

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, June 21, 2022, 7:00pm
Library Meeting Room and Zoom
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). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on 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) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from the May 10, 2022, Budget Committee meeting | |
| ii. Minutes from May 17, 2022 meeting | |
| iii. New couch for Theater room | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. March and April 2022 Financial Statements | Fox |
| iv. Director's Report | Fox |
| VI. New Business | |
| i. 2022-23 Budget approval (ACTION) | Sheppard |
| I. Budget hearing | |
| ii. Approval of recurring payments for 2022-23 (ACTION) | Sheppard |
| iii. Discussion of 2021-22 President and Vice-President positions | Sheppard |
| iv. Discussion of regular meeting time | Sheppard |
| v. Library Director contract renewal (ACTION) | Sheppard |
| vi. Libraries of Eastern Oregon (LEO) MOU (ACTION) | Fox |
| vii. New library book drop (ACTION) | Fox |
| VII. Agenda items for next meeting | Sheppard |
| VIII. Adjournment | Sheppard |

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

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

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00p 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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| Attachment: III.i. Minutes from the May 10, 2022, budget committee regular meeting | |
| ii. Minutes from May 17, 2022 meeting | |
| Attachment: III.ii. Minutes from the May 17, 2022, regular meeting | |
| iii. New couch for Theater room | |
| Attachment: III.iii. Advertisement: Robertsville 174" Wide Velvet Symmetrical Corner Sectional | |
| We are purchasing a new couch for our Theater room. The couch will be funded by the Library Foundation. The purchase exceeds my spending authority. I request board approval to purchase the couch for \$6,220.03. This includes \$120.04 for shipping and assembly of the furniture. | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| <ul style="list-style-type: none">• The Friends of the Library made over \$1,000 at their annual book sale.• The Children's Book Cleaning volunteers clean library materials one time per month. They have moved their meeting time to the third Monday of the month from 1-2:30pm. They are looking for more volunteers.• The Friends will not meet in July or August.• The Friends had additional funds to donate to the District this year since the District did not spend the full donations from the Friends over the past two years due to the pandemic. The Friends are donating \$8,500 to the following:<ul style="list-style-type: none">◦ New chairs, end table, and table for tablets in the children's library. | |

- The furniture will be special ordered from Oregon Corrections Enterprises (OCE). OCE industries have existed within Oregon's state corrections system for the past 160 years. For decades, programs in Oregon's prisons manufactured a wide variety of products for use both within the prison system, as well as in the community. Over time, product lines evolved as corrections industries focused on the manufacture of furniture, metal fabrication, prison construction, farm and dairy products, and laundry services. We have ordered most of our existing furniture from OCE.
- The chairs will have charging ports for devices and have tablet arms. The tables will match our existing design in the children's library. We have seen a demand in parents and caregivers needing access to charging ports while visiting our children's library.
- OCE will also make new couches for the teen area of the library. Our old couches wore out last year and we have temporarily had a futon in the space. These new couches will also have charging ports.
- Shelving Library of Things (LOT) area. If we have funds left, we'll use them to purchase new shelving for the LOT area of the library. We are ready to expand the collection.

ii. Foundation update

Fox

- The Library Foundation will soon have a new informational brochure highlighting the different ways donors can donate to the Foundation.
- The Foundation is holding their annual brick campaign. Patrons are encouraged to purchase a commemorative brick with an inscription for the gardens by July 31.
- The Foundation approved their annual donation to the District for **\$52,500**. The Foundation will support the several items they annually support and they will also support the special projects in the Makerspace and Theater and the front entrance masonry project. This fiscal year we had carryover funds from the Library Foundation. Due to reduced spending during the pandemic for magazines and databases and the generous donation for additional funds for electronic resources in May 2020, we still had \$7,500 to carryover. In addition, we either eliminated or plan to eliminate a few electronic databases due to low use.
- **Magazines and newspapers - \$4,000**
 - For the past ten years, the Library Foundation has supported all of our magazine and newspaper subscriptions. This is a popular collection, both in terms of circulation and in-library use. Nine years ago, the Foundation also funded the new magazine shelves and area, which has been very well-received. This year we added a few new titles.
- **Electronic resources - \$5,300 (\$12,800 current year expense - \$7,500 carry over)**
 - In years past, the Foundation has also supported our popular electronic resources, including the downloadable media service Library2Go, the kids e-

book service TumbleBooks, Kanopy streaming, Creative Bug and the language-learning database Mango.

- **Movie licensing - \$700**
 - Each year we pay two companies Movie Licensing USA and Motion Picture Licensing Corporation to have the licensing rights to screen movies for the public.
- **FISH free book project - \$6,000**
 - The donation will fund twelve months of free books to distribute at the FISH food bank locations.
- **Masonry Project - \$12,500**
 - The Library Foundation will fund half the cost of the restoring the entrance of the Hood River Library.
- **Theater - \$16,000**
 - This year we have remodeled the theater in the children's area to make it a multipurpose room for children, teens and adults. We'll have specific times for each age group. Here are a few initial ideas:
 - Children and families will use the space during the day. We would like a sensory friendly area for children with different sensory needs.
 - Programs for all ages
 - Theater – show movies.
 - Gaming space – arcade games and gaming consoles. Specific events for gaming.
 - Overflow for Makerspace and Tech Lab
 - We have removed the seating, painted, and will install new carpet on June 30 in the space.
 - \$3,000 - Arcade and games. We plan to purchase arcade games and Foosball/pool/air hockey table to host more programs for teens and youth.
 - \$6,000 Sofa and/or seating - Large sofa.
 - \$3,000 - New carpet
 - \$500 - New cabinet for audio video equipment
 - \$500 - Bean bag chairs
 - \$1,000 for nesting tables (stored to side of room when not in use)
 - \$2,000 for expenses yet to be determined.
- **Makerspace/Tech Lab - \$8,000**
 - We have recently updated the Makerspace. We cleaned out old items and repainted the space. We plan to transform the space to be enjoyed by patrons of all ages.
 - \$2,000 - Makerspace mural - Local artist Stump One will work with teens to create a mural in the Makerspace wall. Stump One has created murals at One Community Health.

- \$2,000 - 3D printer
- \$1,000 - Virtual Reality equipment
- \$3,000 Supplies for crafts and programs

iii. March and April 2022 Financial Statements

Fox

Attachments:

- V.iii.a. March Financial Statements
- V.iii.b. April Financial Statements

As of April 30, 2022, we have received \$1,081,795 this year in total tax revenue (current and previous years) for the General Fund. Tax payers have the option of making their property tax payments in three installments and the third installment was due on May 15, 2020. I anticipate an additional \$36,000 from the third installment. We are tracking well for this time of year.

iv. Director's Report

Fox

Administration

- We have entering the third month of our Strategic Planning Process.

Mission Statement

The library staff, Library Board and the Strategic Planning Team have created a new mission statement. Our mission statement will guide our work and direct our growth.

We reach out, supporting everyone to learn, create, and grow.

Vision Statement

We are currently working on a new vision statement. At an upcoming meeting, the strategic planning team will discuss the exercise the Library Board completed around creating a new vision statement.

Community Survey

We opened our community survey Friday, June 10. The survey is available in paper format and online. The survey will close on Friday, July 1. We sent out an enewsletter, will post flyers in the community, and we posted on social media. In addition, we have a dedicated page on our [website](#) to the strategic planning process.

Town halls

We will be offering three town halls. Registration will open when we the survey goes live.

Thursday, July 14

- In-person, Hood River Library 6:00-7:30pm

Friday, July 15

- Virtual, 1:00-2:30pm

Saturday, July 16

- In-person, Hood River Library 10:00-11:30am

- Our Bilingual Outreach Librarian Yeli Boots has been appointed to serve on the State Library Board! We are proud of her accomplishments in the library field and grateful for her many years of excellent service in our community.
- We have completed our interim audit. There were no findings. The only thing they noted was a couple long outstanding checks on the bank reconciliations that they recommend we turn over to the state after three years. I was not aware of this process but will ensure we will turn over long outstanding checks moving forward.
- I have completed a five year program with the American Library Association and become a Certified Public Library Administrator. The Certified Public Library Administrator program is a voluntary post-MLS certification program for public librarians with three years or more of supervisory experience. Candidates complete seven courses – four core and three electives. I completed courses in Budget and Finance, Management of Technology, Organization and Personnel Management, Planning and Management of Buildings, Marketing, Fundraising/Grantsmanship and Politics and Partnerships.

CPLA certification enables public librarians to:

- Further their professional education and development.
 - Move to a higher level of practical professional experience.
 - Improve career opportunities through professional expertise.
 - Demonstrate to colleagues, trustees and board of directors, patrons and the wider information community that the certified person has acquired a nationally and professionally recognized body of knowledge and expertise in public library administration.
 - Improve the quality of library service through the provision of practical knowledge and skills essential to successful library management.
- Children's Librarian
 - We are hiring a new Children's Librarian. The position is thirty hours per week and includes full benefits. The ideal candidate will have their Master of Library and Information Science degree and experience working with children. Bilingual in English and Spanish is highly preferred. The position is open until filled. The first review of applicants begins Tuesday, June 21, 5pm. In the interim, Bilingual Outreach Librarian Yeli Boots is overseeing Children's Services.
 - We are working to make our library more welcoming and inclusive for all members of our community. We are translating all our directional and informational signage in the library into English and Spanish. We have almost completed the lower level in Hood River and will work on the upper level over the next few weeks. In addition, we'll do the same at our branches. We have also added sensory-friendly resources in the children's library and soon will have the resources available at the branches. In addition, we will be striving to work on equity, diversity and inclusion at our libraries.
 - We have launched the annual library brick campaign. The Library Foundation sells bricks to be laid along the paths of the **Georgiana Smith Memorial Gardens**, the lovely green space

adjacent to the Hood River Library. These bricks are a long-lasting way to honor the library-lovers in our patrons lives.

The bricks are sold once a year at springtime and cost \$75 each and can be inscribed with the wording of a patron's choice.

Fill in this [Brick Order Form](#) (check your Downloads folder) or send an email with the particulars of your gift: foundation@hoodriverlibrary.org. Orders must be completed by July 31! Visit this link for details: <https://hoodriverlibrary.org/foundation/bricks/>

Collection

- We are adding many new items to our Library of Things collection thanks to a grant from the Friends of the Library Pat Hazlehurst Endowment Fund! This month we are adding lawn games for our patrons to enjoy this summer. Over the past few months, we've added toy kits, games, and puzzles!

Facilities

- The front door of the Hood River Library has been repaired. We have two doors and only one of the doors was working for ADA access. The motor on the east side was burned out. The company needed to replace both motors and ADA buttons for the system because the parts are no longer available. The Library Board approved this expenditure at their meeting on February, 15, 2022.
- We are installed new window air conditioning units in the Cascade Locks Branch Library. We have been using portable air conditioners for six years and they were no longer functioning properly. The new units are a huge improvement!
- Library staff have cleaned and organized a large storage closet in the Children's Library to make it more functional.
- Staff cleaned and organized our Makerspace. We had the Children's Services Librarian office and the Makerspace repainted. It has been several years since they have been painted.
- We are in the process of having the Theater room remodeled. We had the seating removed. The space is currently being painted. It is being designed as a space to be used by all ages. Children and families can enjoy the space during open hours! We'll also show movies with the theater equipment, host gaming and teen programs, and it will be an overflow for our Makerspace and Tech Lab programs.
- We have made several big changes in the Children's Library! After receiving the March and April financial from the accountants, I determined we have funds available to make some minor changes due to limited spending this year due to the pandemic. Overall, we will spend around \$6,000 to make the improvements in the Children's Library, Makerspace, and Theater. The rest of the improvements are funded by the Library Foundation and the Friends of the Library.

We shifted most of the collection to new locations. Based upon feedback from patrons and staff, we heard having materials for different age groups scattered in different locations made it confusing and items were hard to find. In addition, the tops of shelves were used for library materials which made it inaccessible to many youth. Now the collection flows from parenting to board books, picture books, early readers, early nonfiction to holiday. Then we have our DVD collection in a new area between the items for younger and older children. We moved Graphic Novels to the area near the main desk. It's heavily used by families and we decided patrons needed more room to access the collection. We shifted audio next to our nonfiction.

We also created a space for the entire Spanish collection in the northwest corner of the library. We will add a small table to the location and will be adding iPads loaded with educational games. They will not have internet access.

We also changed the signage. The signs were beautiful but many patrons could not find items. We're moving to standardized signage for libraries posted on our pillars and small signage on the end of each shelving unit to direct patrons to a specific sections.

Our maintenance person painted all the pillars a light cream color to brighten up the space and the light color allows the signage to be clearly visible.

Artist Mark Nielsen will paint a small mural on the wall near the library catalog. It will say, Welcome to the Children's Library in both English and Spanish. The design will match the rest of the work Mark has done in the children's library.

The center area of the library is now a seating and play area for families. We have the train table, one table for adults, one table for children and a rug for open play. We'll also have a new rocking chair to support families with their babies.

We are added a light table for educational activities.

We're adding a baby play area in the north area of the library near the long bench with items geared towards babies and toddlers. There will be a rug, baby sensory cube play station and fun items attached to the end of the shelving units for play.

We've added a few new toy baskets. We now have Magnet tiles, LEGO Duplos, tea set, and dollhouse furniture/dolls. We have a small, new dollhouse.

We also now have sensory-friendly resources in the children's library to assist in accommodating individuals living with sensory sensitivities. This includes sound canceling headphones, weighted blankets, and wobble cushions. The items are currently at the Hood River branch but will soon be available at the Cascade Locks and Parkdale branches, too! We plan to add a Sensory Saturday program in the future.

Programs and Services

- Bookmobile

- The arrival of the bookmobile has been delayed. The part they need for the air conditioning/heating unit has not arrived yet due to back order. Once they receive the part it will take up to four weeks to complete the installation.
- We are celebrating Pride Month with book displays in our Adult, Teen and Children's sections of the library.
- The program staff have been working hard to provide creative programming for this summer. Please check out [enewsletter](#) full list of June programs.
- Summer Reading begins for all ages on Wednesday, June 22nd! Download the Beanstack app to participate. Beanstack is a digital way to participate in the library's 2022 Summer Library Program. Visit our [website](#) for more details.

Join us this summer for fun, free events for the whole family.



- **Wed. June 29, 5:30pm, Library Gardens, Los Amigos de la Sierra**
- **Wed. July 20, 5:30pm, Library Gardens, Mo Philips**
- **Wed. Aug. 3, 5:30pm, Library Gardens, Empowered Movement Aerial Performance**
- **Wed. Aug. 31, 5:30pm, Reading Room, Reptile Man**

- Adult programs
 - Book Club, Wednesday, July 6 at 6:30 p.m. in the Hood River Library Meeting Room & [Zoom](#). This month's book club selection is *Entangled Life* by Merlin Sheldrake.
 - Writing Group - Every Thursday at 3 pm, starting June 9th in the Hood River Library Gardens. Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).
- Teen programs
 - LTC: 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.
 - [Summer Teen Internship @ the Library](#). Teens can earn money, gain experience, and help out the library all at the same time. Open to teens ages 16 to 19 from Hood River County. 10 hours a week, \$13.50 an hour. Please submit [an application and a cover letter](#) to the library and we will be in touch about the next steps. This position is funded by a grant from the State Library of Oregon.
 - Teen Lock-in. Saturday, June 25 to Sunday, June 26 9 p.m. to 6 a.m. It's been a long time since we had a proper lock-in, so we are getting right to it this Summer! Games, Music, Movies, and More!

The first 12 teens (ages 13 to 18) to complete and return the registration get to camp out at the Hood River Library! Registration and parental permission form will be available online June 8th.

- Children's programs
 - New Family Storytime at the Hood River Library! Thursdays at 10:30 a.m. We are pleased to announce the return of in-person storytime. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session. Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading! We will add storytime in Cascade Locks and Parkdale branches after we hire the new Children's Librarian.

VI. New Business

i. 2022-23 Budget approval (ACTION)

Sheppard

I. Budget hearing

Attachments:

- VI.i.a. Proposed 2022-23 budget
- VI.i.b. Resolution 2021-22.04, adopting the budget and imposing taxes

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2022-23 budget, as approved by the Budget Committee at their May 10 meeting, is attached. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2022-23 budget approval requires passage of Resolution 2021-22.04. Following approval, I will submit the proper paperwork to the County and State.

Before budget approval, the Chair must open the Budget Hearing, which gives the public an opportunity to comment on the budget. Notice was published in the June 8th, 2022 edition of the *Columbia Gorge News*.

ii. Approval of recurring payments for 2022-23 (ACTION)

Sheppard

Attachment:

- VI.ii. Resolution No. 2021-22.05 - approving recurring and online payments for 2022-23

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

iii. Discussion of 2021-22 President and Vice-President positions

Sheppard

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

iv. Discussion of regular meeting time

Sheppard

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

v. Library Director contract renewal (ACTION)

Sheppard

Attachments: VI.v. Library Director contract [2022-2023]

The Library Director is the only District employee who works directly for the Board and also is the District's only contract employee. The contract typically is renewed annually. My contract is due to expire on June 30. With our legal counsel, I drafted a contract with the following changes. I changed the salary to \$92,186 per year, which is the salary of step (4) on the 2022-23 salary scale. As discussed when approving the scale, this includes a 5.9% minimum wage adjustment increase, which all District employees will receive this fiscal year. As stated in my prior contract, I moved from step (3) to step (4) when I completed the American Library Association Certified Public Library Administrator program in June 2022.

vi. Libraries of Eastern Oregon (LEO) MOU (ACTION)

Fox

Attachment: VI.vi. Libraries of Eastern Oregon MOU

The Hood River County Library District became a member of LEO in 2011. The membership allows us to negotiate group contracts with the goal of mitigating the costs of providing library programs, services, and content.

This agreement is made by and between the Hood River County Library District and the Libraries of Eastern Oregon (LEO) [Consortium], a consortium of public and tribal libraries in the fifteen Central and Eastern Oregon counties of Baker, Crook, Gilliam, Grant, Harney, Hood River, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler.

This agreement is ongoing and will not terminate except upon written notice. Each year, member libraries will receive a copy of this MOU and will be asked to file a new signed copy every three years.

Here is a break down of our fees for being part of LEO.

- LEO fee of \$4,076 confirms our membership in the Libraries of Eastern Oregon. The membership gives us the benefits of our collaborative purchasing power and the organizing resources of LEO for networking, training, and grant writing. In addition, our membership works to lift up library services for all public libraries and public library patrons in the 15 Eastern Oregon counties our members serve.
- In 2022, our LEO fee includes the following benefits:

The ability to participate in LEO's **Oregon Digital Library Consortium** account (**Library2Go**) to provide ebooks and downloadable audio books to our patrons. The minimum fee for joining the ODLC in 2022 is approximately \$4,200; our fee, if joining directly, would be \$7,807.

Thanks to a generous grant by the State Library of Oregon, through June 2022, access to **Brainfuse's HelpNow and JobNow** resources. The minimum for both resources is \$1,200.

Free access to the **Beanstack** online platform to support Summer Reading and our other reading-related challenges and programs. The minimum fee for Beanstack for the majority of our libraries is around \$700 a year. We currently purchase our own Beanstack account. This allows us to create our own Summer Reading program and retain all our users from the previous year.

No LEO member — even our largest — pays more in their LEO fee than it would cost to belong to the ODLC individually; the average value of your LEO membership for 2022 is over \$6,000. As a member of LEO, you save \$5,632 a year.

In 2021, LEO made a commitment to purchase additional consortium-first copies of popular ebooks and downloadable audiobooks through the OverDrive Advantage program, striving for a holds ratio of 3:1 (3 holds to every one copy) for ebooks and 6:1 for downloadable audiobooks. This investment means users at LEO member libraries will have less wait time for holds than those of the ODLC as a whole. The portion of our LEO fee for OverDrive reflects this investment, as well as the 10% overall increase to our fee to the ODLC.

Our legal counsel Ruben Cleaveland has approved the MOU for the Libraries of Eastern Oregon membership. The membership is funded by the Library Foundation since the bulk of the membership is electronic resources.

vii. New library book drop (ACTION)

Fox

Attachment:

- VI.vii.a. Demco Kingsley 80 C-Series SuperMax Versa Dual Drop Return (One cart)
- VI.vii.b. Brodart Kingsley 80 C-Series SuperMax Versa Dual Drop Return (One cart)
- VI.vii.c. The Library Store Kingsley 80 C-Series SuperMax Versa Dual Drop Return (One cart)

Our library book drop at the Hood River Library has lasted twenty years but has been on a slow decline. I had hoped we could use it for several more years but the front door lock recently came off. I have temporarily fixed it. In addition, it leaks inside the book drop and no longer lines up properly to open and close the door. It is time to replace the unit.

Since the unit exceeds \$10,000 we need to procure three informal bids.

I recommend the Kingsley 80 C-Series SuperMax Versa Dual Drop Return from the Demco vendor. This unit requires two carts but we only need one cart because we have a cart in Hood River we can currently use. We ordered it for the front desk but found it is rather large. We'll order a smaller book return cart for inside the library.



- Kingsley 80 C-Series SuperMax Versa Duel Drop Return
 - Strong, military-grade aluminum alloy will not rust or stain
 - Thick powder-coat paint finish with industrial grade anti-graffiti and antimicrobial clear top coat
 - Extremely weather resistant, fire suppressant, and theft deterrent
 - 3-1/2"H x 18"W opening accepts most library materials
 - Designed for easy deposits from cars, trucks, and walk-ups
 - Tops are fully welded and can be rotated for custom access door placement
 - Heavy-duty, commercial-grade lock secures door on top, bottom, and side
 - Factory-applied side panel decals feature the universal library logo surrounded by LIBRARY RETURN text
 - Each unit also includes 2 BOOKS and 2 MEDIA decals for customer to apply above depository opening
 - ADA compliant
 - Large capacity handles most weekend and holiday returns
 - Cabinet accepts 2 Kingsley 60 SingleDrop book carts (not included)
 - Holds up to 1,120 books or 2,800 media cases
- Measures 53-5/8"H x 76-5/8"W x 51"D overall

Vendors:

- Demco: \$10,249.60.
- The Library Store: \$10,932.44
- Brodart: \$11,401.57

I recommend we select the vendor Demco. We will pay for the Book Drop with our Capital Fund. We have no other projects scheduled this year for funds from the Capital Fund. I request Library Board approval.

VII. Agenda items for next meeting

Sheppard

- Board officer elections
- Appointing agents of record
- Resolution establishing regular meeting time

- Discussion Board Library Friends and Foundation liaisons
- Policy review
 - Financial Management
 - Library Card

VIII. **Adjournment**

Sheppard

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

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
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Board of Directors
Regular Meeting Minutes
Tuesday, May 17 2022, 7:00pm
Columbia Room and Zoom
502 State St, Hood River
Jean Sheppard President

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Jean Sheppard, Rachael Fox (staff), Audrey Barbakoff (Consultant)

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I. Additions/deletions from the agenda (ACTION)

Sheppard

Library Board President Jean Sheppard called the meeting to order at 7:04pm. Bureker made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Sheppard

None stated.

III. Consent agenda (ACTION)

Sheppard

i. Minutes from April 19, 2022 meeting

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

IV. Open forum for the general public

Sheppard

None present.

V. Revising Vision and Statement(s)

Sheppard

Attachment:

- V.i.a. Vision Statement worksheet

The library board completed an exercise with our Strategic Planning Consultant Audrey Barbakoff. The board identified themes around being inclusive, celebrating and including different cultures, connection, education, literacy, and life long-learning. Barbakoff will take the themes to the Strategic Planning Team to discuss at their next meeting.

VI. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

Hackett reported the officers were elected: Jen Bayer (President), Dawn Fitchen (Vice-President), Cathi Lannon (Treasurer) and Anne Gehrig (Secretary).

iii. March and April 2022 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.

VII. New Business

i. 2022-23 salary schedule (ACTION)

Sheppard

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

ii. Executive session: Library Director evaluation

Sheppard

The board entered Executive Session at 8:20pm. The board ended Executive Session at 8:34pm.

VIII. Agenda items for next meeting

Sheppard

- 2022-23 budget approval
- Approval of recurring payments for 2022-23
- Discussion of 2022-23 President and Vice-President positions
- Discussion of 2022-23 regular meeting time
- Library Director Contract approval

IX. Adjournment

Sheppard

The meeting was adjourned at 8:36pm.

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.

- 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.

**Budget Committee
Meeting Minutes**

Tuesday, May 10, 2022, 6:00pm

Jean Marie Gaulke Community Meeting Room

502 State St, Hood River

Budget officer: Rachael Fox

Meeting notes prepared: Rachael Fox and Mo Burford

Present: Rachael Fox (Staff), Mo Burford (Staff), Jen Bayer, Karen Bureker, Brian Hackett, Megan Janik, Andrea Krol, Lani Roberts, and Jean Sheppard.

Zoom: Sara Marsden, Angel Schock, Monica Zorza.

I. Nomination and election of Chair

Library Director Rachael Fox called the meeting to order at 6:01pm. The committee conducted introductions. Roberts nominated Bayer to serve as Committee Chair. Janik seconded. The motion carried unanimously.

I. Additions/deletions from the agenda (ACTION)

Bayer

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

II. Conflicts or potential conflicts of interest

Bayer

None stated.

III. Budget message

Fox

No questions or items from committee to report.

IV. Presentation of proposed budget

Fox

No questions or items from committee to report.

V. General Fund

- Roberts asked she she could ask questions. Fox said whenever you have a question, please go ahead and ask it.
- Roberts suggests raising the minimum wage to \$15 per hour because of the high cost of living in Hood River. Fox points out that only one staff member is actually below \$15.00 per hour at this time.
- Sheppard asks how much HRA VEBA costs the library for current staff. Fox said she would add the break down to next year's budget. She stated there are four staff members that participate and they receive up to ½ of the cost the District pays for medical expenses. This is prorated based upon the number of hours per week the staff member works. For example, a staff member working 40 hours per week will receive around \$350 per month for the HRA VEBA in lieu of medical coverage.
- Krol suggests it might be a good idea to do a salary analysis annually. Roberts commends the idea of continuing to monitor the salary of staff members. Hackett made a comment about next year's budget and the need for different number for the salary increase since

the past five year's the District has been required to increase the salary of all employees each year to comply with the minimum wage increases. Fox stated in the future, the Budget Committee can decided whether or not to implement a Cost of Living increase. Bayer stated most Government entities offer the Cost of Living increase.

- Roberts asked about the cost of gas for bookmobile and whether it was taken into account. Fox stated it was.
- Schock asked about staffing for the bookmobile. Fox explained we will use current staffing and the hopes for increased staffing next fiscal year. Fox explained she found out that morning the State Library grant ends December 31, 2022. Schock asks about the monthly expenses for the bookmobile and what happens after December when the State Library grant ends. Fox stated that salary expenses are covered because we will not be adding additional hours this fiscal year. There are funds from the Foundation to pay for any collection expenses. Fox also explains there is \$5,000 in the General Fund allocated to the Bookmobile expenses such as gas. There is also funds in the insurance line item for the insurance coverage. Schock expressed concern that this might be the only "glitch" in the budget. Fox stated she is confident that the general fund and funds from the Friends and Foundation will cover any additional expenses that she has not anticipated. The grant will fund the physical items such as hotspots, laptops, books, etc. Sheppard mentions there should be a Bookmobile budget going forward. Fox agreed and stated there will be a break down next year in the Bookmobile line item. Sheppard state that after one year of operations we will have a clear picture of the budget. Fox agreed.
- Roberts asked about "Elections" and Fox clarified that it is for "Board Member Elections"- not political elections of any kind.
- Bayer asked about UEFB. She stated we seem to be carrying over twice as much, even though we are trying to bring that number down. Bayer suggests we should spend this money next year, perhaps in staffing- "opportunity for our community." Schock added perhaps surplus goes towards branch hours, bookmobile, etc.; Fox suggests we may actually shrink Parkdale branch hours and re-allocate them to bookmobile perhaps, using data which we have been acquiring over the last few years to make decisions. Bayer reiterated that we should spend that surplus capital on more staffing. Hackett stated that the larger number is not what we actually have but less than half, once you add long-term goals and replenishing things over time; and felt staffing additions needed to be modest. Fox suggested that we might add a part-time member and increase hours at most next fiscal year.

VI. Capital Equipment Reserve Fund

Fox

- Sheppard asked where estimates come from. Fox said from previous consultations and some official estimates.

VII. Grants Fund

Fox

No questions or items from committee to report.

VIII. Public comment

Bayer

There were no members from the public present.

IX. Budget Committee questions and deliberations

Bayer

Sheppard said great job to Fox. Bayer expressed how organized and thoughtful the budget was prepared and how well it expressed our strategic goals. Schock suggested we add the bookmobile to the budget as a separate item and not put too much stress on staff to run the bookmobile.

X. **Approval of budget (ACTION)**

Bayer

Roberts made motion to approve the budget. Bureker seconded. The motion carried unanimously.

XI. **Recess or adjournment**

Bayer

The meeting was adjourned at 7:36pm.

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements March 31, 2022

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

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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 March 31, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C
May 17, 2022

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

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$223,479			\$223,479
Cash with Hood River County	914,306	\$189,696	\$141,169	1,245,171
Petty cash	416			416
Total Current Assets	<u>1,138,201</u>	<u>189,696</u>	<u>141,169</u>	<u>1,469,066</u>
TOTAL ASSETS	<u><u>\$1,138,201</u></u>	<u><u>\$189,696</u></u>	<u><u>\$141,169</u></u>	<u><u>\$1,469,066</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,633			\$1,633
Total Current Liabilities	<u>1,633</u>	<u>0</u>	<u>0</u>	<u>1,633</u>
Total Liabilities	<u>1,633</u>	<u>0</u>	<u>0</u>	<u>1,633</u>
Fund Balances:				
Unassigned	<u>1,136,568</u>	<u>189,696</u>	<u>141,169</u>	<u>1,467,433</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,138,201</u></u>	<u><u>\$189,696</u></u>	<u><u>\$141,169</u></u>	<u><u>\$1,469,066</u></u>

See Independent Accountants' Compilation Report

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

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$18,935		\$18,935
Property tax revenues - current year	1,039,994			1,039,994
Property tax revenues - prior year	35,141			35,141
Fines and fees	2,415			2,415
Intergovernmental revenue	3,383	5,208		8,591
Interest revenue	4,285		\$515	4,800
Miscellaneous	25			25
Total Revenues	1,085,243	24,143	515	1,109,901
Expenditures:				
Personal services:				
Wages and salaries	377,167			377,167
Employee benefits	119,649			119,649
Total Personal Services	496,816	0	0	496,816
Materials and services:				
Bank charges	204			204
Building rental	8,494			8,494
Building maintenance	15,467			15,467
HVAC	11,991			11,991
Elevator	1,844			1,844
Telephone	3,707			3,707
Internet	4,954			4,954
Collection development	55,959	16,631		72,590
Technology	9,876			9,876
Accounting and auditing	24,778			24,778
Courier	1,485			1,485
Custodial services	20,287			20,287
Technical services	3,326			3,326
Library consortium	13,782			13,782
Copiers	2,277			2,277
Elections expense	2,973			2,973
Furniture and equipment	4,615			4,615
Insurance	14,076			14,076
Georgiana Smith Memorial Garden	21,284	110		21,394
Legal services	1,155			1,155
Professional services	0			0
Dues and subscriptions	1,614			1,614
Miscellaneous	1,663			1,663
Postage and freight	695			695
Printing	195			195
Programs	9,221	14,234		23,455
Advertising	2,079			2,079
Supplies - office	9,835			9,835
Travel	408			408
Training	693			693
Board development	0			0
Parking reimbursement	100			100
Electricity	12,357			12,357
Garbage	1,245			1,245
Natural gas	5,197			5,197
Water & sewer - building	3,559			3,559
Total Materials and Services	271,395	30,975	0	302,370
Capital outlay	918	55,266	9,684	65,868
Total Expenditures	769,129	86,241	9,684	865,054
Revenues Over Expenditures	316,114	(62,098)	(9,169)	244,847
Other Financing Sources (Uses)				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
Total Other Financing Sources (Uses)	(25,000)	0	25,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	291,114	(62,098)	15,831	244,847
Fund Balance - July 1, 2021	845,454	251,794	125,338	1,222,586
Fund Balance - March 31, 2022	\$1,136,568	\$189,696	\$141,169	\$1,467,433

See Independent Accountants' Compilation Report

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

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$7,843	\$1,039,994	\$1,091,490
Tax revenues - prior year	1,712	35,141	15,000
Interest revenue	775	4,285	10,000
Fines and fees	254	2,415	4,000
Intergovernmental revenue	0	3,383	0
Donations	0	0	0
Miscellaneous	0	25	0
Total Revenues	10,584	1,085,243	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	585	5,338	8,281
Library clerk II	8,103	81,845	115,605
Library assistant I	2,819	41,874	68,838
Library assistant II	4,828	46,257	63,265
Librarian I	10,019	95,997	128,034
Librarian II	5,127	42,267	65,291
Library director	7,112	63,589	87,048
Payroll taxes and benefits:			
Retirement	3,211	30,424	43,068
Social security	2,928	28,593	40,226
Workers' compensation	18	1,014	1,300
Health insurance	6,576	56,003	136,280
Unemployment insurance	333	3,615	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	51,659	496,816	766,227
Materials and services:			
Bank charges	46	204	300
Building rental	2,831	8,494	13,400
Building maintenance	848	15,467	20,000
HVAC	2,099	11,991	15,000
Elevator	376	1,844	2,450
Telephone	552	3,707	5,220
Internet	355	4,954	5,840
Collection development	12,499	55,959	90,000
Technology	983	9,876	13,000
Accounting and auditing	4,740	24,778	29,000
Courier	308	1,485	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 Nine Months Ended
March 31, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,418	20,287	29,000
Technical services	0	3,326	4,000
Library consortium	0	13,782	14,200
Copiers	255	2,277	3,500
Elections expense	0	2,973	0
Furniture and equipment	0	4,615	4,000
Insurance	0	14,076	16,000
Georgiana Smith Memorial Garden	5,184	21,284	25,000
Legal services	193	1,155	4,000
Professional services	0	0	30,000
Membership dues	0	1,614	4,000
Miscellaneous	32	1,663	1,500
Postage and freight	18	695	1,000
Printing	0	195	500
Programs	1,481	9,221	20,000
Advertising	32	2,079	2,000
Office supplies	2,098	9,835	14,000
Travel	0	408	4,000
Training	330	693	4,000
Board development	0	0	1,500
Parking reimbursement	0	100	500
Electricity	1,286	12,357	21,000
Garbage	135	1,245	2,000
Natural gas	952	5,197	10,000
Water & sewer - building	389	3,559	5,600
Total Materials and Services	40,440	271,395	417,810
Capital Outlay	0	918	0
Contingency	0	0	100,000
Total Expenditures	92,099	769,129	1,284,037
Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(25,000)	(25,000)
Total Other Financing Sources (Uses)	0	(25,000)	(25,000)
Change in Fund Balance	(\$81,515)	\$291,114	(\$188,547)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Nine Months Ended
March 31, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$700	\$18,935	\$290,000
Intergovernmental revenue	0	5,208	0
Total Revenues	<u>700</u>	<u>24,143</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	7,171	30,975	268,400
Capital outlay	0	55,266	250,000
Total Expenditures	<u>7,171</u>	<u>86,241</u>	<u>535,000</u>
Change in Fund Balance	<u><u>(\$6,471)</u></u>	<u><u>(\$62,098)</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 Nine Months Ended
March 31, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>
Revenues:			
Interest revenue	\$99	\$515	\$2,000
Other Financing Sources			
Transfer from General Fund	0	25,000	25,000
Total Revenues and			
Other Sources	<u>99</u>	<u>25,515</u>	<u>27,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	809	9,684	100,000
Total Expenditures	<u>809</u>	<u>9,684</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$710)</u></u>	<u><u>\$15,831</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 Nine Months Ended March 31, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	R2R 2022	HR Cultural Trust	Total
Revenues:										
Donations and grants	\$0	\$0	\$2,435	\$6,500	\$10,000	\$0	\$0	\$5,208	\$0	\$18,935
Intergovernmental revenue										5,208
Total Revenues	0	0	2,435	6,500	10,000	0	0	5,208	0	24,143
Expenditures:										
Personal services:										
Wages and salaries:										0
Library clerk I										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
Total Personal Services	0	0	0	0	0	0	0	0	0	0
Materials and services:										
Collection development		13,905	1,678	424	57		567			16,631
Programs		3,562	814	7,439	86		1,938	395		14,234
Georgia Smith Memorial Garden		110								110
Total Materials and Services	0	17,577	2,492	7,863	143	0	2,505	395	0	30,975
Capital outlay	0	55,266	0	0	0	0	0	0	0	55,266
Total Expenditures	0	72,843	2,492	7,863	143	0	2,505	395	0	86,241
Net Change in Fund Balance	0	(72,843)	(57)	(1,363)	9,857	0	(2,505)	4,813	0	(62,098)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	0	2,500	251,794
Fund Balance - March 31, 2022	\$338	\$155,009	\$741	\$11,116	\$13,449	\$1,781	(\$51)	\$4,813	\$2,500	\$189,696

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements April 30, 2022

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

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RICK M. CYPHERS, c.p.a.

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

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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 April 30, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and ten months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Onstott, Broehl & Cyphers, P.C.
May 25, 2022

Hood River County Library District
Balance Sheet - Cash Basis
April 30, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$140,248			\$140,248
Cash with Hood River County	925,855	\$187,193	\$139,642	1,252,690
Petty cash	416			416
Total Current Assets	<u>1,066,519</u>	<u>187,193</u>	<u>139,642</u>	<u>1,393,354</u>
TOTAL ASSETS	<u><u>\$1,066,519</u></u>	<u><u>\$187,193</u></u>	<u><u>\$139,642</u></u>	<u><u>\$1,393,354</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$2,045			\$2,045
Total Current Liabilities	<u>2,045</u>	<u>0</u>	<u>0</u>	<u>2,045</u>
Total Liabilities	<u>2,045</u>	<u>0</u>	<u>0</u>	<u>2,045</u>
Fund Balances:				
Unassigned	<u>1,064,474</u>	<u>187,193</u>	<u>139,642</u>	<u>1,391,309</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,066,519</u></u>	<u><u>\$187,193</u></u>	<u><u>\$139,642</u></u>	<u><u>\$1,393,354</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Ten Months Ended April 30, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$18,935		\$18,935
Property tax revenues - current year	1,044,046			1,044,046
Property tax revenues - prior year	37,749			37,749
Fines and fees	2,833			2,833
Intergovernmental revenue	3,383	5,208		8,591
Interest revenue	5,046		\$613	5,659
Miscellaneous	25			25
Total Revenues	1,093,082	24,143	613	1,117,838
Expenditures:				
Personal services:				
Wages and salaries	425,108			425,108
Employee benefits	133,558			133,558
Total Personal Services	558,666	0	0	558,666
Materials and services:				
Bank charges	264			264
Building rental	9,438			9,438
Building maintenance	15,467			15,467
HVAC	15,005			15,005
Elevator	2,032			2,032
Telephone	3,830			3,830
Internet	5,246			5,246
Collection development	58,295	18,868		77,163
Technology	10,502			10,502
Accounting and auditing	24,778			24,778
Courier	1,669			1,669
Custodial services	22,705			22,705
Technical services	4,114			4,114
Library consortium	13,782			13,782
Copiers	2,437			2,437
Elections expense	2,973			2,973
Furniture and equipment	4,685			4,685
Insurance	14,076			14,076
Georgiana Smith Memorial Garden	22,061	110		22,171
Legal services	1,225			1,225
Professional services	0			0
Dues and subscriptions	1,701			1,701
Miscellaneous	1,770			1,770
Postage and freight	807			807
Printing	195			195
Programs	11,525	14,500		26,025
Advertising	2,134			2,134
Supplies - office	10,546			10,546
Travel	454			454
Training	693			693
Board development	0			0
Parking reimbursement	100			100
Electricity	13,588			13,588
Garbage	1,380			1,380
Natural gas	6,053			6,053
Water & sewer - building	3,948			3,948
Total Materials and Services	289,478	33,478	0	322,956
Capital outlay	918	55,266	11,309	67,493
Total Expenditures	849,062	88,744	11,309	949,115
Revenues Over Expenditures	244,020	(64,601)	(10,696)	168,723
Other Financing Sources (Uses)				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
Total Other Financing Sources (Uses)	(25,000)	0	25,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	219,020	(64,601)	14,304	168,723
Fund Balance - July 1, 2021	845,454	251,794	125,338	1,222,586
Fund Balance - April 30, 2022	\$1,064,474	\$187,193	\$139,642	\$1,391,309

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$4,053	\$1,044,046	\$1,091,490
Tax revenues - prior year	2,608	37,749	15,000
Interest revenue	761	5,046	10,000
Fines and fees	418	2,833	4,000
Intergovernmental revenue	0	3,383	0
Donations	0	0	0
Miscellaneous	0	25	0
Total Revenues	7,840	1,093,082	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	722	6,060	8,281
Library clerk II	9,582	91,427	115,605
Library assistant I	3,579	45,453	68,838
Library assistant II	7,013	53,270	63,265
Librarian I	14,806	110,803	128,034
Librarian II	5,127	47,394	65,291
Library director	7,112	70,701	87,048
Payroll taxes and benefits:			
Retirement	3,396	33,819	43,068
Social security	3,644	32,236	40,226
Workers' compensation	21	1,036	1,300
Health insurance	6,409	62,413	136,280
Unemployment insurance	439	4,054	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	61,850	558,666	766,227
Materials and services:			
Bank charges	61	264	300
Building rental	944	9,438	13,400
Building maintenance	0	15,467	20,000
HVAC	3,014	15,005	15,000
Elevator	188	2,032	2,450
Telephone	123	3,830	5,220
Internet	293	5,246	5,840
Collection development	2,336	58,295	90,000
Technology	626	10,502	13,000
Accounting and auditing	0	24,778	29,000
Courier	184	1,669	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,418	22,705	29,000
Technical services	788	4,114	4,000
Library consortium	0	13,782	14,200
Copiers	160	2,437	3,500
Elections expense	0	2,973	0
Furniture and equipment	70	4,685	4,000
Insurance	0	14,076	16,000
Georgiana Smith Memorial Garden	776	22,061	25,000
Legal services	70	1,225	4,000
Professional services	0	0	30,000
Membership dues	87	1,701	4,000
Miscellaneous	107	1,770	1,500
Postage and freight	112	807	1,000
Printing	0	195	500
Programs	2,304	11,525	20,000
Advertising	54	2,134	2,000
Office supplies	711	10,546	14,000
Travel	47	454	4,000
Training	0	693	4,000
Board development	0	0	1,500
Parking reimbursement	0	100	500
Electricity	1,231	13,588	21,000
Garbage	135	1,380	2,000
Natural gas	856	6,053	10,000
Water & sewer - building	389	3,948	5,600
 Total Materials and Services	 18,084	 289,478	 417,810
 Capital Outlay	 0	 918	 0
 Contingency	 0	 0	 100,000
 Total Expenditures	 79,934	 849,062	 1,284,037
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(25,000)	(25,000)
 Total Other Financing Sources (Uses)	 0	 (25,000)	 (25,000)
 Change in Fund Balance	 (\$72,094)	 \$219,020	 (\$188,547)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Ten Months Ended
April 30, 2022

	<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	\$18,935	\$290,000
Intergovernmental revenue	0	5,208	0
Total Revenues	<u>0</u>	<u>24,143</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	2,503	33,478	268,400
Capital outlay	0	55,266	250,000
Total Expenditures	<u>2,503</u>	<u>88,744</u>	<u>535,000</u>
Change in Fund Balance	<u><u>(\$2,503)</u></u>	<u><u>(\$64,601)</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 Ten Months Ended
April 30, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$97	\$613	\$2,000
Other Financing Sources			
Transfer from General Fund	0	25,000	25,000
Total Revenues and Other Sources	<u>97</u>	<u>25,613</u>	<u>27,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	1,624	11,309	100,000
Total Expenditures	<u>1,624</u>	<u>11,309</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$1,527)</u></u>	<u><u>\$14,304</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 Ten Months Ended April 30, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	R2R 2022	HR Cultural Trust	Total
Revenues:										
Donations and grants	\$0	\$0	\$2,435	\$6,500	\$10,000	\$0	\$0	\$5,208	\$0	\$18,935
Intergovernmental revenue										5,208
Total Revenues	0	0	2,435	6,500	10,000	0	0	5,208	0	24,143
Expenditures:										
Personal services:										
Wages and salaries:										0
Library clerk I										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
Total Personal Services	0	0	0	0	0	0	0	0	0	0
Materials and services:										
Collection development		15,155	1,678	424	1,044		567			18,868
Programs		3,562	814	7,439	159		1,938	588		14,500
Georgia Smith Memorial Garden		110								110
Total Materials and Services	0	18,827	2,492	7,863	1,203	0	2,505	588	0	33,478
Capital outlay	0	55,266	0	0	0	0	0	0	0	55,266
Total Expenditures	0	74,093	2,492	7,863	1,203	0	2,505	588	0	88,744
Net Change in Fund Balance	0	(74,093)	(57)	(1,363)	8,797	0	(2,505)	4,620	0	(64,601)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	0	2,500	251,794
Fund Balance - April 30, 2022	\$338	\$153,759	\$741	\$11,116	\$12,389	\$1,781	(\$51)	\$4,620	\$2,500	\$187,193

See Independent Accountants' Compilation Report

GENERAL FUND

Resources

Hood River County Library District

OR-LB-20

	Historical Data				RESOURCES DESCRIPTION	Budget for Next Year 2022-23		
	Actual			Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2019-20	First Preceding Year 2020-21	YTD actuals 2/28/22					
1	694,723	671,532	845,454	830,000	Available cash on hand	910,000	910,000	
2	19,915	27,171	33,429	15,000	Previously levied taxes estimated to be received	20,000	20,000	
3	16,178	6,499	3,510	10,000	Interest	7,000	7,000	
4	12,299	1,087	2,162	4,000	Fees	3,000	3,000	
5	200	100	-		Donations			
6	2,637	4,081	3,383		Intergovernmental revenue			
7	4,354	322	25		Miscellaneous revenue			
8								
9	750,306	710,792	887,963	859,000	Total resources, except taxes to be levied	940,000	940,000	
10				1,091,490	Taxes estimated to be received	1,103,210	1,103,210	
11	948,558	1,074,014	1,032,150		Taxes collected in year levied			
12	1,698,864	1,784,806		1,950,490	TOTAL RESOURCES	2,043,210	2,043,210	

GENERAL FUND

Detailed Requirements

	Historical Data				REQUIREMENTS FOR: Hood River County Library District	Budget for Next Year 2022-23		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2019-20	First Preceding Year 2020-21	YTD 2/28/2022					
					LIBRARY OPERATIONS			
1					PERSONAL SERVICES			
2					Salaries			
3	6,769	6,986	4,752	8,281	Library Clerk I	8,767		-
4	98,255	91,914	73,742	115,605	Library Clerk II	121,026		-
5	57,568	50,075	39,055	68,838	Library Assistant I	69,862		-
6	104,607	57,948	41,429	63,265	Library Assistant II	67,725		-
7	67,269	117,702	85,978	128,034	Librarian I	143,676		-
8	45,511	54,039	37,140	65,291	Librarian II	66,477		-
9	77,327	80,098	56,477	87,048	Library Director	92,186		-
10	457,306	458,762	338,573	536,362	Total Salaries	569,719		-
11								
12					Benefits			
13	33,446	35,923	27,213	43,068	Retirement	45,765		-
14	35,564	35,097	25,664	40,226	FICA	43,583		-
15	118	81	996	1,300	Workers' compensation insurance	1,300		-
16	68,356	75,352	49,427	136,280	Health insurance	153,660		-
17	3,206	4,969	3,283	6,310	Unemployment insurance	5,128		-
18	-	-	-		Other employee benefits			
19				2,681	Paid family and medical leave	2,848		-
20	140,690	151,422	106,583	229,865	Total benefits	252,284		-
21								
22	597,996	610,184	445,156	766,227	TOTAL PERSONAL SERVICES	822,003		-
22				11.35	Total Full Time Equivalent (FTE)*	11.40		
23								
24					LIBRARY OPERATIONS			

25					MATERIALS AND SERVICES			
26	190	346	158	300	Bank charges	300		-
27					Bookmobile	5,000		
28	13,938	14,269	5,663	13,400	Building rental	15,200		-
29	16,940	13,692	14,619	20,000	Building maintenance	20,000		-
30	8,359	6,473	9,892	15,000	HVAC	15,000		-
31	2,086	1,973	1,468	2,450	Elevator	2,315		-
32	5,336	5,041	3,155	5,220	Telephone	5,200		-
33	2,450	2,824	4,599	5,840	Internet	5,840		-
34	74,051	73,478	41,163	90,000	Collection development	90,000		-
35	13,275	13,987	8,772	13,000	Technology	13,000		-
36	26,715	26,444	20,038	29,000	Accounting and auditing	29,000		-
37	1,747	2,064	1,177	2,300	Courier	2,300		-
38	20,136	22,033	17,869	29,000	Custodial services	30,000		-
39	5,157	3,700	3,326	4,000	Technical services	4,000		-
40	13,069	13,396	13,782	14,200	Library consortium	15,400		-
41	1,417	3,554	2,022	3,500	Copiers	3,500		-
42	-	-	2,973	-	Elections	3,000		-
43	4,445	2,662	4,615	4,000	Furniture and equipment	4,000		-
44	13,002	13,134	14,076	16,000	Property and liability insurance	21,000		-
45	19,449	20,029	16,101	25,000	Georgiana Smith Memorial Gardens	20,000		-
46	2,915	2,135	963	4,000	Legal Services	4,000		-
47	-	1,498	-	30,000	Professional services	25,000		-
48	3,880	3,026	1,614	4,000	Membership dues	4,000		-
49	1,670	1,289	1,631	1,500	Miscellaneous	1,500		-
50	710	793	677	1,000	Postage/freight	1,000		-
51	298	376	195	500	Printing	500		-
52	13,213	12,603	7,740	20,000	Programs	20,000		-
53	1,250	903	2,048	2,000	Advertising	2,000		-
54	10,713	8,149	7,737	14,000	Office supplies	14,000		-
55	2,594	222	408	4,000	Travel	4,000		-
56	1,409	1,761	363	4,000	Training	3,000		-
57	81	-	-	1,500	Board development	1,500		-
58	200	-	100	500	Parking reimbursement	500		-
59	14,835	13,129	11,071	21,000	Electricity	20,000		-
60	1,418	1,586	1,110	2,000	Garbage	2,000		-
61	4,748	5,647	4,245	10,000	Natural gas	10,000		-
62	4,640	5,005	3,169	5,600	Water and sewer (building)	5,600		-
63								

64	306,336	297,221	228,539	417,810	TOTAL MATERIALS & SERVICES	422,655		-
65								
66	123,000	20,000	25,000	25,000	TRANSFER TO CAPITAL RESERVE	20,000		-
67								
68	-	-	-	100,000	CONTINGENCY	100,000		-
69								
70	1,027,332	927,405	698,695	1,309,037	Total expenditures	1,364,658		-
71								
72	-	-	-	12,000	Vacation Reserve	12,000		-
73	671,532	857,401			Ending Balance (Prior Years)			
74				629,453	UNAPPROPRIATED ENDING FUND BALANCE	666,552		-
75	1,698,864	1,784,806		1,950,490	TOTAL REQUIREMENTS	2,043,210		-

CAPITAL EQUIPMENT RESERVE FUND

Resources and Requirements

LB-11

This fund is authorized and established by Resolution No. 2013-14.008 on May 20, 2014, for the following specified purposes: capital outlay for land acquisition, building construction/improvements, installation and repair of major building systems, and depreciable equipment.

Fund review year: 2021

Hood River County Library District

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2022-23		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2019-20	First Preceding Year 2020-21	YTD 2/28/2022					
1					RESOURCES			
2	93,230	109,875	125,338	120,000	Cash on hand	141,000	-	-
3	2,359	637	417	2,000	Interest	1,000	-	-
4	123,000	20,000	25,000	25,000	Transfer from General Fund	20,000	-	-
5								
6	218,589	130,512	150,755	147,000	TOTAL RESOURCES	162,000	-	-
7								
8					REQUIREMENTS			
9	111,714	5,174	10,602	100,000	Capital outlay	125,000	-	-
10	109,875	125,338			Ending balance (prior years)			
11				47,000	RESERVED FOR FUTURE EXPENDITURE	37,000	-	-
12	221,589	130,512		147,000	TOTAL REQUIREMENTS	162,000	-	-

SPECIAL FUND
Resources and Requirements
GRANTS FUND

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2022-23		
	Actual			Adopted Budget This Year 2021-22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	First Preceding Year 2019-20	First Preceding Year 2020-21	YTD 2/28/2022					
1					RESOURCES			
2	110,203	114,512	114,512	245,000	Cash on hand	70,000	-	-
3	9,133	33,182	31,692	150,000	Grants (specific purposes)	150,000	-	-
4	15,010	14,300	14,300	20,000	Friends of the Library donations	25,000	-	-
5	30,694	153,500	3,000	100,000	Library Foundation donations	125,000	-	-
6	5,500	8,000	8,000	20,000	Pat Hazelhurst Fund donations	20,000	-	-
7								
8	170,540	323,494	171,504	535,000	TOTAL RESOURCES	390,000	-	-
9								
10					REQUIREMENTS			
11					Personal services			
12					Salaries			
13								
14	886	-	-	5,000	Clerk I	5,000	-	-
15	1,065	-	-	5,000	Library Assistant II	5,000	-	-
16					Benefits			
17	-	-			Retirement			
18	(7)	-	-	750	FICA	750	-	-
19	-	-		250	Workman's compensation	250	-	-
20	-	-	-		Health insurance			
21	(1)	-	-	100	Unemployment insurance	100	-	-
22								
23	-	-	-	500	Other personal services	500	-	-
24								
25	1,943	-	-	11,600	Total personal services	11,600	-	-
26								
27					Materials and services			
28	20,832	26,681	15,188	60,000	Collection development	70,000	-	-
29	1,429	1,710	815	30,000	Technology	35,000	-	
30	15,676	16,734	11,173	38,400	Programs	38,400		
31	8,300	6,682	6,682	60,000	Furniture and equipment	55,000		

32	7,848	7,498	7,498	80,000	Other materials and services	80,000		
33								
34	54,085	59,305	41,356	268,400	Total materials and services	278,400	-	-
35								
36	-	12,395	9,950	250,000	Capital outlay	100,000		
37						.		
38	114,512	251,794			Ending balance (prior years)			
39				-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
40	170,540	323,494		530,000	TOTAL REQUIREMENTS	390,000	-	-
41								

Resolution No. 2021-22.04

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

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Hood River County Library District hereby adopts the budget for the fiscal year 2022-23 in the total of \$2,595,210, now on file in the Hood River Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2022, are hereby appropriated for the purposes shown on page 2 (except General Fund "Unappropriated Ending Fund Balance / Reserve" is not appropriated).

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Hood River County Library District hereby imposes the taxes as provided for in the adopted budget at the rate of \$0.3900 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for the tax year 2022-23 upon the assessed value of all taxable property within the District as follows:

Categorizing the tax

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

Adopted by the Board of Directors of Hood River County Library District this 21st day of June, 2022.

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

Resolution No. 2021-22.04
2022-23 budget adoption

<i>FUND:</i>	<i>Personal Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
<i>General Fund</i>	\$822,003	\$422,655	\$0	\$0	\$20,000	\$112,000	\$0	\$666,552	\$2,043,210
<i>Capital Reserve Fund</i>	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$37,000	\$162,000
<i>Grants fund</i>	\$11,600	\$278,400	\$100,000	\$0	\$0	\$0	\$0	\$0	\$390,000
									0
<i>TOTALS</i>	\$833,603	\$701,055	\$225,000	\$0	\$20,000	\$112,000	\$0	\$703,552	\$2,595,210

Resolution No. 2021-22.05
Resolution authorizing vendors for
online and automatic payment of bills in 2022-23

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

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

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

Now, therefore be it RESOLVED, that the Hood River County Library District Board of Directors authorizes the following vendors for online payments and deposits in 2022-23.

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

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

ATTEST:

Jean Sheppard, President

Rachael Fox, Library Director

HOOD RIVER COUNTY LIBRARY DISTRICT LIBRARY DIRECTOR CONTRACT

PARTIES:

Hood River County Library District, an
Oregon Special District
502 State Street
Hood River, OR 97031

("District")

Rachael Fox
1461 Sunset Road
Hood River, OR 97031

("Director")

RECITALS:

I. The District desires to employ Rachael Fox as Director and Rachael Fox desires employment as Director for the District.

II. The parties desire to create an agreement that comprehensively details the terms and conditions of the Director's employment with the District.

TERMS CONDITIONS AND COVENANTS:

A. Employment.

1. The District agrees to employ Rachael Fox as Director to perform the functions and duties of Director as specified in the position description, policies and procedures, rules, and regulations of the District, as may be prescribed by the Board of the District ("District Board" or "Board") periodically. The District Board vests in the Director day-to-day control of District operations, and reserves to the District Board sole policy making authority and exclusive control over matters of fiscal policy, budget, and financial matters of the District.

2. The authority of the Director shall include, without limitation, the following: (a) management, administration, and direction of District operations; (b) hiring, disciplining and discharging of District employees, and volunteers; (c) execution and administration of District policies within budget appropriations pursuant to District policy, ordinance, or resolution; (d) policy advice to District Board; and (e) such additional and further duties as the District Board may require from time to time.

B. Performance Goals and Evaluation. The District Board shall meet with the Director annually during the month before Rachael Fox's initial hire date of June 29, 2011 to establish performance goals for the coming year and to evaluate and assess the performance of the Director in meeting goals of the past year and progress toward achieving the District's current strategic plan.

C. Hours of Work and Outside Activities.

1. Director's Time. The parties acknowledge that the performance of the duties of Director constitutes a full-time job. It is recognized that the Director must devote time outside of normal office hours to the business of the District and, to that end, the parties recognize that the Director is exempt as a professional from the overtime provisions of the Federal Fair Labor Standards Act, and its counterpart in Oregon law.

2. Outside Business. The Director shall not be engaged in teaching, consulting, or other non-district related business without the prior written approval of the District Board. In this event, the District Board approves this non-district related business, the Director must, to the greatest extent possible, utilize his/her vacation or other leave time to perform such outside business.

3. Civic Involvement. The parties agree it is necessary for the Director to be an active participant in community activities, and the Director agrees to be actively involved in community and civic organizations.

D. Term of Employment.

1. The term of this Agreement is for 12 months, beginning on the 1st day of July, 2022, and continuing through the 30th day of June, 2023, unless sooner terminated as provided herein. In the event this contract is renewed, the parties anticipate that the renewal term will be for a twelve-month term from July 1 to June 30 each year hereafter.

2. Nothing in this Agreement shall grant the Director a property right in his/her position, nor prevent, limit, or otherwise interfere with the right of the District to terminate the services of the Director at any time, with or without cause, subject only to the provisions of this Agreement pertaining to termination and severance pay. The Director is an at-will employee of the District.

3. The Board may suspend the Director with full pay and benefits at any time during the term of this Agreement if it deems that this action is in the best interests of the District and reasonably necessary.

F. Termination and severance.

1. Termination without Cause. This Agreement may be terminated either by the District or the Director for any reason whatsoever upon the giving of sixty (60) days written notice to the other party.

2. Termination For Cause. This Agreement may be terminated immediately at the discretion of the District upon a determination by the Board that:

a. The Director failed or has refused to comply with the policies, standards or regulations of the District.

b. There is probable cause to believe that the Director is guilty of fraud, dishonesty, or misappropriation of funds, embezzlement, or other act of misconduct or dishonesty in the rendering of the services on behalf of the District.

c. The Director has failed or refused to perform his/her duties as provided for in this Agreement.

4. Severance for Termination with Cause. Upon termination for cause by the District the Director shall not be entitled to receive any severance pay. The Director will be entitled to receive compensation for all earned but unused vacation leave and accrued holidays, subject to the general guidelines of the District.

G. Compensation.

1. Salary. The base salary for the Director shall be \$92,186 per year, payable by the District on a monthly basis.

a. The District agrees to review the base salary and other benefits of the Director at the Director's annual performance review with any salary increase to be effective if and when determined by the District Board.

b. Based upon the review, the parties will negotiate any desired changes, subject to the economic realities facing the District and the results of the performance evaluation. Raises will be based on merit and availability of funds.

2. Automobile. The Director may submit mileage reimbursement requests for business-related automobile use, which, following approval by the Board, will be paid per District policy.

3. General Reimbursements. The District may reimburse the Director for expenses of non-personal and job-related nature that are incurred, upon receipt of expense vouchers or receipts, accompanied by a written explanation.

4. Professional Development and Organizations. In accordance with District policy and subject to available funds, the District may budget and pay reasonable registration, travel, and subsistence expenses of the Director for professional and official travel, meetings, and occasions deemed necessary or desirable by the Board to continue the professional development of the Director and to carry out official functions of the District.

5. Membership Dues for Professional Organizations: The District will pay for the Director's membership dues in the Oregon Library Association, American Library Association, and other organizations, subject to the Board's approval.

6. Membership dues for Civic Organizations: The District encourages the Director to be involved in civic activities and organizations if such involvement advances the District's mission, vision, and values. Accordingly, the District may reimburse the Director for expenses associated with the Director's membership in one or more civic organizations.

H. Benefits. The Director shall receive the benefits as the District has provided and may hereafter provide during the term of this contract and any renewals thereof. These benefits include all of those offered to full-time, exempt District employees, as delineated in the Personnel Policies.

I. General Provisions.

1. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall be deemed severable and shall not be affected but shall remain in full force and effect.

2. This contract embodies the entire agreement between the parties and, except as expressly provided herein, it cannot be varied except by written agreement of the parties. Amendments to this Agreement shall be in writing and signed by both parties.

3. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon, and the venue of any action brought hereunder shall be exclusively in the Circuit Court, County of Hood River, State of Oregon. If any suit or action is brought to enforce the terms of this Agreement, the prevailing party shall be awarded reasonable costs and attorney fees, at arbitration, if any, trial and on appeal.

4. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement, or such other address as a party may provide by written notice to the other party.

5. By the Director's signature below, the Director acknowledges that he/she is an at will employee and that his or her employment may be terminated without cause by the District Board, at any time.

6. The Director's employment shall also be governed by the terms and conditions of the District's Personnel Policies to the extent the policies therein are not contrary to the foregoing terms and conditions. In the event of a conflict between the policies and this Agreement, the terms and conditions of this Agreement shall control.

7. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.

8. This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Approved by the Hood River County Library District at an open, public meeting on the 21th day of June, 2022.

Hood River County Library District:

Jean Sheppard , Board President

Date _____

Director:

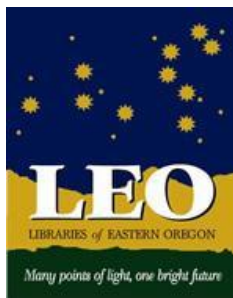
Rachael Fox

Date _____

Approved as to form:

Ruben Cleaveland
Library District Legal Counsel

Date _____



LIBRARIES OF EASTERN OREGON

MEMORANDUM OF UNDERSTANDING

This agreement is made by and between the Hood River County Library District and the Libraries of Eastern Oregon (LEO) [Consortium], a consortium of public and tribal libraries in the fifteen Central and Eastern Oregon counties of Baker, Crook, Gilliam, Grant, Harney, Hood River, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler.

The Consortium leverages the scale and diversity of its members and its unique position as a regional facilitator of services to acquire, partner for, develop, and distribute information and resource sharing solutions that deliver value to the libraries represented by LEO.

Each organization will retain its unique and special qualities, but by facilitating efficient cooperation, the Consortium can identify and pursue funding opportunities and negotiate group contracts with the goal of mitigating the costs of providing library programs, services, and content.

This agreement is ongoing and will not terminate except upon written notice. Each year, member libraries will receive a copy of this MOU and will be asked to file a new signed copy every three years.

1. General establishment

- 1.1. LEO is a consortium of public and tribal libraries within the LEO service area, defined as the counties east and south of Hood River County with the exception of Deschutes County.
- 1.2. LEO's mission is to create and deliver opportunities for 21st century public library services in Eastern Oregon. LEO members join together to:
 - a. Enhance access to information, programs, and services.
 - b. Share information resources and expertise.
 - c. Enrich and preserve collections.
 - d. Develop library staff to meet the challenges of a rapidly changing information environment.
 - e. Support other activities that further goals established by the LEO Board of Directors or their designees.

- 1.3. The Consortium is founded on a framework of agreement and understanding. The Consortium may negotiate and administer purchases on behalf of its member libraries, which may include contracts and/or license agreements for electronic resources.
 - a. Participation in the consortium by member libraries is entirely optional and does not preclude libraries' ability to unilaterally negotiate contracts. Consortium membership does not obligate a Library to share independently-negotiated resources.
- 1.4. The LEO Board of Directors serves as the steering board for the Consortium.
 - a. Representatives serving on the LEO Board of Directors are elected for terms set forth in the LEO Bylaws.
 - b. Board of Director representatives are granted the power by their respective libraries and the LEO membership to make binding decisions.
- 1.5. Participation in the Consortium database services, although recommended, is optional. Member libraries that do not participate in the database services will be responsible for providing and supporting their own technological solutions to access the information resources purchased by the Consortium.
- 1.6. LEO may negotiate the pricing, access and terms of the license agreement on behalf of the participating Consortium member libraries.
 - a. LEO member libraries designate one individual from the Library to serve as a contact for decisions, commitments to purchase, invoicing and billing, and other administrative issues, as well as one or more individuals as the main point of contact for electronic resources. These two roles may be filled by the same individual.
 - b. LEO may negotiate in the best interest of members and in recognition of the widely accepted principles embodied in the International Coalition of Library Consortia (ICOLC) [Statement of Current Perspective and Preferred Practices for the Selection and Purchase of Electronic Information](#). LEO license agreements identify LEO as a consortium acting on behalf of the member libraries. The member libraries are parties to the agreement and are subject to the terms of the license agreements with the information vendors.

2. Member Organizations

- 2.1. Each Library is expected to participate in LEO services and meet membership obligations. Each participating library in good standing is considered a full member. Privileges will include:
 - a. Representation in special general membership elections with one vote.
 - b. Ability to present issues to the LEO Board of Directors and propose agenda items.
 - c. Ability to participate in consortium opportunities, which may vary depending on past programming history and regional needs.
 - d. Access potential discounts and membership-only benefits, including those provided through third-party programs and software.
- 2.2. Member libraries shall pay annual membership dues as established by the LEO Board of Directors. The membership dues will be reviewed each year by the LEO Board of Directors. Membership payment is required for participation in optional LEO database and program services.
- 2.3. The cost of participation in LEO shall be paid annually by members to the Consortium for the purpose of providing shared digital library content and organizational infrastructure related to operations and fundraising on behalf of the Consortium.
- 2.4. To be eligible for in-person programs and exhibits, Member libraries acknowledge:
 - a. Payment of annual membership dues does not guarantee delivery of in-person programs and exhibits from LEO.
 - b. LEO shall make reasonable efforts to distribute programs and exhibits equitably among its members, but delivery may be restricted by efficiently achieving outcomes stipulated in grant or gift donations or by geography.
 - c. Timely and accurate responsiveness to LEO communications is required for participation in in-person programs and exhibits. A "timely manner" is generally understood to mean within 5 days.
 - d. Some program opportunities may only be partially funded and will require a matching or proportional payment by the hosting library, to be billed to the member library on a case-by-case basis.
- 2.5. Each Library may contribute to the management of the consortium by communicating with LEO Board of Director representatives, including attendance at meetings, or by participation in core operational groups

as defined by the LEO Board of Directors; and participation in selected groups pursuing strategic initiatives.

- 2.6. Each Library must:
 - a. Consent to this MOU, as attested by the ratifying signature of its chief executive officer; and
 - b. assume prescribed fiscal responsibility for support of LEO. Such fiscal responsibility shall include the payment of annual dues, proportional costs of any joint projects, and other assessments as shall be properly authorized.
- 2.7. A Library may withdraw from the Consortium by delivering written notice from the chief executive officer to the LEO Board of Directors Chair and the LEO Executive Director. Libraries wishing to withdraw must send notification by July 31 for withdrawal for the subsequent year in order to allow LEO to fulfill all current third party contracts and licenses to which the Library, through its participation in LEO, is obligated.
- 2.8. Continuance of LEO membership requires that all annual dues and assessments applicable to a fiscal year be remitted within that fiscal year.
- 2.9. The LEO Board of Directors shall determine the addition or removal of a Library. Removal of a Library does not relieve a Library of financial obligations to LEO incurred prior to removal.
 - a. For delinquent accounts, LEO reserves the right to pursue any and all available legal and equitable remedies, including, but not limited to, contacting the governing body and/or financial authority, or instituting formal litigation proceedings.

3. Governance

- 3.1. Refer to the LEO Bylaws for information on governance, including the roles, responsibilities, and authority of members and the LEO Board, as well as the fiscal year.
- 3.2. Accounts maintained by the Consortium may be subject to audit by any agency authorized by the LEO Board of Directors.
- 3.3. All contracts entered into by the Consortium shall have an "availability of funds" clause acknowledging that decreases in the funds available

for LEO consortia services shall be grounds for contract re-negotiation or termination.

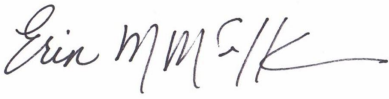

4. Miscellaneous

- 4.1. Except as otherwise limited by applicable state law, each party shall be responsible for its tortious acts or omissions and those of its officers or employees arising out of, or in any way connected with the performance or obligations of each party under this agreement.

5. Library Dues and Service Fee Schedules

- 5.1. This memorandum of understanding sets forth the complete understanding of the parties. It supersedes all prior agreements and negotiations, oral or written, with respect to this subject matter. Membership dues and the service fee payment schedule for each Library shall be determined annually and authorized by the LEO Board of Directors.
- 5.2. LEO will strive to keep the consortium-wide increase in annual membership dues under 7%, as approved by the LEO Board of Directors. This does not include increases in program or service fees, such as Library2Go. In the event the increase is above 7 %, a revised MOU will be sent to member libraries and will need to be completed and submitted to LEO.
- 5.3. The parties, by the signature below of their authorized representatives, acknowledge having read and understood the agreement and to be bound by its terms and conditions.



APPROVED:

FOR Hood River County Library District		For LEO	
		 5/23/2022	
Library Director	Date	Board Chair, Erin McCusker	Date
		 5/23/2022	
President or Designee	Date	Executive Director	Date

Vendor: Demco

Shopping Cart

Products in Cart

Item	Price	Quantity	Subtotal
<div><div></div><div><div>Kingsley 80 C-Series Supermax Versa DualDrop Return</div><div>Paint Color Sandstone</div><div>VIEW PRODUCT</div><div>Item # W13594950</div></div></div> <div><div><div></div><div>This product ships directly from the manufacturer in approximately 40 working days.</div><div>REMOVE</div></div></div>			
<div><div></div><div><div>easyROLLER 60 Cart 34-3/4"H x 31-1/2"W x 34-5/8"D</div><div>EDIT PRODUCT</div><div>Item # W13657650</div></div></div> <div><div><div></div><div>This product ships directly from the manufacturer in approximately 30 working days.</div><div>REMOVE</div></div></div>			

Cart Summary

Cart ID: 2966922

[PRINT](#) [SHARE](#)

Contract Used:

Demco Contract

[View Terms](#)

Enter Promo Code

Apply

Merchandise Total

\$9,904.98

Contract Discount

-\$693.33

Shipping

\$1,037.95

Tax

\$0.00

Cart Total

\$10,249.60

Need Help?

Vendor: Brodart

BRODART

Welcome, Sign In | Cart Total: \$10,305.68, 2 Items | Contacts or #888-820-4377

Supplies Equipment Furnishings New Products View All Special Offers Order By Catalog #

Checkout: ✓ Sign In ✓ Addresses ✓ Shipping • Billing Review Order Complete

Shopping Cart Summary

Kingsley™ 80 C-Series Return and System	1	\$8,902.32
Kingsley™ Aluminum Alloy High Capacity Carts	1	\$1,403.36
Subtotal:		\$10,305.68
Shipping:		\$1,095.89
Tax (will be applied when order is invoiced unless tax exempt)		*N/A
Total:		\$11,401.57

*Tax will be applied after the order is placed.

Special Order Instructions Optional

Payment Method

Enter your email address below to receive updates about your order.

Enter Your Email Address
[Email Field]

Payment Method Credit Card Payment Type Visa Card Number [Card Number Field] Security Code [Security Code Field]

Expiration Date Month Year

Billing Address

Saved Addresses Optional
(Import values from...)

First Name [First Name Field] Last Name [Last Name Field]

Institution Optional
[Institution Field]

Address [Address Field] Address (Line 2) Optional Apt. #, Suite, etc.
[Address Line 2 Field]

City [City Field] State Alabama Zip Code [Zip Code Field] Country United States of America

Contact Number [Contact Number Field] ext. [Ext. Field]

PAY WITH THIS PAYMENT METHOD

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Vendor: The Library Store

Search results for: 'kingsley book' X Shopping Cart X 80 C-Series Supermax Versa Dual Drop Return X The Library Store | Library Supply X



https://www.thelibrarystore.com/checkout_confirmation

Courier Home controls Evergreen PB Staff wiki Staff duties checklist Staff calendar Google Drive Facebook Admin console Website-Admin Website Amazon Hood River Weather NOAA SpanishDict | English to Spanish Home - Canva

Item # or Keywords

MY ACCOUNT Enter Catalog Code 800.548.7204

Hood River, OR 97031
United States
541-386-2535

Product	Your Price	Qty	Total Price
 Item #: 83-11733 KINGSLEY 60 Series DuraLight Ultra Capacity Cart	Retail: \$2176.43 \$1,450.95	1	\$1,450.95
 Item #: 83-11786 KINGSLEY 80 C-Series SuperMax Versa DualDrop Return Your Selections: <div>Color: Sandstone with Black Graphics</div> <div>Wording: Library Return</div> <div>Decal Logo: Square Logo</div> <div>Return Only</div>	Retail: \$12737.92 \$8,491.95	1	\$8,491.95

Product: \$9,942.90
Shipping: \$989.54
Tax: \$0.00
Total: \$10,932.44

You Saved: \$873.48

Back to Cart Submit Quote

61°F Cloudy 3:48 PM 6/17/2022