Library director	7,112	20,918	87,048
Payroll taxes and benefits:			
Retirement		5,604	43,068
Social security	3,029	9,316	40,226
Workers' compensation	20	1,147	1,300
Health insurance	7,181	18,760	136,280
Unemployment insurance	391	1,263	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	49,851	159,494	766,227
Materials and services:			
Bank charges	16	48	300
Building rental	944	2,831	13,400
Building maintenance	1,130	6,178	20,000
HVAC	2,430	3,802	15,000
Elevator	182	546	2,450
Telephone	547	4,180	5,220
Internet	225	675	5,840
Collection development	6,155	19,419	90,000
Technology	787	3,647	13,000
Accounting and auditing	4,575	4,575	29,000
Courier	18	322	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 Three Months Ended
September 30, 2021

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	2,123	8,492	29,000
Technical services	0	3,326	4,000
Library consortium	0	0	14,200
Copiers	257	857	3,500
Elections expense	0	2,973	0
Furniture and equipment	950	3,718	4,000
Insurance	0	7	16,000
Georgiana Smith Memorial Garden	2,927	5,082	25,000
Legal services	0	350	4,000
Professional services	0	0	30,000
Membership dues	0	520	4,000
Miscellaneous	345	733	1,500
Postage and freight	36	237	1,000
Printing	0	0	500
Programs	1,112	4,155	20,000
Advertising	40	789	2,000
Office supplies	895	2,625	14,000
Travel	0	154	4,000
Training	95	231	4,000
Board development	0	0	1,500
Parking reimbursement	0	0	500
Electricity	1,496	4,620	21,000
Garbage	133	399	2,000
Natural gas	110	498	10,000
Water & sewer - building	383	1,200	5,600
Total Materials and Services	<u>27,911</u>	<u>87,189</u>	<u>417,810</u>
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
Total Expenditures	<u>77,762</u>	<u>246,683</u>	<u>1,284,037</u>
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	0	(25,000)
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>(25,000)</u>
Change in Fund Balance	<u><u>(\$75,939)</u></u>	<u><u>(\$230,118)</u></u>	<u><u>(\$188,547)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 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	\$0	\$1,700	\$290,000
Intergovernmental revenue	0	0	0
Total Revenues	<u>0</u>	<u>1,700</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	3,774	14,512	268,400
Capital outlay	0	55,266	250,000
Total Expenditures	<u>3,774</u>	<u>69,778</u>	<u>535,000</u>
Change in Fund Balance	<u><u>(\$3,774)</u></u>	<u><u>(\$68,078)</u></u>	<u><u>(\$245,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Three Months Ended
September 30, 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	\$78	\$193	\$2,000
Other Financing Sources			
Transfer from General Fund	0	0	25,000
Total Revenues and Other Sources	<u>78</u>	<u>193</u>	<u>27,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	3,450	4,955	100,000
Total Expenditures	<u>3,450</u>	<u>4,955</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$3,372)</u></u>	<u><u>(\$4,762)</u></u>	<u><u>(\$73,000)</u></u>

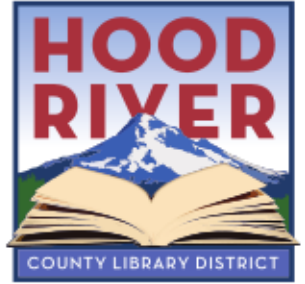
See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Three Months Ended September 30, 2021

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	HR Cultural Trust	Total
Revenues:									
Donations and grants	\$0	\$0	\$1,700	\$0	\$0	\$0	\$0	\$0	\$1,700
Intergovernmental revenue							\$0		0
Total Revenues	0	0	1,700	0	0	0	0	0	1,700
Expenditures:									
Personal services:									
Wages and salaries:									
Library clerk I									0
Library assistant II									0
Employee benefits:									
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
Materials and services:									
Building maintenance									0
Collection development		6,286	1,678				52		8,016
Technology									0
Courier									0
Programs		2,039		3,325			1,132		6,496
Furniture and equipment									0
Georgia Smith Memorial Garden									0
Professional services									0
Miscellaneous									0
Total Materials and Services	0	8,325	1,678	3,325	0	0	1,184	0	14,512
Capital outlay	0	55,266	0	0	0	0	0	0	55,266
Total Expenditures	0	63,591	1,678	3,325	0	0	1,184	0	69,778
Net Change in Fund Balance	0	(63,591)	22	(3,325)	0	0	(1,184)	0	(68,078)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	2,500	251,794
Fund Balance - September 30, 2021	\$338	\$164,261	\$820	\$9,154	\$3,592	\$1,781	\$1,270	\$2,500	\$183,716

See Independent Accountants' Compilation Report

Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available two months after an employee's start date.

Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,200 per month. In future years, the amount of the District's monthly contribution may be set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these restrictions, if any, must be considered as well.

Adopted by the Board of Directors, January 17, 2012
Last revised, January 19, 2021
Last reviewed, January 19, 2021

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org



Snow Plowing Contract 2021/2023

SEASON STORM SERVICE CONTRACT

I, Rachael Fox (hereafter known as 'custodian') represent the property(s) at the address or property described as: Hood River Library (hereafter known as 'the property').

I agree to pay Ayles Services, llc. the quoted price for the following services:

Snow plowing of Walkways, stairs and parking lot and deicing services/materials.

This is a contract for general snow plowing of Hood River Public Library property, located at the municipally known address of 502 East State Street in Hood River, Oregon 97031

Snow Plowing will commence when a 2" trigger of snow is reached, unless otherwise requested.

Payment responsibility for these services shall be billed to:

Hood River Library District
c/o Rachael Fox
502 E. State St.
Hood River, OR 97031
541-387-7062
EMAIL: billing@hoodriverlibrary.org

If there are any questions or concerns, please contact me directly at 541-490-2332.

I thank you again for the opportunity to put forth a bid & look forward to your favorable reply.

Sincerely,

Loran Ayles
Ayles Services, llc.
911SNOW@gmail.com
541.490.2332

Upon the following attached terms:

<p>AYLES SERVICES, llc. Snow Management Services 3745 Barrett Dr. ~ P.O. Box 1672 Hood River, Oregon 97031 541.490.2332 ~ 911SNOW@gmail.com</p>	
---	--

“Per Push” Quote

2”~4”	\$465.00	snow plowing service of walks/drives (ATV)
5”~6”	\$760.00	snow plowing service of walks/drives (ATV)
+6”	\$990.00	snow plowing service of walks/drives (ATV)

Deicing Labor \$165.00 application of deice materials
De-Icing Material \$1.20/pound (Mag/Chlor) Granules

Snow Removal Trigger Depth: 2” trigger

Additional Comments, Services, Instruction: This bid/contract is to include snow management services, as described:

Services include plowing snow, with plow mounted ATV, from the approx. 1850+ feet of public walkways in and around the property, clearing snow from property stairways/stoops and plowing snow from the property east parking lot.

Deicing services include applying, environmentally friendly, ice-melt to the approx. 1850+ feet of public walkways in and around the property as well as stairways/stoops and doorways. De-icing services will occur after each time walkways are cleared of snow accumulation, if temperature forecasts are near or below freezing. De-icing services will occur when weather forecasts call for possibility of freezing precipitation conditions as a preventative measure and will continue as conditions warrant.

See attached, highlighted map, detailing service areas.

X _____ / ____/20____
 Property/Company Representative Date



Scope of Snow Plowing: Ayles Services, llc will plow when Snow Trigger depth has been reached. This is measured by the contractor at the pavement, not to include drifts. Depending on the time of the snowfall, we attempt to service customers by 7:00 AM or 7:00 PM. Often times when plowing roads, the town will fill the driveways aprons with excess snow after driveways have already been cleared. If this causes a hazard or inconvenience, kindly contact us and we will attempt to clear this within a reasonably agreed upon time frame.

Scope of De-icing: De-icing services are not generally offered through Ayles Services, llc at this time.

Ayles Services, llc assumes no responsibility for slip and fall accidents or vehicular accidents as a result of slippery conditions. This is the case regardless if De-icing agents have been applied or not!

Scope of Shoveling: Shoveling is on a case to case basis and is not always offered due to time constraints. We will do our best to accommodate your needs. If offered and contracted on, **Ayles Services, llc assumes no responsibility for slip and fall accidents or vehicular accidents as a result of slippery conditions.**

It is best to call when & if you take a vacation so we can plow your property while you are away. This is not only for your convenience, but for the safety of your home while you're away.

Turf Repair: In the event that the contractor damages any turf by snow plowing, the contractor will re-seed the damaged turf in the spring season following the snow and ice maintenance program season in which the turf damage occurred.

Non paved residences & roadways: Ayles Services, llc is not responsible for the clean up of any Sand, gravel, or other driveway flooring agents that may get deposited on the turf over the plowing season. Due to thaw and freeze points it is often possible to have 1" or more of snow left on your Road / Drive in efforts to keep the road from deteriorating.

Disclaimer: Ayles Services, llc will not plow or sand/salt within 5 feet from any parked vehicle, equipment, obstructions in parking lots, or other areas being cleared. Please attempt to move obstructions prior to our services being started. Ayles Services, llc is not liable for damage to pavement or other surfaces contracted for plowing of snow and/or ice. Damage can occur, however we will make every effort to avoid this. **Depressed areas in pavement may accumulate snow that may not be able to be removed as well as snow that has been packed down by vehicle or foot traffic,** Ayles Services, llc is not responsible for these accumulations that cannot be removed although we will do our best to remove them.

Indemnification: Subject to the limitations of the Oregon Constitution and Oregon Tort Claim Act as applied to the Hood River Library District, each party shall indemnify, defend and hold harmless the other party, its owners, employees and subcontractors from and against any and all claims, damages, reasonable attorneys' fees, costs and expenses which such other party incurs as a result of a claim or claims brought by the indemnified party or any third party, arising out of any wrongdoing, negligence and/or breach of contract alleged or otherwise, , including but not limited to personal injuries resulting from slip and fall accidents.

Life of Agreement: This agreement is valid from the date it is signed until November 1st, 2023.

Snow Removal: Removal of snow piles is available through Ayles Services, llc. This is above and beyond this service agreement. We will do our best to keep charges to an absolute minimum, but we are at the discretion of others when rendering these services. In the event it is more economical for a sub contractor to provide the service, we will provide the arrangements and notify you in advance. Please contact us with any question or concerns you may have.



Hazards: Customer is aware that plowing may not clear their property to bare pavement/ground and that slippery conditions may and most likely will prevail even after plowing and de-icing. Ayles Services, llc assumes **no responsibility** for slip and fall accidents or vehicular accidents as a result of this naturally occurring condition.

Provision for Default and Cancellation: Either party may terminate this agreement at any time with a 14 day advance written notice. Cancellation date will be the 14th day after such notice is received. In the event of cancellation, the customer will be responsible for all costs of services rendered up to the cancellation date. A final invoice will be sent to the customer within 30 days after cancellation for any and all balances due. There will be No Refunds issued for unused time or services set forth by this agreement, without limitations, to seasonal Quotes.

Payment:

For per push / storm agreements, Invoices will be delivered by Ayles Services, llc to the customer approximately 5-10 business days after each service is performed and are due in full within 15 days of receiving such service. **NET 15 DAYS**

For on call agreements, or first-time customers, payment is due at time of service.

For monthly billing Agreements, Billing invoices will be sent out to customers by the first of the month following services and payment is due by the 15th of month in which the invoice is received.

**Make Checks Payable to:
Ayles Services, llc.**

Any invoice or scheduled payment over 10 days past due will be subject to a late fee of 15%. Ayles Services, llc reserves the right to suspend service when payments become more than 10 days past due. This agreement price has been negotiated and agreed upon based on the customer's driveway / parking lot/ roadway, walkway as it exists on the agreement date. In the event the customer adds additional areas, driveways, and/or paths that are suitable for snow plowing, shoveling and/or de-icing services, Ayles Services, llc shall not be responsible for the care or maintenance of such additional improvements without a written change order.

Returned Checks: A service charge of \$50.00 will be charged for any returned check. 2nd occurrence will forfeit billing status, and payment will be due in cash at time of service.

Collections: Custodian will be responsible for all costs of collection, including without limitation, court costs and reasonable attorney's fees in the event that it becomes necessary for Ayles Services, llc to resort to legal measures to collect any amount owed under this agreement.

I have read and understand this document and attached disclaimer and agree to abide by the terms listed and hereby enter into contract with Ayles Services, llc for the purposes listed above.

Property Custodian Signature

_____/_____/20____

Property Custodian Printed



Snow Plowing Service Guide

In an effort to better serve our customers we have put together a 'Service Guide' that explains the way our Snow Plowing operations work. We ask that you please read the following so that you get a general understanding of how and when services will be performed. Once our Snow Plowing operations have commenced, we will normally visit the site soon after we have reached the snow 'trigger' depth. The purpose of our initial visit is to "open up" the driveway/parking lot. This will enable you to get in and out of the area.

Our decision as to when the initial visit will occur depends on a number of factors:

1. Current snowfall accumulations
2. Current weather
3. Traffic conditions
4. Future weather predictions

Once the initial visit has occurred, we will periodically monitor the site, and provide whatever services are needed. During an active storm we constantly monitor the weather and temperatures so as to provide the most effective service. If the forecast for our general area dictates a lesser snowfall amount of say 2"~ 5" we may choose to wait until the end of the storm so as to avoid the complications and risks of competing with traffic.

In the event of a heavy snowfall 6+" we may visit the site numerous times. This proven method is not only easier on our drivers and equipment, but this also will enable you to gain access to roadways in the event that travel is necessary. If a major icing or blizzard conditions are forecast for our area, we may elect to wait until driving conditions are safe for our drivers and allow the ice to accumulate on top of existing snowfall rather than on 'bare pavement'. We find it much easier to control significant icing that has occurred when it has not been constantly driven over or compacted by some other means such as heavy foot traffic. If you have chosen to utilize our shoveling services **please note** that unless otherwise requested in writing in the comments section of your Service Agreement these services will occur once the snowfall has ceased. This method has enabled us to effectively monitor more sites with less time in between visits. If de-icing is requested this service will occur at the time of your scheduled visit on the driveway/ parking lot, and walkway areas of the property.

Please do your best to pick-up newspapers as we cannot be responsible for lost newspapers in the snow.

Ayles Services, llc. is not responsible for plowing in front of mailboxes or any other obstructions that have not been detailed in the Service Agreement.

Parking:

When at all possible the best place to park is in the garage. If this cannot be achieved, please park cars as close together as possible leaving one side of the driveway open. It is also best not to park at the very end of the driveway, this way we can effectively manage the large snow loads left by municipal plows. If you have any Questions or concerns, please feel free to call.

Sincerely,

Loran Ayles
Ayles Services, llc.
P.O. Box 1672
Hood River, Oregon 97031
541.490.2332 911SNOW@gmail.com