

**Board of Directors**  
**Regular Meeting Agenda**  
**Supplementary information**  
Tuesday, March 15, 2022, 7:00pm  
Zoom meeting  
502 State St, Hood River  
Jean Sheppard 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. <b>Additions/deletions from the agenda (ACTION)</b>                         | Sheppard |
| II. <b>Actual or potential conflicts of interest</b>                           | Sheppard |
| III. <b>Consent agenda (ACTION)</b>  | Sheppard |
| i. <b>Minutes from February 15, 2021 meeting</b>                               |          |
| IV. <b>Open forum for the general public</b>                                   | Sheppard |
| V. <b>Reports</b>  |          |
| i. <b>Friends update</b>   | Fox      |
| ii. <b>Foundation update</b>   | Fox      |
| iii. <b>January 2021 Financial Statements</b>                                  | Fox      |
| iv. <b>Director's Report</b>   | Fox      |
| VI. <b>New Business</b>  |          |
| i. <b>Discussion indoor programs and hybrid board meetings</b>                 | Fox      |
| ii. <b>Strategic Planning Facilitation project team discussion</b>             | Fox      |
| iii. <b>April Board Planning Session discussion</b>                            | Fox      |
| iv. <b>Library Director Evaluation timeline (ACTION)</b>                       | Sheppard |
| v. <b>Request for Reconsideration of Library Material form update (ACTION)</b> | Fox      |
| VII. <b>Agenda items for next meeting</b>                                      | Sheppard |
| VIII. <b>Adjournment</b>   | Sheppard |

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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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| III. <b>Consent agenda (ACTION)</b>                    | Sheppard |

i. **Minutes from February 15, 20212 meeting**

Attachment: III.i. Minutes from the February 15, 2022, regular meeting

- |  |          |
|--|----------|
| IV. <b>Open forum for the general public</b> | Sheppard |
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V. **Reports**

i. <b>Friends update</b>	Fox
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- Friends of the Library Annual Book sale
  - The Friends will hold their annual book sale Thursday, May 19 through Saturday, May 21. Sale times will be Thursday, May 19 from 5 to 7 pm for members only; Friday, May 20 from 12 noon to 6 pm open to the public; and Saturday, May 21 from 10 am to 2 pm open to the public.
- Library staff worked with Friends volunteers to fine tune the donation process for Friends materials. Library staff sort and determine what goes to the library collection and Thriftbooks. Friends sort from the remainder for the book sale, sales shelves, and free shelves. The remainder is recycled at Goodwill.
- **Hood River County Reads program**
  - Join us for the 16th annual Hood River County Reads, an annual community reading adventure! This year, Hood River County is reading Brian Fies' graphic memoir **A Fire Story**. It's a personal story of wildfire disaster, grief and loss, renewal, and the power of community to heal.
  - **Free copies** of the book will be available at the official kickoff.

Hood River Reads also sponsors several events for adults and students, including talks and workshops by the visiting authors. Check our [website](#) for information about all the events for this year's Hood River Reads.

- Saturday, March 26, 2:00 pm, Hood River Library: **Hood River County Reads kickoff book distribution.**
- Saturday, March 26, 10:00am-2:00pm, Cascade Locks and Parkdale Libraries: **Hood River County Reads kickoffs.**
- Wednesday, April 6, 6:30-8:00pm, Hood River Library or Zoom: **Hood River Library Book Club: A Fire Story.**
- Friday, April 22, 1:00-2:30pm, Hood River Library or Zoom: **Zine Extravaganza: An Exploration into Small Press Publication Culture, Distribution and Commerce.** Workshop led by Kate Bingaman-Burt & Leland Vaughan, Pre-registration needed.
- Saturday, April 30, 10:00-11:30am, Hood River Library or Zoom: **Writing Workshop with Brian Fies**, Pre-registration needed.
- Saturday, April 30, 2:00pm, Location TBA or Zoom: **Comics and Medicine talk with Brian Fies.**
- Sunday, May 1, 2:00pm, Location TBA or Zoom: **Public presentation *Cartooning in a Firestorm* by author Brian Fies.**
- Tuesday, May 3, 7:00pm, Location TBA or Zoom: ***Firewise Living in the Gorge* by Glenn Ahrens from OSU Forestry.**
- Wednesday, May 4, 10:00am, **Field Trip: Fire Ecology at Dry Creek with Glenn Ahrens and Bill Weiler.**

Hood River County Reads is sponsored and supported by the Friends of the Hood River County Library, with additional support from the Hood River County Library Foundation, Starseed Foundation, Hood River Valley LEOS, Hood River County Education Foundation, Hood River Cultural Trust, Gorge Community Foundation's Pat Hazlehurst Endowment Fund, Leighton Hazelhurst, and generous individuals.

## ii. Foundation update

Fox

- The Library Foundation is working on an informational brochure. The brochure will list the variety of ways patrons can donate to the District. It will also feature many of the projects the Foundation has funded.

## iii. January 2021 Financial Statements

Fox

Attachment: V.iii. January 2021 Financial Statements

We are tracking well and have paid for the majority of our large annual invoices for this fiscal year.

The \$25,000 planned transfer from the General Fund into the Capital Equipment Reserve is reflected on the January financial statements.

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

#### **iv. Director's Report**

Fox

#### **Administration**

- We have hired Oralia Diaz as our new Children's Services Assistant. Oralia has worked as an Instructional Assistant at Westside Elementary School in Hood River for almost four years. She is passionate about working with children and has great experience working in a team oriented environment. We are excited to have her as part of our team! Oralia will start on Wednesday, March 16.
- We have hired Emily Bunch as our new Public Service Clerk Substitute. Emily has her Master of Library and Information Science degree from the University of South Florida. She has worked in both public and school libraries.
- The library will no longer require masks in our buildings beginning Saturday, March 12. We will continue to provide free masks for staff, volunteers and patrons.

#### **Facilities**

- A large oak tree was removed from the library gardens on Tuesday, March 8. The tree had Armillaria, a common decay fungus in Oregon White Oak. The fungus is a serious concern because it actively kills living wood and causes decay of sapwood (outer layers) and heartwood (central core) in the base. The tree was assessed by a certified Arborist and determined to have a moderate to high risk of failure. To protect our community, we removed the tree since it is located in a high traffic area of the gardens.

#### **Programs and Services**

- Bookmobile – Exterior design
  - We have finalized the exterior design. I want to thank Library Foundation member Dawn Fitchen and her husband Matt Fitchen for reworking the exterior design to create a fun and eye catching design for our Bookmobile! Please see the final design below.
- The program staff have been working hard to provide creative programming for this winter. Please check out our newsletter for a full list of programs in March, <https://conta.cc/3sNT2Tf>
  - Adult programs

- Hood River County Reads / Book Club, Wednesday, April 6 at 6:30 p.m., Hood River Library Reading Room. This month's book club selection is also the Hood River Reads 2022 selection *A Fire Story* by Brian Fies.
- Air Plant Giveaway - *While Supplies Last!* Spruce up your home or office with these low maintenance plants. Take one home today for free! But be quick, supplies are limited.
- Teen programs
  - Library Teen Council: Every Saturday at 11 a.m. Open to teens and tweens ages 12 to 19, the Library Teen Council is a volunteer group that helps plan library services, leads programming and assists the Teen Librarian.
  - Upcycle Mosaics, Saturday, March 12 at 11 a.m., Teens can take part in creating an art display for the library made out of old technology, paints, various other craft supplies.
  - Late Night Legos, Saturday, March 26 at 6 p.m., A closed library, lots of building blocks, and projects to choose from. Teens can hang out, help build, listen to music and more.
- Children's programs
  - Lending Library Saturdays, 10am to 12pm Odell Mobile Home Park. In partnership with Hood River County School District, FISH Food Bank, and Michoacan Grill.
  - Bird Nerd Storytime – Facebook Live, 10:30am Thursdays.

## **VI. New Business**

### **i. Discussion indoor programs and hybrid board meetings**

Fox

I recommend we move to hybrid board meetings starting Tuesday, April 19. We can meet in the meeting room and use our new teleconferencing software.

Due to declining COVID case counts, we resumed in-person programs in March. This month, I consulted with library program staff and the Safety Committee to discuss the timeline for adding more in-person indoor programs.

We are currently holding indoor programs for teens and adults. We would like to tentatively resume programs for children, including story time, starting in May. We feel this is best course of action to provide time after the mask mandate is lifted to help create a safe environment for our patrons.

We currently have several indoor programs scheduled for the Hood River County Reads program. We anticipate 35-40 people at each program. The Safety Committee will be meeting by the end of the month to decide whether we feel it is safe to hold the author presentations inside the library. In the past, we've had 75-150 people attend. If not, we plan to hold the events via Zoom or at an outdoor location.

This summer we intend to hold our summer reading program for all ages. We will hold as many events as possible outside in case restrictions are put back in place for indoor events.

## **ii. Strategic Planning Facilitation project team discussion**

Fox

I am putting together a project team to work on the new five-year Library Strategic Plan. This is a working team and team members will need to attend meetings, town halls, help develop the community survey, and conduct 1:1 interviews. The entire process will be guided and facilitated by our consultants at [Constructive Disruption](#). This process will take place April - October.

This team will have the authority to make final decisions about the plan and they will present the plan to the Library Board for final approval. The project team will consist of two Library Board members, one member of the Library Foundation, one member of the Friends of the Library, two library staff members and the Library Director and Assistant Director. I will have a schedule of activities available soon.

I would like to request two Library Board members join the project team.

## **iii. April Board Planning Session discussion**

Fox

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

- Strategic Planning Session with Mary Kay Dahlgreen, Oregon State Librarian (2011-2012)
- Planning session for young adult services with Katie Anderson, Youth Services Consultant at the Oregon State Library (2012-2013)
- Facilities planning session with architect Rich Turi (2013-2014)
- Technology Planning Session, Darci Hanning, Technology Development Consultant in Library Support & Development at the Oregon State Library (2014-2015)
- Strategic Plan with Penny Hummel (2015-16)
- Technology Replacement Planning Session with Ken Jacobs (2016-17)
- Special District Insurance Services Board Practice Assessment (BPA) (2017-18)
- Marketing audit and discussion with Penny Hummel (2019-20)

This fiscal year, I request we focus our annual planning session on updating our mission statement. This planning session will be open to the public. Library staff will be invited to attend. The session will be Tuesday, April 19, 5:30-7:00pm. Our consultants at Constructive Disruption will facilitate the hybrid meeting. The District will provide food for the attendees. Our regular board meeting will directly follow the planning session.

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

Sheppard

*Attachments:*

- VI.iv. Library Director evaluation timeline

I will be reviewed annually at the May Board meeting. The process is delineated in the Library Director Evaluation Policy. It's a 360° process. I evaluate myself, the staff evaluates me, selected community

members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The questions use a 1-5 scale, with optional comments. The process typically runs from April through May, with the review happening at the May regular Board meeting, usually in executive session (although my evaluation is considered a public record, unlike other staff). The process goes like this:

- The Board reviews and approves the Library Director evaluation timeline.
- In April, I am given two weeks to complete my self-evaluation. It mainly consists of narrative.
- At the same time, the staff and community members (which consists of the Presidents of the Friends and Foundation plus other individuals selected by the Board) are given their questions, which are distributed via online survey. The Library District Board President administers the online surveys using the District's SurveyMonkey account.
- Once all three of those evaluations are completed, they're compiled by the Library District Board President and given to the entire Board to assist in completing their evaluations.
- Once the Board evaluation is completed, I am given a week before the May meeting to review the evaluation.
- At the May meeting, the evaluation meeting happens. At that time, the Board determines whether to renew my annual contract and if a step increase is warranted.
- The evaluation goes into my personnel file.

The Library Director evaluation timeline needs to be approved by the board.

**v. Request for Reconsideration of Library Material form update (ACTION)** Fox  
Attachment:

- VI.v. Request for Reconsideration of Library Material form

Library staff members recently attended webinars focused on material challenges at libraries. We learned several new things. I have updated our form to incorporate the new information. I request the library board approves the updated form. The changes are reflected on the document.

**VII. Agenda items for next meeting** Sheppard

- Annual planning session: Revising Mission Statement (5:30-7:00pm)
- Employee Handbook
- Budget preview

**VIII. Adjournment** Sheppard

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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.



Hood River County  
Library District

**bookmobile**  
**biblioteca**  
**móvil**

Matthew Fitch Design Studio Rework  
Version 8

03.08.2022

**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, February 15, 2022, 7:00pm  
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502 State St, Hood River  
Jean Sheppard President

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Please use the following phone number or video link:

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Meeting ID: 889 8794 2233

Present: Karen Bureker, Brian Hackett, Megan Janik, Jean Sheppard, and Rachael Fox (staff).

- I. **Additions/deletions from the agenda (ACTION)** Sheppard  
Library Board President Jean Sheppard called the meeting to order at 7:01pm. Janik made a motion to approve the agenda. Hackett seconded. The motion carried unanimously.
- II. **Actual or potential conflicts of interest** Sheppard  
None stated.
- III. **Consent agenda (ACTION)** Sheppard  
Hackett moved to approve the consent agenda. Janik seconded. The motion carried unanimously.
- IV. **Open forum for the general public** Sheppard  
None present. Fox stated she has a comment from the public but will present the comment during the Bookmobile discussion.
- 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. **December 2021 Financial Statements** Fox  
There was nothing to add to the written report.
- iv. **Director's Report** Fox  
There was nothing to add to the written report.

Sheppard asked if there was statistics available to determine if we have received lost items returned after the library went Fine Free. Fox stated she would see if she could run a report.

## **VI. Old Business**

### **i. Exterior bookmobile discussion and approval**

Fox

Fox stated she had two new designs to share that were not included in the board packet. She stated Library Foundation member Dawn Fitchen and her husband Matt Fitchen (Graphic Designer) worked with Fox over the weekend to rework the existing design created by the Bookmobile company.

Fox stated both she and library staff preferred the lighter design. Fox shared Matt Fitchen stated he stated the benefits of the darker color are better contrast with the other elements, better visibility when it's out and about, and greater longevity for the print (because every print will fade over time).

Fox shared public comment on the bookmobile design:

As you consider the final exterior design of our new bookmobile, I encourage you to go for bold. This bookmobile is a mobile billboard for our library system and we (or at least I think we would) want it to stand out. Brighter, richer colors will help our bookmobile to stand out among all the other sprinter vans out there in our community. Softer, lighter colors will blend in more. Brighter colors will attract more attention and exude a more fun, lively library, which is what I think we want to portray ourselves as. This van will be driving around for many years to come so I encourage you to think ahead, and choose the most modern looking design so it ages the best. I also encourage you to consider the opinions and ideas of professional designers, specifically, our local graphic designer who has done so much great work for our district, Matt Fitchen. We all have our tastes, what we prefer personally, but graphic design and marketing (and this part of the bookmobile design is definitely marketing) are professional careers and people in this field know what works best for catching people's eyes and drawing them in. They know what sells and this is a wonderful opportunity for us to "sell" the library. Thank you so much for considering these things as you choose a final design. It is so exciting to be so close to having a bookmobile in our community!!

Amanda Goeke  
MLIS  
Library Foundation Board Member  
HRCLD Employee since 2010  
Local Small Business Owner

The board stated they liked the darker design because the text was more visible. Fox thanked the board and stated she will submit the darker design to the bookmobile company.

## **VII. New Business**

### **i. Renew contract legal counsel Ruben Cleaveland (ACTION)**

Fox

Janik moved to approve the contract renewal. Bureker seconded. The motion carried unanimously.

### **ii. Garden's Maintenance Bids (ACTION)**

Fox

Hackett moved to approve the contract renewal. Janik seconded. The motion carried unanimously.

### **iii. Budget calendar approval and Budget Committee Discussion (ACTION)**

Fox

The board discussed the candidates and selected Andrea Krol because she has experience serving on a budget committee. Sheppard suggested Fox refer the other candidate to either the Friends or Foundation. Hackett stated there was an opening on the Foundation Board. Fox stated she would let the other candidate know about the other volunteering opportunities including serving on the Foundation Board.

**iv. MIX Contract (ACTION)**

Fox

Janik moved to approve the contract renewal. Bureker seconded. The motion carried unanimously.

**v. Strategic planning facilitation consultant (ACTION)**

Fox

Fox stated she recommended Constructive Disruption for the following reasons:

- Focus Diversity, Equity and Inclusion
- Project team are librarians or have worked in a libraries.
- Gather data through multiple tools
  - Town halls
  - Community Surveys
  - Interviews with stakeholders
- Bonus: Rework the mission and values statements

Sheppard asked how the consultants would complete the project while one of them was working as a full time librarian. Fox stated she was not sure but had received a positive reference from the Fort Vancouver Library system regarding their consulting services. Sheppard stated she would have liked to have a bid that was lower. Fox agreed. The board discussed how this consulting firm is providing more guidance and services than the two lower bids.

Hackett moved to accept the proposal from Constructive Disruption. Janik seconded. The motion carried unanimously.

**VIII. Discussion indoor programs and mask requirement indoors**

Fox

The board approved the plan to remove the mask requirement indoors at the same time Governor Board removes the statewide mask mandate. Fox will report to the board at the Tuesday, March 15, meeting regarding the timeline for adding more in-person programs for all ages.

**IX. Agenda items for next meeting**

Sheppard

**X. Adjournment**

Sheppard

The meeting was adjourned at 8:10pm.

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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  
January 31, 2022**

**TABLE OF CONTENTS**

Independent Accountants' Compilation Report . . . . .	1
Balance Sheet – Cash Basis . . . . .	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Cash Basis. . . . .	3
Supplementary Information:	
Statement of Revenues and Expenditures – Cash Basis:	
General Fund. . . . .	4-5
Grants Fund. . . . .	6
Capital Equipment Reserve Fund .. . . .	7
Schedule of Revenues and Expenditures and Changes in Fund Balance – Cash Basis – Grants Funds. . . . .	8

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

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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 January 31, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and seven 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.*  
March 1, 2022



**Hood River County Library District**  
**Balance Sheet - Cash Basis**  
**January 31, 2022**

**ASSETS**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$199,216			\$199,216
Cash with Hood River County	1,063,681	\$198,518	\$141,837	1,404,036
Petty cash	416			416
Total Current Assets	1,263,313	198,518	141,837	1,603,668
TOTAL ASSETS	\$1,263,313	\$198,518	\$141,837	\$1,603,668

**LIABILITIES & FUND BALANCES**

Liabilities				
Current Liabilities				
Payroll liabilities	\$795			\$795
Total Current Liabilities	795	0	0	795
Total Liabilities	795	0	0	795
Fund Balances:				
Unassigned	1,262,518	198,518	141,837	1,602,873
TOTAL LIABILITIES & FUND BALANCES	\$1,263,313	\$198,518	\$141,837	\$1,603,668

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**For the Seven Months Ended January 31, 2022**

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
<b>Revenues:</b>				
Donations and grants	\$0	\$18,235		\$18,235
Property tax revenues - current year	1,004,052			1,004,052
Property tax revenues - prior year	31,444			31,444
Fines and fees	1,906			1,906
Intergovernmental revenue	3,140	5,208		8,348
Interest revenue	3,170		\$374	3,544
Miscellaneous	0			0
<b>Total Revenues</b>	<u>1,043,712</u>	<u>23,443</u>	<u>374</u>	<u>1,067,529</u>
<b>Expenditures:</b>				
<b>Personal services:</b>				
Wages and salaries	298,222			298,222
Employee benefits	93,046			93,046
<b>Total Personal Services</b>	<u>391,268</u>	<u>0</u>	<u>0</u>	<u>391,268</u>
<b>Materials and services:</b>				
Bank charges	112			112
Building rental	5,663			5,663
Building maintenance	11,626			11,626
HVAC	7,797			7,797
Elevator	1,280			1,280
Telephone	3,032			3,032
Internet	4,374			4,374
Collection development	38,489	10,242		48,731
Technology	8,241			8,241
Accounting and auditing	20,038			20,038
Courier	1,039			1,039
Custodial services	15,451			15,451
Technical services	3,326			3,326
Library consortium	13,782			13,782
Copiers	1,862			1,862
Elections expense	2,973			2,973
Furniture and equipment	4,615			4,615
Insurance	15,177			15,177
Georgiana Smith Memorial Garden	13,439	110		13,549
Legal services	822			822
Professional services	0			0
Dues and subscriptions	1,549			1,549
Miscellaneous	1,165			1,165
Postage and freight	650			650
Printing	195			195
Programs	7,311	11,101		18,412
Advertising	2,014			2,014
Supplies - office	6,489			6,489
Travel	311			311
Training	363			363
Board development	0			0
Parking reimbursement	100			100
Electricity	9,832			9,832
Garbage	975			975
Natural gas	2,590			2,590
Water & sewer - building	2,780			2,780
<b>Total Materials and Services</b>	<u>209,462</u>	<u>21,453</u>	<u>0</u>	<u>230,915</u>
Capital outlay	918	55,266	8,875	65,059
<b>Total Expenditures</b>	<u>601,648</u>	<u>76,719</u>	<u>8,875</u>	<u>687,242</u>
<b>Revenues Over Expenditures</b>	<u>442,064</u>	<u>(53,276)</u>	<u>(8,501)</u>	<u>380,287</u>
<b>Other Financing Sources (Uses)</b>				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
<b>Total Other Financing Sources (Uses)</b>	<u>(25,000)</u>	<u>0</u>	<u>25,000</u>	<u>0</u>
<b>Revenues and Other Financing Sources (Uses) Over Expenditures</b>	<u>417,064</u>	<u>(53,276)</u>	<u>16,499</u>	<u>380,287</u>
Fund Balance - July 1, 2021	845,454	251,794	125,338	1,222,586
<b>Fund Balance - January 31, 2022</b>	<u>\$1,262,518</u>	<u>\$198,518</u>	<u>\$141,837</u>	<u>\$1,602,873</u>

See Independent Accountants' Compilation Report

**HOOD RIVER COUNTY LIBRARY DISTRICT**  
**General Fund**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For the One Month and Seven Months Ended**  
**January 31, 2022**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues:</b>			
Tax revenues - current	\$18,558	\$1,004,052	\$1,091,490
Tax revenues - prior year	18,685	31,444	15,000
Interest revenue	700	3,170	10,000
Fines and fees	446	1,906	4,000
Intergovernmental revenue	0	3,140	0
Donations	0	0	0
Miscellaneous	0	0	0
<b>Total Revenues</b>	<b>38,389</b>	<b>1,043,712</b>	<b>1,120,490</b>
<b>Expenditures:</b>			
Personal services:			
Wages and salaries:			
Library clerk I	654	4,154	8,281
Library clerk II	10,155	64,836	115,605
Library assistant I	5,401	36,359	68,838
Library assistant II	5,354	36,234	63,265
Librarian I	11,635	75,261	128,034
Librarian II	5,127	32,013	65,291
Library director	7,112	49,365	87,048
Payroll taxes and benefits:			
Retirement	3,702	23,802	43,068
Social security	3,452	22,601	40,226
Workers' compensation	20	978	1,300
Health insurance	6,593	42,619	136,280
Unemployment insurance	542	3,046	6,310
Paid family and medical leave	0	0	2,681
<b>Total Personal Services</b>	<b>59,747</b>	<b>391,268</b>	<b>766,227</b>
Materials and services:			
Bank charges	16	112	300
Building rental	944	5,663	13,400
Building maintenance	0	11,626	20,000
HVAC	2,471	7,797	15,000
Elevator	0	1,280	2,450
Telephone	397	3,032	5,220
Internet	288	4,374	5,840
Collection development	3,896	38,489	90,000
Technology	774	8,241	13,000
Accounting and auditing	5,399	20,038	29,000
Courier	157	1,039	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 Seven Months Ended**  
**January 31, 2022**

	Current Period <u>Actual</u>	Year to Date <u>Actual</u>	Annual <u>Budget</u>
Custodial services	2,418	15,451	29,000
Technical services	0	3,326	4,000
Library consortium	0	13,782	14,200
Copiers	186	1,862	3,500
Elections expense	0	2,973	0
Furniture and equipment	182	4,615	4,000
Insurance	15,170	15,177	16,000
Georgiana Smith Memorial Garden	6,027	13,439	25,000
Legal services	0	822	4,000
Professional services	0	0	30,000
Membership dues	0	1,549	4,000
Miscellaneous	165	1,165	1,500
Postage and freight	237	650	1,000
Printing	0	195	500
Programs	677	7,311	20,000
Advertising	0	2,014	2,000
Office supplies	192	6,489	14,000
Travel	0	311	4,000
Training	0	363	4,000
Board development	0	0	1,500
Parking reimbursement	0	100	500
Electricity	1,314	9,832	21,000
Garbage	135	975	2,000
Natural gas	980	2,590	10,000
Water & sewer - building	395	2,780	5,600
Total Materials and Services	<u>42,420</u>	<u>209,462</u>	<u>417,810</u>
Capital Outlay	<u>0</u>	<u>918</u>	<u>0</u>
Contingency	<u>0</u>	<u>0</u>	<u>100,000</u>
<b>Total Expenditures</b>	<u>102,167</u>	<u>601,648</u>	<u>1,284,037</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers In	0	0	0
Operating transfers out	(25,000)	(25,000)	(25,000)
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>
<b>Change in Fund Balance</b>	<u><u>(\$88,778)</u></u>	<u><u>\$417,064</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 Seven Months Ended**  
**January 31, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Donations and grants	\$0	\$18,235	\$290,000
Intergovernmental revenue	5,208	5,208	0
<b>Total Revenues</b>	<u>5,208</u>	<u>23,443</u>	<u>290,000</u>
<b>Expenditures:</b>			
Personal services	0	0	16,600
Materials and services:	1,181	21,453	268,400
Capital outlay	0	55,266	250,000
<b>Total Expenditures</b>	<u>1,181</u>	<u>76,719</u>	<u>535,000</u>
<b>Change in Fund Balance</b>	<u><u>\$4,027</u></u>	<u><u>(\$53,276)</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 Seven Months Ended**  
**January 31, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
<b>Revenues:</b>			
Interest revenue	\$59	\$374	\$2,000
<b>Other Financing Sources</b>			
Transfer from General Fund	25,000	25,000	25,000
<b>Total Revenues and Other Sources</b>	<u>25,059</u>	<u>25,374</u>	<u>27,000</u>
<b>Expenditures:</b>			
Materials and services	0	0	0
Capital outlay	0	8,875	100,000
<b>Total Expenditures</b>	<u>0</u>	<u>8,875</u>	<u>100,000</u>
<b>Change in Fund Balance</b>	<u><u>\$25,059</u></u>	<u><u>\$16,499</u></u>	<u><u>(\$73,000)</u></u>

See Independent Accountants' Compilation Report

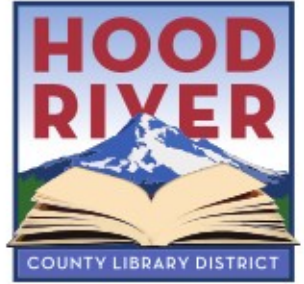
**HOOD RIVER COUNTY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance - Cash Basis**  
**Grants Funds**  
**For the Seven Months Ended January 31, 2022**

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	R2R 2022	HR Cultural Trust	Total
<b>Revenues:</b>										
Donations and grants	\$0	\$0	\$1,735	\$6,500	\$10,000	\$0	\$0	\$5,208	\$0	\$18,235
Intergovernmental revenue										5,208
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>1,735</b>	<b>6,500</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>5,208</b>	<b>0</b>	<b>23,443</b>
<b>Expenditures:</b>										
Personal services:										
Wages and salaries:										
Library clerk I										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Materials and services:										
Collection development		7,940	1,678	5,397	57		567			10,242
Programs		2,952	814	5,397			1,938			11,101
Georgia Smith Memorial Garden		110								110
<b>Total Materials and Services</b>	<b>0</b>	<b>11,002</b>	<b>2,492</b>	<b>5,397</b>	<b>57</b>	<b>0</b>	<b>2,505</b>	<b>0</b>	<b>0</b>	<b>21,453</b>
Capital outlay	0	55,266	0	0	0	0	0	0	0	55,266
<b>Total Expenditures</b>	<b>0</b>	<b>66,268</b>	<b>2,492</b>	<b>5,397</b>	<b>57</b>	<b>0</b>	<b>2,505</b>	<b>0</b>	<b>0</b>	<b>76,719</b>
<b>Net Change in Fund Balance</b>	<b>0</b>	<b>(66,268)</b>	<b>(757)</b>	<b>1,103</b>	<b>9,943</b>	<b>0</b>	<b>(2,505)</b>	<b>5,208</b>	<b>0</b>	<b>(53,276)</b>
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	0	2,500	251,794
<b>Fund Balance - January 31, 2022</b>	<b>\$338</b>	<b>\$161,584</b>	<b>\$41</b>	<b>\$13,582</b>	<b>\$13,535</b>	<b>\$1,781</b>	<b>(\$51)</b>	<b>\$5,208</b>	<b>\$2,500</b>	<b>\$198,518</b>

See Independent Accountants' Compilation Report

# Library Director Evaluation Timeline

**2021-22**



## **Library Staff and Community Member Surveys**

- **Monday, April 11, 2022** *Library Director*
  - Email Library Staff - Upcoming Library Director evaluation
- **Friday, April 15, 2022** *Library District Board President*
  - Email survey monkey link and explanation to library staff and community members
- **Friday, April 29, 2022**
  - Evaluation due
    - Library Staff
    - Friends and Foundation presidents

## **Library District Board Survey**

- **Monday, May 2, 2022**
  - Email board survey monkey form and compilation of survey from staff and Friends and Foundation presidents *Library District Board President*
- **Monday, May 9, 2022**
  - Evaluation due from Library District Board

## **Library Director reviews compilation**

- **Tuesday, May 10, 2022 – Thursday, May 12, 2021**
  - Library Director reviews compilation of staff, community and District board surveys
- **Tuesday, May 17, 2022**
  - Library District Board conducts Library Director evaluation in Executive session at the regular monthly board meeting

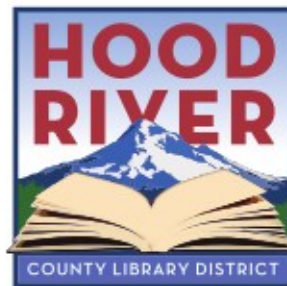
502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)



# Request for Reconsideration of Library Material



Title: \_\_\_\_\_

Author/publisher: \_\_\_\_\_

Format:    Printed book    Movie    Audio    Periodical    E-resource    Other

Patron's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_      Email: \_\_\_\_\_

Patron represents (please check one):    Self                       Organization \_\_\_\_\_  Child

If you represent a child residing in Hood River County, are you the legal guardian?

Yes       No \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Please answer the following questions to the best of your ability.

1. What brought this material to your attention? To what specifically in the material do you object? Please include page numbers.

2. What do you feel might be the result of reading, viewing, or listening to this material?

3. For what age group would you recommend this material?

4. Is there anything good about the material?

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Hood River - OR 97031

541 386 2535

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5. Did you read, view, or listen to the material in its entirety? If not, what parts did you examine?

6. Are you aware of the judgment of this material by professional reviewers and scholars?

7. What do you believe is the theme of this material?

8. What do you see as the purpose of this material?

9. What would you like the District to do about this material?

10. What other material, serving substantially the same purpose, would you recommend in place of this material?

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Please return this form, with the date and your signature written below, to the Hood River County Library District at 502 State St., Hood River, OR 97031, [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org). If you have questions, please call us at 541-386-2535.

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Signature of patron

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Date